

FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS

PURPOSE AND OBJECTIVE OF THE PROGRAMMES ·

To provide insights into the Company to enable the Independent Directors to understand the Company's business in depth that would facilitate their active participation in managing the Company.

FAMILIARIZATION AND CONTINUING EDUCATION PROCESS ·

- The Company through its Managing Director / Executive Director / Key Managerial Personnel conducts programmes / presentations periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company. · Such programmes / presentations provide an opportunity to the Independent Directors to interact with the Senior Management of the Company and help them to understand the Company's strategy, business model, operations, service and product offerings, markets, organization structure, finance, human resources, technology, quality, facilities and risk management and such other areas as may arise from time to time. ·
- The programmes/presentations also familiarize the Independent Directors with their roles, rights and responsibilities. ·
- When a new Independent Director comes on the Board of the Company, a meeting is arranged with the Chairperson, Managing Director, Chief Financial Officer to discuss the functioning of the Board and the nature of the operation of the Company's business activities. ·
- New Independent Directors are provided with copy of latest Annual Report, Organisation Structure, the Company's history, milestones achieved, major policies of the Company, Code of Conduct, fund raising history etc.
- The Company provides the Directors with the tours of company's facilities from time to time. · A detailed Appointment Letter incorporating the role, duties and responsibilities, remuneration and performance evaluation process, Code of Conduct and obligations on disclosures, is issued for the acceptance of the Independent Directors.
- At Board meetings, presentations are made to the Board on business and performance updates of the Company, global business environment, risk management, company policies, Subsidiary information and changes in the regulatory environment applicable to the corporate sector and to the industry in which it operates and other relevant issue.
