

FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS

In terms of Reg. 25(7) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company should conduct the Familiarization Program for Independent Directors about their roles, rights, responsibilities in the company, nature of the industry in which the company operates, business model of the company, etc., through various initiatives.

The Board of Directors is further encouraged to continue the training sessions to ensure that the Board members are kept up to date.

A few initiatives under familiarization programs are elaborated below:

A. Induction on joining the Board of Directors of the Company:

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

- Memorandum of Association and Articles of Association of the Company
- Code of Conduct for Directors and Senior Managerial Personnel
- Note on Directors roles and responsibilities
- Organizational Chart of the Company and the profile of all the Directors.
- Collaterals and Publicity material of the Company that explains the range of products, services and solutions offered by the Company to its clients
- Note on key clients of the Company and revenue analysis across geographies, business verticals and product offerings
- Note on the budget of the Company for the particular Financial Year.

B. Session for Knowledge Transfer

The Management arranges periodical session by internal teams, statutory and internal auditors on the governance process, risk management areas, legal and statutory compliance areas, business performance update as well as the changing role and responsibilities of the Board of Directors.

The details of the sessions arranged by the Management during the year FY 2022-2023 for the Board of Directors were as follows:

- **Presentation on Business Strategy and Product Roadmap**

Mr. Onkar Shetye, Executive Director made presentation on performance updated and product updates to Board of Directors in meeting held on July 28, 2022

The highlights of the presentation were as under:

- Business Strategy and Long-Term Business Plan
- Product Development - Investments and Road Map
- Key Performance Indicators

Details of the familiarization programs imparted to independent directors are as follows:

Sr. No.	Particulars	Mrs. Padma Deosthali	Mr. Vasant Gujarathi	Mr. Ajit Joshi	
1.	Presentation on Business Strategy and Product Roadmap	Whether attended (Y / N / NA / AVC)	Y	Y	Y
		Hours spent	2	2	2

In the above table the following signs denote the following:

Y - Present for the meeting in person.

N - Absent for the meeting.

AYC - Present for the meeting through Audio / Video Conferencing.

NA - Not applicable being not a director at the time of meeting / Not applicable being not a member of the Committee at the time of meeting.

In addition to the above, Audit Committee members have received qualitative updates on Internal Financial Control and accounting in quarterly Board and Audit Committee meetings.