

## FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS OF RAMCHANDRA LEASING AND FINANCE LIMITED

Pursuant to Regulation 25(7) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and as per Code of Conduct under Schedule IV of the Companies Act, 2013, with a view to familiarize the Independent Directors about the nature of the industry in which the Company operates, their roles, rights and responsibilities in the Company, business model of the Company, Ramchandra Leasing and Finance Limited has formulated this Familiarisation Programme.

### OBJECTIVES:

- To adopt a structured programme for orientation and training of Independent Directors at the time of their joining so as to enable them to understand the Company – its operations, business, industry and the environment in which it functions.
- To update the Directors on a continuing basis on any significant changes therein so as to be in a position to take well-informed and timely decisions.

### ORIENTATION PROGRAMME UPON INDUCTION OF NEW DIRECTORS:

- A familiarisation pack is handed over to the new inductee, which includes the Company's Corporate Profile, Mission, Vision and Values, Organisational structure, history and milestones, Annual Reports of the last three years, Code of Conduct, Insider Trading Code and Fair Disclosure Policy.
- In case the inductee is also inducted on the Audit Committee, the Audit Committee Charter, Internal Audit Charter and Whistle Blower Policy are also provided.
- A detailed Letter of Appointment incorporating role, duties, responsibilities, remuneration, performance evaluation, insurance cover and disclosure obligations is issued.
- Interaction with senior management is arranged to familiarise the Director with business operations, financial performance, risk management and governance practices.

**OTHER INITIATIVES TO UPDATE THE DIRECTORS ON A CONTINUING BASIS:**

- Periodic briefings at Board Meetings on business, finance, compliance and governance matters.
- Presentations by senior management at Board Meetings.
- Updates on regulatory developments, risk management and Company policies.
- Periodic reports on performance, litigations and compliances.
- Access to Independent Directors' Data Bank learning modules (IICA).
- Continuous professional development of Independent Directors.

Approved by the Board of Directors of Ramchandra Leasing and Finance Limited

Date: \_\_\_\_\_

Place: \_\_\_\_\_