

## **FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS**

### **Preamble**

Clause 49 of the listing agreement with the Stock Exchanges inter-alia stipulates that the company shall familiarize the Independent Directors with the company, their roles, rights, responsibilities in the company, nature of the industry in which the company operates, business model of the company, etc., through various programmes.

### **Objective**

The Program aims to provide insights into the Company to enable the Independent Directors to be a position to take well-informed timely decisions and contribute significantly to the Company.

The Independent Directors of the Company are given every opportunity to familiarize themselves with the Company, its management and its operations so as to understand the Company, its operations, business, industry and environment in which it functions.

### **Overview of the Familiarisation process**

- (i) The Company conducts programmes / presentations periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company.
- (ii) Such programmes / presentations provide an opportunity to the Independent Directors to interact with the Senior Management of the Company and help them to understand the Company's strategy, business model, operations, service and product offerings, markets, organization structure, finance, human resources, technology, quality, facilities and risk management and such other areas as may arise from time to time.
- (iii) The Company conducts programmes / presentations through internal as well as external experts to familiarize the Independent Directors with their roles, rights & responsibilities and changes in relevant laws/ regulations from time to time.
- (iv) The Company may conduct an introductory familiarization program / presentation, when a new Independent Director comes on the Board.
- (v) A detailed Appointment Letter incorporating the role, duties and responsibilities, remuneration and performance evaluation process, DLF Code of Conduct and obligations on disclosures, is issued for the acceptance of the Independent Director(s).
- (vi) Quarterly presentations on operations made to the Board include information on business performance, operations, financial parameters, fund flows, major litigation, compliances, subsidiary information, regulatory scenario etc.
- (vii) The Company keep updated all the Directors on major events/notices sent to stock exchanges from time to time.