



## **FAMILIARIZATION PROGRAM FOR INDEPENDENT DIRECTORS**

**Version 4.00** Approved vide DBR/2024-25

**Dept CS-03 Policy no.** SPFSL/Policy No.16/CS-03 **Approval date** 05.08.2024

# Familiarization Program For Independent Directors

The Familiarization Program (“the Program”) for Independent Directors of Supra Pacific Financial Services Limited. (“the Company”) has been adopted by the Board of Directors pursuant to Regulation 25(7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 as amended.

## Objective:

In accordance with requirements of Regulation 25 and 46 of the SEBI (Listing Obligations and Disclosure Requirements) Regulation, 2015 and Schedule IV of the Companies Act, 2013, the Company shall familiarize the Independent Directors their roles, rights and responsibilities in the Company, details regarding the Company’s products and plant(s), nature of the industry in which the Company operates, business model of the Company, etc., through various information programs.

## Familiarization imparted immediately upon appointment of the Director:

Independent directors of the Company are made aware of their role, responsibilities, liabilities, performance evaluation process and obligations on disclosures at the time of their appointment, through a formal letter of appointment, which also stipulates various terms and conditions of their engagement. They are also made aware of the Company’s Board and Board committee framework, policies and procedures. It might be beneficial to include an orientation session as part of this process to provide a more interactive and engaging introduction to the company

## Familiarization processes:

As part of discussions, presentations are made to the Board of Directors / Audit Committee / Nomination & Remuneration Committee / Stakeholders Relationship Committee on various related matters where the Directors get an opportunity to ask questions. Presentations inter alia covers, Company’s performance, market size, market share, operations, product offerings, finance, investments, risk management framework, technology and quarterly/annual results. It might be helpful to include case studies or scenarios specific to the company’s context to enhance understanding.

The minutes of meeting of committee(s) are circulated to the Board Members during the next meeting. The Board members are updated on various regulatory and other amendments and developments by way of presentations by consultants or internal experts. The Independent Directors were also given a detailed overview of the SEBI (LODR) Regulations, 2015 as amended from time to time.

### **Continual access to Board information:**

Each member of the Board including the independent directors, have been given complete access to any information relating to the Company, whenever they so request

### **Review of the program**

It's important to ensure that the program remains dynamic and evolves with changes in regulations and the business environment. Additionally, gathering feedback from the Independent Directors on the effectiveness of the program could provide insights for further improvement. The Board will review this program annually and make revisions as may be required.

### **Disclosure of the policy**

This policy shall be uploaded on the Company's website for public information and a web link for the same shall also be provided in the Annual Report of the Company.