

## **FAMILIARISATION PROGRAMME**

Regulation 25 of the SEBI Listing Regulations, 2015 requires that the Company shall familiarise the independent directors through various programmes about the listed entity, including the following:

- (a) nature of the industry in which the listed entity operates;
- (b) business model of the listed entity;
- (c) roles, rights, responsibilities of independent directors; and
- (d) any other relevant information

The Company has held various programmes for the Independent Directors throughout the year on an ongoing and continual basis in the nature of familiarisation in the above areas. Some of such programmes carried out during the year were as under:

- a. Various presentations were made from time to time, on different functions and areas by the Senior Executives, Internal Auditor & Statutory Auditors covering inter alia the business of the Company.
  - b. Deliberations were held and presentations were made from time to time on major developments in the areas of the Companies Act 2013 including Companies (Amendment) Act, 2018, SEBI Listing Regulations, 2015 and amendments thereto, and other related Regulations etc.
  - c. Directors in particular have been informed about their roles, responsibilities and duties under the SEBI Listing Regulations, 2015 through Board papers and appointment letter given to them.
  - d. As and when a new director is appointed as part of the process of induction, the Company has the practice of familiarising the new director with information on various aspects of the Company, including the following:
    - Company's Code of Conduct for directors
    - Annual reports of last three years; and
    - Company's Insider Trading Code
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