



## **FAMILIARIZATION PROGRAMMES FOR INDEPENDENT DIRECTORS**

### **PREAMBLE:**

Regulation 25(7) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended, stipulates that the Company shall familiarise the independent directors through various programmes about the Company which shall include the nature of the industry in which the company operates, the business mode of the Company, the roles, rights, responsibilities of independent directors in the Company and any other relevant details.

### **PURPOSE AND OBJECTIVE OF THE PROGRAMME:**

The purpose and objective of the programme is to provide orientation to Independent Directors at the time of their joining to familiarise them about the Company's operations, business, industry and environment in which it functions and make them accustomed about their roles, rights and responsibilities to facilitate their active participation as the member of the Board of Directors of the Company and to update the Independent Directors on a continuing basis on any significant changes therein so as to be in a position to take well-informed and timely decisions.

### **OVERVIEW OF THE FAMILIARISATION PROCESS:**

#### **A. Orientation Programme upon Induction of new Independent Directors:**

The new Independent Director is welcomed to the Board of Directors of the Company by sharing the following documents of the Company for his / her reference:

- Company's Corporate Profile, its Mission, Vision and Values Statement.
- Memorandum of Association and Articles of Association of the Company.
- Annual Reports of the Company of the last three consecutive years.
- Company's Code of Conduct, the code of internal procedures and conduct for prohibition of insider trading.
- Note on Director's roles, rights and responsibilities.
- Policy Handbook of the Company comprising of various policies of the Company.
- Organizational Chart of the Company and the profile of all the Directors and the Key Managerial Personnel of the Company.
- List of Contact details of the Directors and Senior Managerial Personnel.

#### **B. Initiatives to update the Independent Directors on a Continuing Basis:**

- Presentations are made at the Board and Committee meetings which inter alia, cover business strategies, management structure, HR policy, management development



and succession planning, quarterly and annual results, budgets, treasury policy, review of Internal Audit, risk management framework, etc.

- Independent Directors interact with the Company's management during Board / Committee meetings to understand the business dynamics and contribute their expertise in risk assessment and decision making.
- Periodic presentations, as may be needed, are made to the Independent Directors to update them on all business-related issues and new initiatives undertaken by the Company including any regulatory changes that may have impact on the operations of the Company including roles and responsibilities of the Independent Directors.
- Factory visits are organized for the Independent Directors to make them accustomed about the manufacturing of the products dealt with by the Company.
- The Company have prepared a booklet for Director Familiarization containing in-depth information about the Company, its business, management, capital structure, promoters and promoter group, etc.
- This booklet is updated and made available to Independent Directors as and when required.



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**DETAILS OF FAMILIARISATION PROGRAMMES IMPARTED TO  
INDEPENDENT DIRECTORS**

*[Pursuant to Regulation 46(2)(i) the Securities and Exchange Board of India (Listing  
Obligations and Disclosure Requirements) Regulations, 2015]*

Sr. No.	Name of Independent Director	Date of Appointment	Type of Programme	Number of programmes attended		Number of hours spent by in such programmes	
				During the FY 2024-25	On a cumulative basis till 31-03-2025	During the FY 2024-25	On a cumulative basis till 31-03-2025
1.	Ms. Neelu Shah	29/04/2019	Independent Directors Familiarisation Programme	1	5	2	12
2.	Mr. Lalit Chaudhary	29/04/2019	Independent Directors Familiarisation Programme	1	5	2	12
3.	Mr. Bharat Shah	29/04/2019	Independent Directors Familiarisation Programme	1	5	2	12
4.	Mr. Lalit Mehta	16/12/2023	Independent Directors Familiarisation Programme	1	2	2	4
5.	Mr. Pankaj Shah	16/12/2023	Independent Directors Familiarisation Programme	1	2	2	4
6.	Mr. Ketan Shah	22/08/2024	Independent Directors Familiarisation Programme	1	1	2	2