

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.N.	Name of the Director	FY2023	Cumulative till FY2023#
1	Mr. Ajit Thomas	10	91
2	Mr. VVR Babu	14	75
3	Mr. Ganesh Chella*	11	40
4	Ms. Malini Thadani^	12	31

*Appointed wef February 03, 2020

^ Appointed wef May 26, 2020

Includes 1 hour session on the Business Plan for FY 2021-22 made by the Business heads to the Independent Directors on February 18, 2021.

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