



emami* limited

Familiarization programme for Independent Directors

Preamble:

In terms of regulation 25(7) of SEBI (listing obligations and disclosure requirements) regulations, 2015, the Company is required to conduct familiarization programme for the independent directors so as to familiarize them 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.

Familiarization Process:

At the time of joining the Board

Director's kit containing information about the Company in presentation form, Memorandum and Articles of Association, Annual Reports for previous three years, Investor Presentations, brief profile of the Board Members etc. are provided to the Independent director at the time of appointment. The appointment letter issued to Independent Director inter alia sets out the expectation of the Board from the appointed director, their fiduciary duties, and the accompanying liabilities that come with the appointment as a director of the Company.

Detailed notes and presentations on the duties and responsibilities of the Independent Directors as per the Companies Act 2013 and SEBI Listing Regulations 2015 are also provided to each of the Independent Directors and further updated from time to time as and when required.

To make Independent Directors aware of the operations of the Company, visits to the manufacturing unit were organized and information about the units were updated through a presentation form thereafter.

Further, upon induction of an Independent Director in a Board Committee, he is explained about his specific role and responsibilities as a member of the Committee.

Independent Directors are provided with necessary documents, reports, Code of Conduct, Code of conduct for Prohibition of Insider Trading and other relevant internal policies to enable them to familiarize with the Company's procedures and practices.

Continuous process of Familiarization

In accordance with Familiarization Programmes for Independent Directors of the Company, the Independent Directors have complete access to the information within the Company. As a part of Agenda of Board and Committee Meetings presentations are regularly made to the Independent Directors on various matters inter-alia covering Economy, business model,



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operations, markets, products performance, risk management framework, human resources, quarterly and annual financial results amendments in the Corporate laws, changes in role, rights, responsibilities of the Independent Directors, if any, initiatives / updates on ESG and such other areas as may arise from time to time, where Directors get an opportunity to interact with the Company's management (Familiarization Programmes).

Summary of the programmes organized are given hereunder:

SL. NO.	Independent Directors	Date of Appointment	2023-24		Cumulative from the FY 2015-16 till 31st March 2024	
			Number of programmes attended out of 4 prgm	Time spent (approx.) by the ID's in such programmes (Hours)	Number of programmes attended out of 39 prgm	Time spent (approx.) by the ID's in such programmes (Hours)
1	Shri Anand Rathi	02-08-2022	3	01:30	6	03:00
2	Shri C. K. Dhanuka	02-08-2017	4	02:00	24	12:00
3	Shri Debabrata Sarkar	21-02-2019	4	02:00	20	10:00
4	Shri Anjani Kr. Agrawal	02-08-2022	4	02:00	6	03:00
5	Shri Anjan Chatterjee	02-08-2022	3	01:30	4	02:00
6	Smt. Avani V. Davda	02-08-2022	4	02:00	6	03:00
7	Shri. Rajiv Khaitan	02-08-2022	4	02:00	6	03:00
8	Smt. Mamta Binani	29-10-2021	4	02:00	9	04:30