

## DETAILS OF FAMILIARIZATION PROGRAMME

### 1. REQUIREMENT

Regulation 25(7) of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, requires the listed entity shall familiarise the Independent Directors through various programmes about the listed entity, including the following:

- (a) Nature of the industry in which the listed entity operates;
- (b) Business model of the listed entity;
- (c) Roles, rights, responsibilities of Independent Directors; and
- (d) Any other relevant information.

### 2. OBJECTIVE

The familiarisation programme of Saksoft Limited aims to provide insights to the Independent Directors on the operations of the Company, its subsidiaries, its business models, industry and environment in which the Company functions and also continuously update them on any significant changes therein to enable them to take well-informed and timely decisions.

### 3. INDUCTION PROGRAMME

Upon joining the Board of Directors of the Company, a meeting of the inducted Director is organized with the Management of the Company to give an overview of the Company's business. The Company acquaints the incoming Board members on the Company's business, values, operations, key milestones, geographical presence, Board of Directors, Committee members, group structure, organization structure, policies, shareholding analysis, awards & recognitions, business model, clients, competitors, financial performance, matters to be reviewed by the Board of Directors, Board skill matrix, duties, roles, responsibilities, protection against liabilities, Disclosure/Compliances from Directors, Risk Management & internal control processes, governance practices, policies and procedures etc.

### 4. ON-GOING PROGRAMME

To enable the Directors to fulfil their governance role, Directors are updated on a continuous basis on any significant changes/ developments in the Company/ business strategies, business models, risk minimization procedures, new initiatives by the Company, changes in domestic/ overseas legislation impacting the Company and the IT Industry overall.



Updates are given to Directors through presentations at Board/ Committee Meetings where Directors get an opportunity to interact with Executive Management Team and also through emails/notifications on the disclosures/Press Releases/ News or Events.

## 5. FAMILIARISATION SESSIONS

Details of familiarisation sessions attended by Independent Directors are as follows:

Duration (in hours)

S.No.	Name of the Director	FY2024	Cumulative till FY2024 <sup>##</sup>
1	Mr. Ajit Thomas	13	104
2	Mr. VVR Babu	15	90
3	Mr. Ganesh Chella	11	51
4	Ms. Malini Thadani <sup>^</sup>	3	34
5	Ms. Kavitha Vijay <sup>*</sup>	5	5
6	Mr. Suresh Subramanian <sup>#</sup>	3	3

<sup>#</sup> Appointed wef September 21, 2023

<sup>\*</sup> Appointed wef August 14, 2023

<sup>^</sup> Resigned w.e.f July 30, 2023

Rest of the familiarization hours mentioned above are part of the Board/Committee Meetings.

## 6. DISCLOSURE

Pursuant to Regulation 46(2) of Listing Regulations, the Familiarisation Programme shall be disclosed on the Company's website and a web link thereto shall be provided in the Annual Report.

