

**INNOVA CAPTAB LIMITED**

**POLICY FOR FAMILIARIZATION  
PROGRAMMES FOR INDEPENDENT  
DIRECTORS**

Approving Authority	Board of Directors of the Company
Initial Version & Date	(Version 1) & 19 <sup>th</sup> June 2022
Revised Version & date	(Version 2) & 29 <sup>th</sup> March 2024

## **1. OBJECTIVE**

In terms of Schedule IV of the Companies Act, 2013 and Regulation 25(7) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI Listing Regulations"), the Listed Entity shall familiarize the Independent Directors through various programmes about the listed entity.

To enable the Independent Directors to fulfil their responsibilities efficiently and effectively, a familiarization programmes ("Programmes") has been put in place by Innova Captab Limited (the "Company") in order to assist them to understand the following:

- Nature of Industry in which the Company operates.
- Acquaintance with the Company.
- Business Model of the Company.
- Roles, Rights and Responsibilities and
- any other relevant information

## **2. FAMILIARIZATION PROCESS**

- a) The Company shall conduct orientation programmes / presentations / training sessions, periodically at regular intervals, to familiarize the independent directors with the strategy, operations and functions, values, and commitments of the Company.
- b) Such orientation programmes / presentations / training sessions will provide an opportunity to the independent directors to interact with the senior leadership team of the Company and help them to understand the Company's strategy, business model, group structure, operations, service and product offerings, markets, organization structure, finance, human resources, technology, quality, facilities, risk management strategy, governance policies, designated channels for flow of information and such other areas as deemed necessary.
- c) The programmes / presentations will also familiarize the independent directors with their roles, rights and responsibilities.
- d) The Company may include such other details and information, as required, during the introductory familiarization programmes / presentation, when a new independent director comes on the board of the Company.

## **3. REVIEW OF THE PROGRAMME**

The Company may periodically review this programme and make suitable revisions, as may be deemed necessary, from time to time.

## **4. PROGRAMME AND DISCLOSURE**

Familiarization Programmes will be conducted on "as needed" basis during the year.

As and when familiarization programmes are conducted, the same will be disclosed on the website of the Company and a web link thereto shall also be given in the Annual Report of the Company.

## **5. ADMINISTRATION**

The Familiarization programme for independent directors will be administered and monitored by Nomination and Remuneration Committee.