

FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS

In accordance with the Regulation 25 (7) of the SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 and Schedule IV of the Companies Act, 2013, the Company shall familiarize the Independent Directors with the Company, their roles, rights, responsibilities in the Company, business profile of the Company, nature of the industry in which the Company operates, etc. through various familiarization programmes.

GENERAL INFORMATION:

1. **Company** – “Softvan Limited” a company incorporated under the Companies Act, 2013, having its registered office at 3rd Floor, 305, Sigma Legacy, Nr. Vikram Sarabhai Marg, Opp. Panjarapol, Ambawadi, Ahmedabad, Gujarat, 380015 and bearing Corporate Identification number (CIN) U72200GJ2020PLC113564.
2. **Independent Directors** – shall mean an Independent Director in accordance of the provisions of the Companies Act 2013 or its amendment from time to time and duly appointment by the Board and Shareholders of the Company.
3. **Inductee**- a person who has been inducted on board of the Company as an Independent Director as per recommendation of Nomination and Remuneration Committee and approval by Board of Directors and Shareholders of the Company.
4. **Initial Familiarization Kit** - An information kit to be provided to a person who has been appointed as an Independent Director which contains, general information about the Company in form of Company Profile, business model of the Company, last three years annual reports, copy of code of business conduct, copy of code of conduct as per insider trading regulations and various policies adopted by the Company.
5. **Continuing Education Process** – The Company through its Managing Director, Executive Director & Chief Executive Officer, Key Managerial Personnel and Senior Management Personnel makes presentations in Board Meetings to familiarize the Independent Directors with the strategy, financial performance, budgets, overview of performance of various business, statutory reporting including Internal Audit Reports, SEBI Audit Reports and compliance related certifications of the Company.

Such presentations provide an opportunity to the Independent Directors to interact with the Senior Management Personnel of the Company and help them to understand the Company’s strategy, operations, product offerings, markets, organization structure, finance, human resources, technology, quality and foreign exchange exposure risk and

such other areas as may arise from time to time.

Independent Directors have the freedom to interact with the Company's management. Interactions happen during Board/Committee meetings, when Business Heads are asked to make presentations about performance of their Business Division to the Board. Apart from this, they also have independent interactions with the Internal Auditors and external advisors appointed from time to time.

Apart from these, there could be additional meetings or sessions on demand on specific topics.

6. **Disclosures** – As and when the familiarisation programme is conducted by the Company, the same will be disclosed on the website of the Company. The details of the familiarisation programme shall be disclosed on the Company website and a web link thereto still be provided in the Annual Report. As required under Regulation 46 of the Listing Regulations the details of familiarisation programme imparted to independent director shall include the following details:
- a) number of programmes attended by independent directors during the year and on cumulative basis till date;
 - b) number of hours spent by independent directors in such programmes during the year and on Cumulative basis till date; and
 - c) other relevant details.

FAMILIARIZATION PROCESS:

- A person appointed as an Independent Director, on being admitted to the Board, shall be provided with the initial Familiarization Kit and be informed about general business and functioning of the Company.
- A New Independent Director, shall be introduced to the senior managerial personnel, departmental heads and also taken on visits of showroom and workshop of the Company & its subsidiaries.
- Senior Management shall conduct programmes / presentations periodically to familiarize the Independent Directors with the strategy, business operations, financial & operational performance, budgeting and planning of the Company. The programmes / presentations shall also familiarize the Independent Directors with their roles, rights and responsibilities in the Company.
