

### ❖ Details of Familiarization Programme imparted to Independent Directors:

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

The Company has put in place a system to familiarise the Independent Directors with its products, operations and functions and the on-going events relating to the Company,

Majority of the Independent Directors of the Company are associated with the Company for more than 5 years and are well versed with the industry, business operations, policies/ practices of the Company.

Apart from Letter of appointment to newly inducted Independent Directors which comprises of terms of appointment, duties, responsibilities and expected time commitments etc., a detailed presentation is circulated to the Independent Directors. The said presentation provides an opportunity to the Independent Directors to interact with the senior leadership team of the Company and help them understand the Company's business model, operations, strategies, service, product offerings, markets, organizational structure, finance, human resources, technology, quality, facilities and risk management and such other areas as may arise from time to time;

Apart from above, a presentation is given during the Board Meeting to the Directors highlighting the performance of the Company during the Quarter. Each member of the Board, including the Independent Directors, have been given complete access to any information relating to the Company, whenever they so request.

Details of attendance of Independent Directors in Familiarization Sessions have been as follows:

S. No.	Name of Independent Directors	No. of the Sessions attended		No. of hours spent in the Sessions attended	
		F.Y. 2020-21	Cumulative till date	F.Y. 2020-21	Cumulative till date
1.	Mr. Amitabha Ghosh *	The programmes were part of Board/Committee Meetings.		7	29
2.	Mr. Kashi Prasad Khandelwal			13	41
3.	Mr. Sudip Banerjee			13	41
4.	Mr. Lee Seow Chuan			13	38
5.	Ms. Jikyeong Kang			13	24

\* Deceased on 15<sup>th</sup> September, 2020