

DIRECTORS' FAMILIARIZATION PROGRAMME

1. Purpose:

Regulation 25(7) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 mandates the Company to familiarize the Independent Directors with the Company on the areas of familiarization with the Company; nature of Industry and the Business model of the Company; the Independent Director's roles, rights and responsibilities.

Schedule IV of the Companies Act, 2013 puts similar duties on Independent Directors' to be informed and familiarized with the Company and the external environment in which it operates.

2. Process:

The familiarization programme at the Company is a continuous and ongoing activity and is achieved by the Company through following means/ methods;

- The Independent Directors are issued a formal letter of appointment at the time of their appointment which includes, inter alia, their role, rights and responsibilities and the terms and conditions of their appointment.
- Majority of the Board Meetings are generally held at the registered office of the Company from where the centralized operations and strategic decision making are carried out. The departmental heads are called at the relevant meetings of Directors for interactions relating to their areas of activities.
- At every meeting of Board of Directors, a presentation is made mainly covering the areas of operations, market trends & competition activities, business performance, financial highlights and capex/ project budget, investments, forex exposure etc. of the Company and its subsidiaries.
- The Directors are timely updated on Environment, Social and Governance (ESG) initiatives, ESG Targets and Corporate Social Responsibility initiatives.
- The Internal Audit report presented at the Meeting for fruitful discussion at the Audit/ Board Meetings. Presentations are also made to the Board on the areas which requires strategic decision making, policies and procedures of Company, risk management, risk registers, internal financial controls etc.
- The Directors are updated about major developments through emails etc.
- The Directors are updated about major changes affecting areas of Companies Act, SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, legal updates, major amendments of direct and indirect tax laws affecting the sector in which Company operates.

3. Disclosure:

The Company shall make the necessary disclosure on its website as required under the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

This document shall be uploaded on the website of the Company.

Web link of the familiarization programme will also be given in the Annual Report of the Company.

Details of familiarisation programs imparted to Independent Directors during the financial year 2025-26 and on cumulative basis from FY 2023-24 to FY 2025-26

Name of Independent Directors	No. of programs/ meetings		No. of hours spent	
	During FY 2025-26	Cumulative	During FY 2025-26	Cumulative
Mr. Aseem Dhru	24	60	10:05	23:05
Mr. Sridhar Balakrishnan	24	59	10:05	23:00
Mr. Sanjiv Kakkar	24	24	10:05	10:05
Ms. Manjaree Chowdhary	14	14	6:20	6:20