

### **Familiarisation Programme under Regulation 25(7) of SEBI(LODR)Regulations, 2015**

In compliance with the statutory requirements prescribed by the Companies Act, 2013 read with Schedule IV and SEBI (Listing Obligations Disclosure Requirements) Regulations, 2015, the Company in its endeavour to familiarize the Independent Directors with the activities and affairs of the Company holds, familiarization programme every year.

In line with the Familiarisation Programme of the Company, an interactive meet with the Management Team of the Company was organized by the Company on 31<sup>st</sup> March, 2018 for the Independent Directors of the Company.

On the scheduled date i.e. 31<sup>st</sup> March, 2018, the Independent Directors present (Mr. Golam Momen, Mr. Navin Nayar & Mr. Om Kaul) met the members of the Senior Management team of the Company at the Registered Office of the Company in Kolkata and held discussions about the current state of operations of the Company. Mr. Umang Kanoria, Director, Mrs. Anuradha Kanoria, Whole time Director, Mr. Subhra Kanta Parhi, Chief Financial Officer and Ms. Charulata Kabra, Company Secretary of the Company also participated in the aforesaid discussions.

In the said programme, the Independent Directors were informed of the activities carried on by the Company, risks involved in it, restrictions imposed by the statutory authorities, nature of competition, Company's plans to diversify in various other areas, etc. It is incumbent on the Company to familiarize the Independent Directors with the activities of 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.

The senior executives of the Company also made a presentation to the directors to acquaint them with the industry scenario vis-a-vis the Company, its performance, its current state, business model and other allied aspects.

Disclosure as required under the Regulation 46 of the Listing Regulations is as follows:

|   |         |
|---|---------|
| Number of programmes attended by Independent Directors                |         |
| - During the year 2017-18   | 1 (one) |
| - On a cumulative basis since 1.12.2015*                              | 1 (one) |
| Number of hours spent by the Independent Directors on such programmes |         |
| - During the year 2017-18   | 2 Hours |
| - On a cumulative basis since 1.12.2015 till date*                    | 2 Hours |

\* Regulation 25 of the SEBI (Listing Obligations Disclosure Requirements) Regulations, 2015 is applicable to the Company with effect from 30.09.2017.

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In line with the Familiarisation Programme of the Company, an interactive meet with the Management Team of the Company was organized by the Company on 30<sup>th</sup> January, 2019 for the Independent Directors of the Company.

On the scheduled date i.e. 30<sup>th</sup> January, 2019, the Independent Directors present (Mr. Golam Momen, Mr. Navin Nayar & Mr. Om Kaul) met the members of the Senior Management team of the Company at the Registered Office of the Company in Kolkata and held discussions about the current state of operations of the Company. Mr. Umang Kanoria, Director, Mrs. Anuradha Kanoria, Whole time Director, Mr. Subhra Kanta Parhi, Chief Financial Officer and Ms. Charulata Kabra, Company Secretary of the Company also participated in the aforesaid discussions.

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|   |         |
|---|---------|
| Number of programmes attended by Independent Directors                |         |
| - During the year 2018-2019   | 1 (one) |
| - On a cumulative basis since 1.12.2015*                              | 2 (two) |
| Number of hours spent by the Independent Directors on such programmes |         |
| - During the year 2018-2019   | 2 Hours |
| - On a cumulative basis since 1.12.2015 till date*                    | 4 Hours |

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In line with the Familiarisation Programme of the Company, an interactive meet with the Management Team of the Company was organized by the Company on 22<sup>nd</sup> January, 2020 for the Independent Directors of the Company.

On the scheduled date i.e. 22<sup>nd</sup> January, 2020, the Independent Directors present (Mr. Golam Momen, Mr. Navin Nayar & Mr. Om Kaul) met the members of the Senior Management team of the Company at the Registered Office of the Company in Kolkata and held discussions about the current state of operations of the Company. Mr. Umang Kanoria, Director, Mrs. Anuradha Kanoria, Whole time Director, Mr. Subhra Kanta Parhi, Chief Financial Officer and Ms. Charulata Kabra, Company Secretary of the Company also participated in the aforesaid discussions.

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Disclosure as required under the Regulation 46 of the Listing Regulations is as follows:

|   |           |
|---|-----------|
| Number of programmes attended by Independent Directors                |           |
| - During the year 2019-2020   | 1 (one)   |
| - On a cumulative basis since 1.12.2015*                              | 3 (three) |
| Number of hours spent by the Independent Directors on such programmes |           |
| - During the year 2019-2020   | 2 Hours   |
| - On a cumulative basis since 1.12.2015 till date*                    | 6 Hours   |

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In line with the Familiarisation Programme of the Company, an interactive meet with the Management Team of the Company was organized by the Company on 9<sup>th</sup> March, 2021 for the Independent Directors of the Company.

On the scheduled date i.e. 9<sup>th</sup> March, 2021 the Independent Directors present (Mr. Golam Momen, Mr. Navin Nayar & Mr. Om Kaul) met the members of the Senior Management team of the Company at the Registered Office of the Company in Kolkata and held discussions about the current state of operations of the Company. Mr. Umang Kanoria, Director, Mrs. Anuradha Kanoria, Whole time Director, Mr. Subhra Kanta Parhi, Chief Financial Officer and Ms. Charulata Kabra, Company Secretary of the Company also participated in the aforesaid discussions.

In the said programme, the Independent Directors were informed of the activities carried on by the Company, risks involved in it, restrictions imposed by the statutory authorities, nature of competition, Company's plans to diversify in various other areas, etc. It is incumbent on the Company to familiarize the Independent Directors with the activities of 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.

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Disclosure as required under the Regulation 46 of the Listing Regulations is as follows:

|   |          |
|---|----------|
| Number of programmes attended by Independent Directors                |          |
| - During the year 2020-2021   | 1 (one)  |
| - On a cumulative basis since 1.12.2015*                              | 4 (four) |
| Number of hours spent by the Independent Directors on such programmes |          |
| - During the year 2020-2021   | 2 Hours  |
| - On a cumulative basis since 1.12.2015 till date*                    | 8 Hours  |

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In line with the Familiarisation Programme of the Company, an interactive meet with the Management Team of the Company was organized by the Company on 9<sup>th</sup> February, 2022 for the Independent Directors of the Company.

On the scheduled date i.e. 9<sup>th</sup> February, 2022, the Independent Directors present (Mr. Golam Momen, Mr. Navin Nayar & Mr. Om Kaul) met the members of the Senior Management team of the Company at the Registered Office of the Company in Kolkata and held discussions about the current state of operations of the Company. Mr. Umang Kanoria, Director, Mrs. Anuradha Kanoria, Whole time Director, Mr. Subhra Kanta Parhi, Chief Financial Officer and Ms. Charulata Kabra, Company Secretary of the Company also participated in the aforesaid discussions.

In the said programme, the Independent Directors were informed of the activities carried on by the Company, risks involved in it, restrictions imposed by the statutory authorities, nature of competition, Company's plans to diversify in various other areas, etc. It is incumbent on the Company to familiarize the Independent Directors with the activities of 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.

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|   |          |
|---|----------|
| Number of programmes attended by Independent Directors                |          |
| - During the year 2021-2022   | 1 (one)  |
| - On a cumulative basis since 1.12.2015*                              | 5 (five) |
| Number of hours spent by the Independent Directors on such programmes |          |
| - During the year 2021-2022   | 1Hours   |
| - On a cumulative basis since 1.12.2015 till date*                    | 9Hours   |

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In line with the Familiarisation Programme of the Company, an interactive meet with the Management Team of the Company was organized by the Company on 27<sup>th</sup> January, 2023 for the Independent Directors of the Company.

On the scheduled date i.e. 27<sup>th</sup> January, 2023, the Independent Directors present (Mr. Golam Momen, Mr. Navin Nayar & Ms. Shruti Swaika) met the members of the Senior Management team of the Company at the Registered Office of the Company in Kolkata and held discussions about the current state of operations of the Company. Mr. Umang Kanoria, Managing Director, Mrs. Anuradha Kanoria, Whole time Director, Mr. Subhra Kanta Parhi, Chief Financial Officer and Ms. Charulata Kabra, Company Secretary of the Company also participated in the aforesaid discussions.

In the said programme, the Independent Directors were informed of the activities carried on by the Company, risks involved in it, restrictions imposed by the statutory authorities, nature of competition, Company's plans to diversify in various other areas, etc. It is incumbent on the Company to familiarize the Independent Directors with the activities of 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.

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|   |         |
|---|---------|
| Number of programmes attended by Independent Directors                |         |
| - During the year 2022-2023   | 1 (one) |
| - On a cumulative basis since 1.12.2015*                              | 6 (six) |
| Number of hours spent by the Independent Directors on such programmes |         |
| - During the year 2022-2023   | 1Hours  |
| - On a cumulative basis since 1.12.2015 till date*                    | 10Hours |

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In line with the Familiarisation Programme of the Company, an interactive meet with the Management Team of the Company was organized by the Company on 15<sup>th</sup> February, 2024 for the Independent Directors of the Company.

On the scheduled date i.e. 15th February, 2024, the Independent Directors present (Mr. Navin Nayyar, Mr. Ravindra Suchanti and Ms. Shruti Swaika) met the members of the Senior Management team of the Company at the Registered Office of the Company in Kolkata and held discussions about the current state of operations of the Company. Mr. Umang Kanoria, Managing Director, Mrs. Anuradha Kanoria, Whole time Director, Mr. Subhra Kanta Parhi, Chief Financial Officer and Ms. Charulata Kabra, Company Secretary of the Company also participated in the aforesaid discussions.

In the said programme, the Independent Directors were informed of the activities carried on by the Company, risks involved in it, restrictions imposed by the statutory authorities, nature of competition, Company's plans to diversify in various other areas, etc. It is incumbent on the Company to familiarize the Independent Directors with the activities of 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.

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Disclosure as required under the Regulation 46 of the Listing Regulations is as follows:

|   |         |
|---|---------|
| Number of programmes attended by Independent Directors                |         |
| - During the year 2023-2024   | 1 (one) |
| - On a cumulative basis since 1.12.2015*                              | 7 (six) |
| Number of hours spent by the Independent Directors on such programmes |         |
| - During the year 2023-2024   | 1Hours  |
| - On a cumulative basis since 1.12.2015 till date*                    | 11Hours |

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