



# **Familiarization Programme for Independent Directors**

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## **Preamble**

Regulation 25(7) of the SEBI (LODR) Regulations, 2015 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.

## **Purpose and Objective**

The familiarization programme is structured to assist the Independent Directors to understand the Company and its business so as enable him in effective discharge of his duties. 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. The programmes /presentations also familiarizes the Independent Directors with their roles, rights and responsibilities. This Policy on 'Familiarization Program of Board' is approved by the Board at its meeting held on 21<sup>st</sup> March 2024.

Familiarization programme will be designed on "as needed" basis during the year.

## **Overview of the Familiarization Process**

### **At the time of the appointment**

At the time of the appointment, the Independent Directors are informed about their role and responsibilities and are given an overview of business, operations and business model of the Company including an overview on Bioenergy Sector.

Immediately after appointment Independent Director are also provided with copies of the following documents

- A) Annual Reports of the Company of the last three years;
- B) Criteria of Independence applicable on Independent Directors as per the Regulation 16(b) of the SEBI(LODR) Regulations, 2015 and the Companies Act, 2013
- C) Copies of code of conduct and Ethics for Board Members, and other policies.
- D) The Board members are provided with internal policies to enable them to familiarize with the Company's procedures and practices.

A detailed Appointment letter incorporating the role, duties and responsibilities, remuneration and performance, evaluation process, Company's Code of Conduct and obligations on disclosures, is issued for the acceptance of the Independent Directors.

### **Regular Familiarization modules**

- A) Presentations on the business and performance of the Company are made at the Board Meetings to familiarize the Independent Directors with the strategy, operations and functions of the Company. The Programme aims to provide insights into the Company to enable the Independent Directors to be in a position to take well-informed timely decisions and contribute significantly to the Company.
- B) Presentations are made to the Board on safety, health and environment and sustainability issue, risk management, company policies changes in the regulatory environment applicable to the corporate sector and to the industry in which it operates.
- C) Quarterly presentations on operations made to the Board include information on business performance, operations, market share, financial parameters, working capital management, fund flows, senior management change major litigation, compliances, subsidiary information, donations, regulatory
- D) Board Members are promptly updated on any change and new development with regard to relevant regulatory requirement such as SEBI regulations, Companies Act etc.
- E) Independent Directors have the freedom to interact with the Company's management during the Board/ Committee of Directors meetings or otherwise.
- F) Each director of the Company has complete access to any information relating to the Company.

The Board members are also encouraged to advise the Company to adopt further programmes for their familiarization with the Company

### **Disclosure**

This familiarization programme shall be uploaded on the Company's website for public information.

## SCHEDULE OF FAMILIARIZATION PROGRAMMES

SL. NO	PARTICULARS	DATE	CUMULATIVE FROM THE FY 2023-2024 UPTO 31/03/2024
1.	Number of Familiarization programs	1	1

For TRUALT BIOENERGY LIMITED

  
Managing Director