

**FAMILIARISATION PROGRAMMES FOR INDEPENDENT DIRECTORS**

## Preamble

Securities Exchange Board of India (Listing Obligations & Disclosure Requirements) Regulations, 2015 stipulates that the Company shall familiarize the Independent Directors with the Company, their roles, rights, responsibilities in the Company, nature of the industry in which the Company operates, business model of the Company, etc., through various programs.

**1. Overview of the Familiarisation process**

All Independent Directors are aware and further updated about their roles, rights, responsibilities in the Company. A Directors' kit containing information about the Company, Memorandum and Articles of Association, Annual Reports for previous 3 years, Sustainability Reports, Investor Presentations, and recent Media Releases etc. is handed over to the director. The appointment letter issued to Independent Directors inter alia sets out the expectation of the Board from the appointed director, their fiduciary duties and the accompanying liabilities that come with the appointment as a director of the Company.

Independent Directors are provided with necessary documents/brochures, reports and internal policies to enable them to familiarize with the Company's procedures and practices.

Periodic presentations are made at the Board and Board Committee Meetings, on business and performance updates of the Company, global business environment, business strategy and risks involved. Detailed presentations on the duties and responsibilities of Independent Directors and the Company's business segments were made at the separate meetings of the Independent Directors held during the year.

Quarterly updates on relevant statutory changes and landmark judicial pronouncements encompassing important laws are regularly circulated to the Directors.

Each director of the Company has complete access to any information relating to the Company. Independent Directors have the freedom to interact with the Company's management. They are given all the documents sought by them for enabling a good understanding of the Company, its various operations and the industry segments of which it is a part. Further, they meet without the presence of the Company's Management Personnel to discuss matters pertaining to the Company's affairs and put forth their combined views to the Chairperson and Managing Director.

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**FAMILIARISATION PROGRAMMES FOR INDEPENDENT DIRECTORS****DETAILS OF FAMILIARIZATION PROGRAMMES IMPARTED TO INDEPENDENT DIRECTORS**

[PURSUANT TO THE PROVISIONS OF REGULATION 46 (2) OF SEBI (LISTING OBLIGATION AND DISCLOSURE REQUIREMENT) REGULATIONS, 2015]

All the familiarization programme activities are merged with the Board meetings for the convenience of the Directors of the Company. Also, individual programs are being conducted separately for them, as and when required.

Sr. No.	Name of Independent Directors	No. of Programmes (Board/Audit Committee Meetings) attended by Independent Directors		No. of Hours spent (at Board/ Audit Committee Meetings) by Independent Directors in such programmes	
		during the year 2022-23	on cumulative basis till 31.03.2023	during the year 2022-23	on cumulative basis till 31.03.2023
1	Mr. Shalin Divatia	8	20	15.05	27.3
2	Mr. Rahul Divan	8	20	15.05	27.3
3	Mr. Bhargav Patel	8	20	15.05	27.3
4	Mr. Mahendra Sanghvi	6	18	10.35	22.6

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