

#### **DETAILS OF FAMILIARIZATION PROGRAMMES FOR INDEPENDENT DIRECTORS**

1. When a new independent director is appointed, the Independent Director is briefed on the following:
  - a. Roles, responsibilities, duties and obligations under the Companies Act, 2013 and the Listing Agreement.
  - b. Nature of business, business model of the Company and company's operating Plans.
2. A business presentation is made by the Managing Director/Chief Financial officer of the Company at every Audit Committee/Board Meeting providing an update on overall business scenario, business performance, financial parameters, working capital management, major litigation, risk management etc.
3. A Legal Compliance report on a quarterly basis prepared by different department is placed before the Board informing the Board members of the various Compliance Requirements and the Compliance Status.
4. The members of the Board are also briefed in the Board Meetings on the regulatory changes as and when it happens.
5. Details of Programmes organised for the Independent Directors during the financial year 2022-23 are given below:

S. No	NAME	Details of Programme	Numbers of hours spent
1	August 13, 2022	Familiarizing new Independent Director on Company's Structure & its history, nature of business, business model, business strategy, product offerings, operating plans, business operations and functions of the Company.	3 hour

Cumulative details of programmes attended by Independent Directors are as follows

S.No.	Name	Number of Programme attended during the year	Number of Programme attended (Cumulative)	Number of hours spent during the year	Number of hours spent (Cumulative)
1	Mr. Shiv dayal Verma	1	10	3	20
2	Mr. Satya Bhushan Lal Jain	1	10	3	20
3	Mrs. Raka Rajnish	1	10	3	20