

## **FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS**

### **OBJECTIVES:**

The familiarization programme for Independent Directors is outlined herein pursuant to Regulation 46 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015. The familiarization programme aims to provide Independent Directors within the Industry scenario, the socio-economic environment in which the Company operates, the business model, the operational and financial performance of the Company, on a continuous basis so as to enable them to take well informed decisions in a timely manner. The familiarization programme also seeks to update the Independent directors on the roles, responsibilities rights and duties under the Companies Act 2013, Listing Regulations and other relevant legislations.

### **INDUCTION, TRAINING AND FAMILIARISATION PROGRAMME FOR THE INDEPENDENT DIRECTORS:**

- On appointment, the concerned Director is issued a Letter of Appointment setting out in detail, the terms of appointment, duties, responsibilities and expected time commitments. The Company Secretary sends a formal letter to the Directors about their legal and regulatory responsibilities as a Director and the compliances required of them under the Companies Act 2013 and applicable SEBI Regulations.
- Each newly appointed Independent Director is taken through a formal induction program including the presentation from the Managing Director & CEO, Executive Committee Members and other Senior Executives on important aspects of the Company's business. Relevant literature relating to the Company such as Annual Reports, CSR and Sustainability Reports, Code of Conduct, etc. are provided to the Independent Directors on their appointment.
- At various Board meetings during the year, presentation is made to the Board on the economy & industry scenario, operational & financial performance of the Company, market share, risks & mitigation plans, initiatives on health & safety, CSR & sustainability, compliances, major litigation, regulatory scenario etc., which keeps the Directors updated on the operations and the key development impacting the Company.
- Functional Heads and Company executives are invited at Board/Committee meetings, to update and brief the Board about the performance of their function. The Board members are provided update on relevant regulatory changes and important legal cases having significant impact on the Company's performance. During the current year, the Directors were given the detailed overview of Direct & Indirect Taxation matters, update on the revised Secretarial Standards etc.
- On the matters of specialized nature, the Company engages outside experts/consultants for presentation and discussion with the Board members as and when necessary.

- Organisation of Directors' Forum to enhance the understanding on diverse subjects, to accelerate growth, create value for the stakeholders.

**REVIEW:**

The programme shall be periodically reviewed and brought in conformity with statutory and regulatory requirements, if any.

**Familiarisation Programmes during the year 2024-25.**

Particulars	During the year 2024	Cumulative up to 31st March, 2025
Number of familiarisation programmes organised by the Company.	<b>1</b>	-

For Intertec Technologies Limited

Sd/- Ganesh Shenoy  
Company Secretary

Date: 31/3/2025.