

SIS Limited

Familiarization Programme for Independent Directors

PREAMBLE:

In accordance with the requirements of provisions of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Schedule IV to the Companies Act, 2013, SIS Limited (the “**Company**”) has introduced a programme to familiarize the Independent Directors with the Company, their roles, rights and responsibilities in the Company, nature of the industry in which the Company operates, business model of the Company etc.

OBJECTIVES:

1. To adopt a programme for orientation and familiarisation of Independent Directors so as to enable them to understand the Company, its operations, business, industry and environment in which it functions.
2. To update the Directors on a continuing basis about any significant changes therein so as to enable the Directors to be in a position to take well-informed and timely decisions.

ORIENTATION PROGRAMME UPON INDUCTION OF NEW DIRECTORS:

1. A set of information will be handed over to the new inductee, which include the latest Annual Report and various policies such as Code of Conduct, Whistle Blower Policy, Remuneration Policy, Policy on Related Party Transactions, Corporate social Responsibility Policy etc.
2. A detailed Appointment Letter will be issued incorporating the roles, duties and responsibilities, remuneration and performance evaluation process etc.
3. A brief introduction will be provided about the Company, its subsidiaries/associates and group companies.

OTHER INITIATIVES TO UPDATE THE DIRECTORS ON A CONTINUING BASIS:

1. Meetings with Company’s officials will be arranged as and when necessary to better understand the business and operations of the Company.
2. The presentations at Board meetings include updates on business operations and financial performance, working capital management, senior management changes, compliances, cash flow, operation of the Company’s subsidiaries, Joint Ventures and Associates.

Familiarization programmes imparted to independent directors during the year 2022 and cumulative up to March 31, 2022

Particulars	During the year 2022	Cumulative upto March 31, 2022
Number of familiarization programmes organized by the company	4	18
Time spent by the independent directors in such programmes in aggregate	> 30- man hours	> 95- man hours

Familiarization programmes imparted to independent directors during the year 2021 and cumulative up to March 31, 2021

Particulars	During the year 2021	Cumulative upto March 31, 2021
Number of familiarization programmes organized by the company	4	14
Time spent by the independent directors in such programmes in aggregate	> 24- man hours	> 65- man hours

Familiarization programmes imparted to independent directors during the year 2020 and cumulative up to March 31, 2020

Particulars	During the year 2020	Cumulative upto March 31, 2020
Number of familiarization programmes organized by the company	4	10
Time spent by the independent directors in such programmes in aggregate	> 19- man hours	> 41- man hours

Familiarization programmes imparted to independent directors during the year 2019 and cumulative up to March 31, 2019

Particulars	During the year 2019	Cumulative upto March 31, 2019
Number of familiarization programmes organized by the company	4	6
Time spent by the independent directors in such programmes in aggregate	> 13- man hours	> 22- man hours