

**FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS OF
INNOVA CAPTAB LIMITED**

(In terms of Regulation 25 & 46 of the Listing Regulations)



DISCLOSURE UNDER SEBI (LISTING OBLIGATIONS AND DISCLOSURE REQUIREMENT) REGULATION, 2015.

Regulation 25(7) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI Listing Regulations") requires a Company to familiarize its Independent Directors through various programs about the Company, including the following:

- (a) nature of the industry in which the company operates.
- (b) business model of the company.
- (c) roles, rights, responsibilities of independent directors; and
- (d) any other relevant information.

Further, Regulation 46(2) of the SEBI Listing Regulations requires a Company to disseminate on its website the details of familiarization programs imparted to Independent Directors including the following details:

- i. number of programs attended by Independent Directors (during the year and on a cumulative basis till date),
- ii. number of hours spent by Independent Directors in such programs (during the year and on cumulative basis till date), and
- iii. other relevant details.

The Directors are afforded many opportunities to familiarize themselves with the Company, its Management and its operations during their association with the Company. The Directors are provided with all the documents to enable them to have a better understanding of the Company, its various operations and the industry in which it operates. All the Independent Directors of the Company are made aware of their roles and responsibilities at the time of their appointment through a formal letter of appointment, which also stipulates various terms and conditions of their engagement.

The Managing Director and the Key Managerial Personnel provide an overview of the operations and familiarize the Directors on matters related to the Company's values and commitments. They are also introduced to the organization structure, constitution and terms of reference of the Committees, board procedures, management strategies etc.

Strategic presentations are made at the Meetings where the Directors get an opportunity to interact with Key Managerial Personnel. Directors are also informed of the various developments in the Company through emails.

In terms of above, the Company conducts the following familiarization programs for all its Directors including its Independent Directors:

- Updates on Company's business / operations / verticals / subsidiaries performance / functions / risk management at Board Meetings;
- Update on financial performance and strategic initiatives/plans of the Company;
- Industry outlook at Meetings.
- Presentations on Internal Control over Financial Reporting, Prevention of Insider Trading Regulations, SEBI Listing Regulations, Framework for Related Party Transactions etc.;
- Organization structure, constitution and terms of reference of the Committees, board procedures, management strategies, etc.;
- Statutory/Regulatory updates.
- Updates on Roles, Rights and Responsibilities of Directors and Company Policies;

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Details of attendance of Independent Directors in Familiarization sessions during FY 2024-25 are as follows:

S.no	Name of Directors	Number of Meeting Conducted	Number of meetings attended	Total number of hours spent
1.	Sudhir Kumar Bassi	5	5	7.23
2.	Mahendar Korthiwada	5	4	5.13
3.	Shirish Gundopant Belapure	5	5	7.23
4.	Priyanka Dixit Sibal	5	5	7.23

Further, the company conducted the corporate office visit situated at Panchkula on 18th September 2024 and average time spent by the each Directors are approx. 6 Hours