

**DETAILS OF FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS**

**[Pursuant to Regulations 25 and 46 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015]**

Familiarization Programme aims to provide the Independent Directors insights into the Company to enable them to understand the Company's business and operations so that they are able to play a meaningful role in the overall governance processes of the Company. This significantly contributes to effective discharge of its role of trusteeship in a manner that fulfils stakeholders' aspirations and expectations.

The Independent Directors, on appointment, are provided with an appointment letter which inter alia includes their roles, duties & responsibilities, details of D & O insurance, code of conduct, remuneration etc.

In addition, to the aforesaid each director of the Company has complete access to any information relating to the Company. The Independent Directors have the freedom to interact with the Company's management. They are given all the documents sought by them for enabling a good understanding of the Company, its various operations and the industry segments of which it is a part.

Also, The Board and Committee meetings of the Company are held at least on a quarterly basis and members of the Board meet key functional/business heads separately to get themselves more familiarized with the business/operations and challenges faced by the industry on an ongoing basis, business strategies and financial performance. Further, a training session was also conducted for all the directors (including Independent Directors) on 9<sup>th</sup> June, 2023 to facilitate the implementation of Employee Stock Option Plan.

In line with the Familiarization Program of the Company, one familiarization program was conducted during the financial year 2023-24.

The Familiarization Program was held on 10<sup>th</sup> February, 2024 through video conferencing mode at the registered office of the Company at 902, Martin Burn Business Park, BP-3, Sector-V, Salt Lake Kolkata-700091, wherein the independent directors of the Company were enlightened about the business affairs of the Company, about the comprehensive changes pertaining to Statutes and Legislative environment of the Company and on other matters affecting the Company, enabling them to take timely and well informed decisions.

Details of attendance of Independent Directors in Familiarization Program conducted during the financial year 2023-24 are as follows:

| Name of Independent Directors | Date & Attendance | Number of Programs Attended | Cumulative number of Programs attended till Date | Number of hours spent during FY 2023-24 | Cumulative number of hours spent till date |
|-------------------------------|-------------------|-----------------------------|--|---|--|
|                               | 10.02.2024        |                             |  |   |  |
| Mr. Viresh Oberai             | Yes               | 1                           | 3  | Approx 0.25                             | Approx 2.25                                |
| Mr. Girish Paman Vanvari      | Yes               | 1                           | 3  | Approx 0.25                             | Approx 2.25                                |
| Mrs. Sucharita Basu De        | Yes               | 1                           | 3  | Approx 0.25                             | Approx 2.25                                |