



### DETAILS OF FAMILIARIZATION PROGRAMMES FOR INDEPENDENT DIRECTORS

1. When a new independent director is appointed, the Independent Director is briefed on the following:
  - a. Roles, responsibilities, duties and obligations under the Companies Act,2013 and the Listing Agreement.
  - b. Nature of business, business model of the Company and company's operating Plans.
2. A business presentation is made by the Managing Director/Chief Financial officer of the Company at every Audit Committee/Board Meeting providing an update on overall business scenario, business performance, financial parameters, working capital management, major litigation, risk management etc.
3. A Legal Compliance report on a quarterly basis prepared by different department is placed before the Board informing the Board members of the various Compliance Requirements and the Compliance Status.
4. The members of the Board are also briefed in the Board Meetings on the regulatory changes as and when it happens.
5. Details of Familiarisation Programmes imparted to Independent Directors during the financial year 2022-23 are given below:

Sl. No.	Date	Details	Number of Hours spent
1	May 2022	Annual update on performance, Details of Related Party Transactions, Internal Controls, Compliances Update	2 hours
2	August 2022	Quarterly update on performance, Details of Related Party Transactions, Business outlook, Compliances Update	1 hour
3	November 2022	Quarterly update on performance, Details of Related Party Transactions, Business outlook, Compliances Update	1 hour
4	February 2022	Quarterly update on performance, Details of Related Party Transactions, Business outlook, Compliances Update	1 hour
5	March 2023	Risk Management Framework, Details of Related Party Transactions, Business Plan and Strategy for FY 2023-24.	2 hours

**Quarterly update:** As a part of Audit Committee / Board Meetings presentations are made to the Directors on matters inter-alia covering the Company's business, operations, markets, performance, finance, risk management framework, quarterly and annual financial results, regulatory updates and future outlook.

Cumulative details of programmes attended by Independent Directors are as follows:

Sl. No.	Name	No. of Programmes attended		No. of Hours spent	
		FY 2022-23	Cumulative till date	FY 2022-23	Cumulative till date
1	S. Devarajan	5	13	7	28
2	Revathy Ashok	5	13	7	28
3	Vijaya Latha Reddy	5	7	7	11