



**DETAILS OF FAMILIARIZATION PROGRAMME
FOR INDEPENDENT DIRECTORS
DURING THE FINANCIAL YEAR 2023-24 AND CUMULATIVE TILL 31 MARCH, 2024**

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 2023-24, 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. | 25th May, 2023 | <ul style="list-style-type: none">• Revised methodology for the performance evaluation of Independent Directors on the Board of the Company in terms of the provisions of the Companies Act, 2013 and Regulation 17 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015• Methodology for the performance evaluation of various committees of the Board of Directors of the Company• Business Operations of the Company for the quarter/year ended 31st March, 2023• Assessment and Evaluation of Risks• Annual Statutory Reports | |



| | | | |
|----|---------------------------------------|--|--|
| 2. | 10th August, 2023 | <ul style="list-style-type: none"> Amendments under the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 Amendments in the Policy on criteria for determining materiality of events of the Company pursuant to the amendments in the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 Business Operations of the Company for the quarter ended 30th June, 2023 | |
| 3. | 03rd November, 2023 | <ul style="list-style-type: none"> Assessment and Evaluation of Risks Business Operations of the Company for the quarter/half year ended 30th September, 2023 | |
| 4. | 09th November, 2023 | <ul style="list-style-type: none"> Business Operations of the Company for the quarter/half year ended 30th September, 2023 | |
| 5. | 30th January, 2024 | <ul style="list-style-type: none"> Modification in the Nomination and remuneration policy & Code of Business Conduct and Ethics of the Company Business Operations of the Company for the quarter/nine months ended 31st December, 2023 | |

Details of attendance of Independent Directors in familiarization programme and no. of hours spent in such programmes during the Financial Year 2023-24 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. | Mr. W.R. Schilha | 5 | | | |
| | | | 25 th May, 2023 | 2.10 | 2.10 |
| | | | 10 th August, 2023 | 1.15 | 3.25 |
| | | | 03 rd November, 2023 | 1.30 | 4.55 |
| | | | 09 th November, 2023 | 0.15 | 5.10 |
| | | | 30 th January, 2024 | 1.15 | 6.25 |
| 2. | Mr. Rakesh Chopra | 4 | | | |
| | | | 25 th May, 2023 | 2.10 | 2.10 |
| | | | 10 th August, 2023 | 1.15 | 3.25 |
| | | | 03 rd November, 2023 | 1.30 | 4.55 |
| | | | 09 th November, 2023 | 0.15 | 5.10 |



| | | | | | |
|----|--------------------------------|---|---------------------------------|---------------------|-------------------------|
| 3. | Mr. V.K. Pargal | 5 | Date | No. of Hours | Cumulative Hours |
| | | | 25 th May, 2023 | 2.10 | 2.10 |
| | | | 10 th August, 2023 | 1.15 | 3.25 |
| | | | 03 rd November, 2023 | 1.30 | 4.55 |
| | | | 09 th November, 2023 | 0.15 | 5.10 |
| | | | 30 th January, 2024 | 1.15 | 6.25 |
| 4. | Ms. Hiroo Suresh Advani | 5 | Date | No. of Hours | Cumulative Hours |
| | | | 25 th May, 2023 | 2.10 | 2.10 |
| | | | 10 th August, 2023 | 1.15 | 3.25 |
| | | | 03 rd November, 2023 | 1.30 | 4.55 |
| | | | 09 th November, 2023 | 0.15 | 5.10 |
| | | | 30 th January, 2024 | 1.15 | 6.25 |
| 5. | Mr. Raman Nanda | 4 | Date | No. of Hours | Cumulative Hours |
| | | | 25 th May, 2023 | 2.10 | 2.10 |
| | | | 10 th August, 2023 | 1.15 | 3.25 |
| | | | 03 rd November, 2023 | 1.30 | 4.55 |
| | | | 30 th January, 2024 | 1.15 | 6.10 |
| | | | | | |

**DETAILS OF FAMILIARIZATION PROGRAMME
ATTENDED BY INDEPENDENT DIRECTORS
CUMULATIVE TILL 31 MARCH, 2024**

| S. No. | Name of Independent Director | Cumulative Hours as on 01 April, 2023 | | Hours during Financial Year 2023-24 | | Cumulative Hours as on 31 March, 2024 | |
|--------|--------------------------------|---------------------------------------|--------------|-------------------------------------|--------------|---------------------------------------|--------------|
| | | No. of Programmes | No. of Hours | No. of Programmes | No. of Hours | No. of Programmes | No. of Hours |
| 1. | Mr. W.R. Schilha | 31 | 56.10 | 5 | 6.25 | 36 | 62.35 |
| 2. | Mr. Rakesh Chopra | 40 | 75.05 | 4 | 5.10 | 44 | 80.15 |
| 3. | Mr. V.K. Pargal | 40 | 73.50 | 5 | 6.25 | 45 | 80.15 |
| 4. | Ms. Hiroo Suresh Advani | 41 | 76.45 | 5 | 6.25 | 46 | 83.10 |
| 5. | Mr. Raman Nanda | 7 | 9.55 | 4 | 6.10 | 11 | 16.05 |