



**DETAILS OF FAMILIARIZATION PROGRAMME
FOR INDEPENDENT DIRECTORS
DURING THE FINANCIAL YEAR 2024-25 AND CUMULATIVE TILL 31 MARCH, 2025**

Introduction:

- Regulation 25 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 requires that the Company shall familiarize the Independent Directors with the Company, their roles, rights, responsibilities in the Company, nature of industry in which the Company operates, business model of the Company, etc., through various programmes.
- Regulation 46 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 requires that details of such familiarization programmes shall be disclosed on the Company's website.

In purview of the above, the Company has adopted a familiarization programme for the Independent Directors which inter alia includes:

- Presentation of an elaborated note on business operations with regard to the operations and financial position of the Company as at the end of each quarter to the Board members with the Agenda of each Board Meeting and at the meeting in the form of power point presentations in presence of the Chief Executive Officer; Corporate Business Head, Chief Financial Officer, Head (OE Marketing & Business Development) and Corporate Head (Legal) & Company Secretary who answer the queries of the Directors, if any arising out of such reports to the satisfaction of the Directors.
- Updating the Directors of any amendments in laws, rules and regulations as applicable on the Company through various presentations at the Board Meeting(s) in consultation with the Statutory Auditors, Internal Auditors and the Secretarial Auditors of the Company likewise the Companies Act, SEBI Laws, Listing Regulations and such other laws and regulations as may be applicable.

During the Financial year 2024-25, the familiarization programmes for the Directors have been conducted as per the following details:

S.No.	Date of Programme (Board Meeting)	Familiarization Areas Covered	Other relevant Part of the respective programme
1.	09th April, 2024	• Activities undertaken with regard to exploring opportunities for the Non Fossil Business of the Company • Business Plan for the Financial Year 2024-25	
2.	29th May, 2024	• Updated Charter of the Board of Directors of the Company • Business Operations of the Company for the quarter ended 31st March, 2024 • Assessment and Evaluation of Risks • Annual Statutory Reports	
3.	08th August, 2024	• Business Operations of the Company for the quarter ended 30th June, 2024	
4.	14th November, 2024	• Proposed Operation Business strategy of the Company for the next 5 (Five) Years	



		Business Operations of the Company for the quarter/half year ended 30th September, 2024	
5.	24th January, 2025	- Amendments in the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 - Amendments in the Statutory Policies of the Company pursuant to the amendments in the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 - Updates of Non-fossil Business of the Company - Business Operations of the Company for the quarter and nine months ended 31st December, 2024	

Details of attendance of Independent Directors in familiarization programme and no. of hours spent in such programmes during the Financial Year 2024-25 are as follows:

S. No.	Name of Independent Director	No. of the session attended	No. of hours spent on programmes attended		
1.	Mr. W.R. Schilha	5	Date	No. of Hours	Cumulative Hours
			09 th April, 2024	2.10	2.10
			29 th May, 2024	2.00	4.10
			08 th August, 2024	0.40	4.50
			14 th November, 2024	2.15	7.05
			24 th January, 2025	1.20	8.25
2.	Mr. Rakesh Chopra	5	Date	No. of Hours	Cumulative Hours
			09 th April, 2024	2.10	2.10
			29 th May, 2024	2.00	4.10
			08 th August, 2024	0.40	4.50
			14 th November, 2024	2.15	7.05
			24 th January, 2025	1.20	8.25
3.	Mr. V.K. Pargal	4	Date	No. of Hours	Cumulative Hours
			09 th April, 2024	2.10	2.10
			29 th May, 2024	2.00	4.10
			14 th November, 2024	2.15	6.25
			24 th January, 2025	1.20	7.45



4.	Ms. Hiroo Suresh Advani*	3	Date	No. of Hours	Cumulative Hours
			09 th April, 2024	2.10	2.10
			29 th May, 2024	2.00	4.10
			08 th August, 2024	0.40	4.50
5.	Mr. Raman Nanda	5	Date	No. of Hours	Cumulative Hours
			09 th April, 2024	2.10	2.10
			29 th May, 2024	2.00	4.10
			08 th August, 2024	0.40	4.50
			14 th November, 2024	2.15	7.05
			24 th January, 2025	1.20	8.25
6.	Ms. Kavita Jha**	2	Date	No. of Hours	Cumulative Hours
			14 th November, 2024	2.15	2.15
			24 th January, 2025	1.20	3.35

DETAILS OF FAMILIARIZATION PROGRAMME
ATTENDED BY INDEPENDENT DIRECTORS
CUMULATIVE TILL 31 MARCH, 2025

S. No.	Name of Independent Director	Cumulative Hours as on 01 April, 2024		Hours during Financial Year 2024-25		Cumulative Hours as on 31 March, 2025	
		No. of Programmes	No. of Hours	No. of Programmes	No. of Hours	No. of Programmes	No. of Hours
1.	Mr. W.R. Schilha	36	62.35	5	8.25	41	71.00
2.	Mr. Rakesh Chopra	44	80.15	5	8.25	49	88.40
3.	Mr. V.K. Pargal	45	80.15	4	7.45	49	88.00
4.	Ms. Hiroo Suresh Advani*	46	83.10	3	4.50	49	88.00
5.	Mr. Raman Nanda	11	16.05	5	8.25	16	24.30
6.	Mr. Kavita Jha**	-	-	2	3.35	2	3.35

* Ceased to be a Director of the Company w.e.f. 12 August, 2024 due to completion of her tenure.

** Ms. Kavita Jha appointed as a Non-Executive Independent Director of the Company w.e.f. 24 September, 2024.