

FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS

Preamble:

Regulation 25 and 46 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, requires the Company to familiarize Independent Directors with their roles, rights, responsibilities in the Company, nature of industry in which the Company operates, business model of the Company etc., through various programmes.

The details of such familiarization programmes are required to be disclosed on the Company's website and a web link thereto is required to be given in the Annual Report.

Familiarization module:

A detailed appointment letter incorporating, among other things, the role, duties and responsibilities and remuneration and performance evaluation process is issued to each Independent Director.

Further, all the Independent Directors are made aware of and also updated as and when required, of any changes in the codes or policies of the Company. The Independent Directors have complete access to the information in relation to the Company which is necessary to enable them to perform their role and responsibilities.

The above initiatives help Directors to understand the Company, its business and regulatory framework in which the Company operates and equips them to effectively fulfil their role as Directors of the Company.

Regular updates on relevant statutory changes encompassing important amendments are briefed to Directors.

The Company through its executive directors and senior managerial personnel makes presentations regularly to the Board of Directors and its committees, as may be required, covering, inter-alia, business environment, business strategies, operations review, quarterly and annual results, budgets, review of internal audit reports and action taken report, statutory compliances, risk management, operations of subsidiaries and joint ventures, etc. Such presentations provide an opportunity to the Independent Directors to interact with the senior leadership team of the Company and help them understand the Company's policies, strategy, business model, operations and other matters relating to the Company.

The details of familiarization programs attended by independent directors during the financial year 2022 - 23 (and on a cumulative basis) are as follows:

Sr. No.	Name of Independent Director	No. of the Sessions attended during Board & Committee Meetings		No. of hours attended	
		Financial Year 2022-23	Cumulative till date	Financial Year 2022 – 23	Cumulative till date
1.	Mr. Sanjeev Aga*	7	15	Approx. 11 hours	Approx. 26.5 hours
2.	Mr. S Madhavan*	7	17	Approx. 11 hours	Approx. 29.5 hours
3.	Ms. Lynn De Souza*	7	17	Approx. 11 hours	Approx. 29.5 hours
4.	Mr. Kanwar Bir Singh Anand#	6	6	Approx. 21.5 hours	Approx. 21.5 hours
5.	Mr. Rajiv Batra&	9	9	Approx. 24 hours	Approx. 24 hours
6.	Ms. Swati Mohan&	9	9	Approx. 24 hours	Approx. 24 hours

* Retired w.e.f. 19.11.2022

Appointed w.e.f. 26.05.2022

& Appointed w.e.f. 15.06.2022