



**DETAILS OF FAMILIARIZATION PROGRAMME  
FOR INDEPENDENT DIRECTORS  
DURING THE FINANCIAL YEAR 2022-23 AND CUMULATIVE TILL 31 MARCH, 2023**

**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 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 2022-23, the familiarization programmes for the Directors have been conducted as per the following details:

<b>S.No.</b>	<b>Date of Programme (Board Meeting)</b>	<b>Familiarization Areas Covered</b>	<b>Other relevant part of the respective programme</b>
1.	<b>27<sup>th</sup> May, 2022</b>	<ul style="list-style-type: none"><li>• Business Operations of the Company for the quarter/year ended 31<sup>st</sup> March, 2022</li><li>• Amendments in the Related Party Transactions Policy, Nomination and Remuneration Policy, Policy on criteria for determining Materiality of Events of the Company</li><li>• Amendments under the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015</li><li>• Assessment and Evaluation of Risks</li><li>• Annual Statutory Reports</li></ul>	
2.	<b>22<sup>nd</sup> July, 2022</b>	<ul style="list-style-type: none"><li>• Business Operations of the Company for the quarter ended 30<sup>th</sup> June, 2022</li><li>• Assessment and Evaluation of Risks</li></ul>	



3.	<b>24<sup>th</sup> August, 2022</b>	<ul style="list-style-type: none"> <li>• Updates on Issue of Bonus Shares to the member of the Company by way of Capitalization of Reserves</li> <li>• Updates on transfer of Equity Shares related to the Undelivered Share Certificates into the "Unclaimed Suspense Account" of the Company</li> </ul>	
4.	<b>10<sup>th</sup> November, 2022</b>	<ul style="list-style-type: none"> <li>• Business Operations of the Company for the quarter/half year ended 30<sup>th</sup> September, 2022</li> <li>• Assessment and Evaluation of Risks</li> </ul>	
5.	<b>10<sup>th</sup> February, 2023</b>	<ul style="list-style-type: none"> <li>• Long Term Business Plan for the Financial Year 2023-26</li> <li>• Business Operations of the Company for the quarter/nine months ended 31<sup>st</sup> December, 2022</li> <li>• Assessment and Evaluation of Risks</li> </ul>	

**Details of attendance of Independent Directors in familiarization programme and no. of hours spent in such programmes during the Financial Year 2022-23 are as follows:**

S. No.	Name of Independent Director	No. of the session attended	No. of hours spent on programmes attended		
			Date	No. of Hours	Cumulative Hours
1.	<b>Mr. W.R. Schilha</b>	5			
			27 <sup>th</sup> May, 2022	1.30	1.30
			22 <sup>nd</sup> July, 2022	1.15	2.45
			24 <sup>th</sup> August, 2022	0.15	3.00
			10 <sup>th</sup> November, 2022	1.40	4.40
			10 <sup>th</sup> February, 2023	2.15	6.55
2.	<b>Mr. Rakesh Chopra</b>	5			
			27 <sup>th</sup> May, 2022	1.30	1.30
			22 <sup>nd</sup> July, 2022	1.15	2.45
			24 <sup>th</sup> August, 2022	0.15	3.00
			10 <sup>th</sup> November, 2022	1.40	4.40
			10 <sup>th</sup> February, 2023	2.15	6.55
3.	<b>Mr. V.K. Pargal</b>	5			
			27 <sup>th</sup> May, 2022	1.30	1.30
			22 <sup>nd</sup> July, 2022	1.15	2.45
			24 <sup>th</sup> August, 2022	0.15	3.00
			10 <sup>th</sup> November, 2022	1.40	4.40
			10 <sup>th</sup> February, 2023	2.15	6.55



4.	<b>Ms. Hiroo Suresh Advani</b>	5	<b>Date</b>	<b>No. of Hours</b>	<b>Cumulative Hours</b>
			27 <sup>th</sup> May, 2022	1.30	1.30
			22 <sup>nd</sup> July, 2022	1.15	2.45
			24 <sup>th</sup> August, 2022	0.15	3.00
			10 <sup>th</sup> November, 2022	1.40	4.40
			10 <sup>th</sup> February, 2023	2.15	6.55
5.	<b>Mr. Raman Nanda</b>	5	<b>Date</b>	<b>No. of Hours</b>	<b>Cumulative Hours</b>
			27 <sup>th</sup> May, 2022	1.30	1.30
			22 <sup>nd</sup> July, 2022	1.15	2.45
			24 <sup>th</sup> August, 2022	0.15	3.00
			10 <sup>th</sup> November, 2022	1.40	4.40
			10 <sup>th</sup> February, 2023	2.15	6.55

**DETAILS OF FAMILIARIZATION PROGRAMME  
ATTENDED BY INDEPENDENT DIRECTORS  
CUMULATIVE TILL 31 MARCH, 2023**

S. No.	Name of Independent Director	Cumulative Hours as on 01 April, 2022		Hours during Financial Year 2022-23		Cumulative Hours as on 31 March, 2023	
		No. of Programmes	No. of Hours	No. of Programmes	No. of Hours	No. of Programmes	No. of Hours
1.	<b>Mr. W.R. Schilha</b>	26	49.15	5	6.55	31	56.10
2.	<b>Mr. Rakesh Chopra</b>	35	68.10	5	6.55	40	75.05
3.	<b>Mr. V.K. Pargal</b>	35	66.55	5	6.55	40	73.50
4.	<b>Ms. Hiroo Suresh Advani</b>	36	69.50	5	6.55	41	76.45
5.	<b>Mr. Raman Nanda</b>	2	3.00	5	6.55	7	9.55