

Familiarization Program for Independent Directors

Preamble:

Regulation 25(7) of the Securities Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (the “Regulations”) requires the listed entity to familiarize the Independent Directors of the Company about the nature of the industry in which the Company operates, business model of the Company, their roles, rights, responsibilities in the Company and other related information which is required to update the knowledge of Directors in the current business and regulatory scenario through various programs conducted for the Directors of the Company.

Familiarization process:

The Company conducts the familiarization programmes for the Directors of the Company in the following manner:

1. The Company in-order to familiarize the newly appointed Independent and Non-executive Directors with the Company, its operations, business overview, their roles, duties and responsibilities are provided with an induction kit. The induction kit gives brief details on the structure of the Company and familiarizes the Directors with their Roles, Duties and Responsibilities as a Director. It is given as part of the Company’s intent to familiarize the Director with the Company, Nature of Industry, the Roles, Duties and Responsibilities of Directors and practices of the Company.
2. Functional Heads and Company executives make presentations to IDs giving insights about their functions.
3. The Management of the Company gives a brief presentation on detailed business strategy for various businesses of the Company with the current market scenarios in the Board meetings held by the Company.
4. In each Board Meeting presentation is made to the IDs covering:
 - Industry updates and development;
 - Information on business performance and operations,
 - Company’s Global market presence
 - Financial change
 - Business initiatives and plans/projects;
 - Expansion plans;
 - Market standing/Peer Companies comparison
 - Changes in the relevant regulatory requirements
 - Significant achievements, recognitions and accolades
 - CSR programmes and activities undertaken, etc
5. 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.

6. A detailed letter of appointment and terms and conditions of appointment of Independent Directors incorporating the following points is given to each Independent Director at the time of appointment:

- Terms of appointment
- Roles and duties of Independent Directors
- Expectation of the Board from the appointed director
- Adherence to Code of Conduct, Business Ethics and Insider Trading Code
- Duties and responsibilities
- Remuneration
- Time Commitment
- Confidentiality and termination

Details of Programmes attended by Independent Directors in the F.Y. 2021-22

Name of Independent Director	Programme Attended		Cumulative Basis	
	No. of Programmes	Hours Spent	No. of Programmes	Hours Spent
Mr. Sridhar Gorthi	18	10	18	10
Mr. T L Easwar	7	4	7	4
Ms. Gita Nayyar	9	5	9	5
Mrs. Manju Agarwal	20	11	20	11

Note: The Equity Shares of the Company was listed on Stock Exchange with effect from 06 August 2021