



Familiarisation Programme for Independent Directors

Preamble

Pursuant to Regulation 25(7) of SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015 and Schedule IV of the Companies Act, 2013, a Company is required to familiarize its independent Directors through various programmes about the Company their roles, rights, responsibilities, nature of industry in which the Company operates, business model of the Company.

Familiarization Programmes

In terms of the said requirements the Company conducts following familiarization programmes for its Independent Directors as detailed herein under:-

- a) Review Strategic Investments, Mergers, Acquisitions;
- b) Business Updates, New Business Strategies, Business Models, Industry Outlook, Sharing updates about Competitive environment;
- c) Review Industry, Geographical and Organisation Risks and mitigation thereto;
- d) Internal Audit and Internal Financial Controls and
- e) Regulatory Updates, SEBI Listing Regulations, updates on Prevention of Insider Trading Regulations.

Summary of Familiarization Programmes attended by Independent Directors

Names of the Independent Directors	No. of Programmes/ Meetings attended during the year 2023-24	No. of Hours Spent	
		During the year 2023-24	Cumulative till year 2023-24 from 1 st April 2015
T N Manoharan*	14	18.15	112.35
Penelope Fowler [#]	9	15.05	23.85
Rajyalakshmi Rao*	13	16.10	89.70
Mukti Khaire*	14	17.45	76.90
Shikha Sharma*	11	16.50	73.45
Haigreve Khaitan*	15	17.55	66.35

*Appointed/Re-appointed as Independent Directors w.e.f. August 1, 2019

[#]Appointed as Independent Director w.e.f. July 26, 2022.