

## **Familiarization programme**

### **1. Background**

The Listing Regulations require listed companies to conduct familiarization programme for the Independent Directors so as to familiarize them with the company; nature of the industry in which the company operates; business model of the company; roles, rights and of independent directors; and any other relevant information.

The Company facilitates the members of the Board to familiarize themselves with the industry and its operations.

### **2. Familiarization Process**

The Company conducts orientation programmes / presentations / training sessions, periodically at regular intervals, to familiarize the independent directors with the strategy, operations and functions of the Company.

Such orientation programmes / presentations / training sessions provide an opportunity to the independent directors to interact with the senior leadership team of the Company and help them to understand the Company's strategy, business model, group structure, operations, service and product offerings, markets, organization structure, finance, human resources, technology, quality, facilities, risk management strategy, regulatory updates, governance policies, designated channels for flow of information and such other areas as deemed necessary.

The programmes/presentations also familiarize the independent directors with their roles, rights and responsibilities.

The Company may include such other details and information, as required, during the introductory familiarization programme / presentation, when a new independent director comes on the Board of the Company.

**1. Summary of Programmes attended by Independent Directors for Financial Year 2021-22:**

Names of Independent Director	No. of Programmes/Meetings		No. of Hours Spent	
	During the year 2021-22	Cumulative till year 2021-22	During the year 2021-22	Cumulative till year 2021-22
Mr. Chander Khamesra	1	1	2.5	2.5
Mr. Desh Raj Dogra	1	1	2.5	2.5
Mrs. Kalpana Gupta	1	1	2.5	2.5
Mr. Rajendra Kumar Jain	1	1	2.5	2.5

**2. Summary of Programmes attended by Independent Directors for Financial Year 2022-23:**

Names of Independent Director	No. of Programmes/Meetings		No. of Hours Spent	
	During the year 2022-23	Cumulative till year 2022-23	During the year 2022-23	Cumulative till year 2022-23
Mr. Chander Khamesra	2	3	8	10.5
Mr. Desh Raj Dogra	2	3	8	10.5
Mrs. Kalpana Gupta	2	3	8	10.5
Mr. Rajendra Kumar Jain	1	2	5	7.5
Mr. Rajan Malhotra*	2	2	8	10.5

\*Mr. Rajan Malhotra appointed w.e.f. 27<sup>th</sup> May 2022.

**3. Summary of Programmes attended by Independent Directors for Financial Year 2023-24:**

Names of Independent Director	No. of Programmes/Meetings		No. of Hours Spent	
	During the year 2023-24	Cumulative till year 2023-24	During the year 2023-24	Cumulative till year 2023-24
Mr. Chander Khamesra	1	4	4	14.5
Mr. Desh Raj Dogra	1	4	4	14.5
Mrs. Kalpana Gupta	1	4	4	14.5
Mr. Rajendra Kumar Jain	1	3	4	11.5
Mr. Rajan Malhotra	1	3	4	14.5

**4. Summary of Programmes attended by Independent Directors for Financial Year 2024-25:**

Names of Independent Director	No. of Programmes/Meetings		No. of Hours Spent	
	During the year 2024-25	Cumulative till year 2024-25	During the year 2024-25	Cumulative till year 2024-25
Mr. Chander Khamesra	1	5	4	18.5
Mr. Desh Raj Dogra	2	6	7	21.5
Mrs. Kalpana Gupta	2	6	7	21.5
Mr. Rajendra Kumar Jain	1	4	4	15.5
Mr. Rajan Malhotra	1	4	4	18.5