



### DETAILS OF FAMILIARIZATION PROGRAMMES FOR INDEPENDENT DIRECTORS

- When a new independent director is appointed, the Independent Director is briefed on the following:
  - Roles, responsibilities, duties and obligations under the Companies Act,2013 and the Listing Agreement.
  - Nature of business, business model of the Company and company's operating Plans.
- 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.
- 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.
- The members of the Board are also briefed in the Board Meetings on the regulatory changes as and when it happens.
- Details of Programmes organised for the Independent Directors during the financial year 2020-21 are given below:

S. No.	Date of Programme	Details of Programme	Number of Hours spent
1	September 03,2020	Familiarizing new Independent Director on Company's structure & its history, nature of business, business model, business strategy, product offerings, operating plans, , business operations and functions of the Company.	3 hours

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

S. No.	Name	Number of Programme attended during the Year	Number of Programme attended (Cumulative)	Number of Hours spent during the Year	Number of Hours spent (Cumulative)
1	S. Devarajan	0	7	0	20
2	Revathy Ashok	0	7	0	20
3	Vijaya Latha Reddy	1	1	3	3