



SUYOG TELEMATICS LIMITED

(CIN: L32109MH1995PLC091107)

FAMILIARIZED PROGRAMME FOR INDEPENDENT DIRECTORS

[Pursuant to the provisions of Regulation 25 of SEBI (LODR) Regulation, 2015]

FAMILIARIZED PROGRAMME FOR INDEPENDENT DIRECTORS

➤ **PREFACE**

In accordance with requirements of Regulation 25 of the SEBI (Listing Obligations and Disclosure Requirements) Regulation, 2015, the Company shall familiarize the Independent Directors with the Company, their roles, rights, responsibilities in the Company, nature of the industry in which the Company operates, business model of the Company, etc., through various programmes.

The familiarization programmes which may be conducted for Independent Directors from time to time, would aim to provide understanding about the Company's business and its operations, business strategies, management structure, risk management framework, regulatory environment in which the Company operates, among other things.

The programme aims to provide insight into the Company to enable the Independent Directors to understand its business and operation in depth and contribute significantly to the growth of Company.

➤ **APPLICABILITY**

The Familiarization Programme will be conducted for new and continuing Independent Directors of the Company.

➤ **REVIEW OF THE PROGRAMME**

The Board of Directors will review this programme and make revisions as may be required from time to time.

➤ **PROCESS OF FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS**

An important aspect of board effectiveness is the appropriate attention to development and training of Independent Directors on the lines of management development and training. The company sees director induction as a first step of the board's continuing improvement. It is the company's belief that investment in board development strengthens the board as well as the individual directors. Directors are regularly updated on changes in policies and programmes, laws and the general business environment.

The Company has established an orientation process/familiarization programme for its Independent Directors that includes:

- 1) Introduction, company history and genesis.
- 2) Briefing on their role, responsibilities, duties, and obligations as a member of the Board.
- 3) Nature of business and business model of the Company, Company's strategic and operating plans.
- 4) Board of directors and committees of the board, their operations, charter and functioning.
- 5) Matters relating to Corporate Governance, Code of Conduct, Risk Management, Compliance Programs etc.

As a process when a new independent director is appointed, a familiarization programme as described above is conducted by the senior management team and also whenever a new member is appointed to a Board Committee, information relevant to the functioning of the Committee and the role and responsibility of Committee members is informed. Each of our independent directors has attended such orientation process/familiarization programme when they were inducted into the Board.

Familiarisation Programme in SUYOG:

Sr. No.	Financial Year	Date	Topic	Presented By	Attendance Details
1	2022-23	February 7, 2023	Familiarization with business and performance of the Company, code of conduct, regulatory update, role & duties of Board.	Secretarial Department	PDF
2	2023-24	March 19, 2024	Presentation on Regulatory Update, RPT, Prevention of Insider Trading, SDD software, business activities and performance of the Company.	Secretarial Department	PDF

Details under Regulation 46 of the familiarization programmes imparted to Independent Directors pursuant to Regulation 25(7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015

Sr. No.	Name of the Independent Director	Number of Programmes attended		Number of hours spent in such programmes	
		During the financial year 2022-23	On cumulative basis till date	During the financial year 2022- 23	On cumulative basis till date
1	Mr. Anand Kode	1	7	30 Minutes	215 Minutes
2	Mrs. Leena Govekar	1	8	30 Minutes	250 Minutes
3	Mr. Sanjay Sarda	1	4	30 Minutes	125 Minutes
4	*Mr. Udaya Shankar Panda	1	1	30 Minutes	30 Minutes

*Appointed w.e.f. February 7, 2023

Details under Regulation 46 of the familiarization programmes imparted to Independent Directors pursuant to Regulation 25(7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015

Sr. No.	Name of the Independent Director	Number of Programmes attended		Number of hours spent in such programmes	
		During the financial year 2023-24	On cumulative basis till date	During the financial year 2023- 24	On cumulative basis till date
1	Mr. Anand Kode	1	8	35 Minutes	250 Minutes
2	Mrs. Leena Govekar	1	9	35 Minutes	285 Minutes
3	Mr. Sanjay Sarda	1	5	35 Minutes	160 Minutes
4	Mr. Udaya Shankar Panda	1	2	35 Minutes	65 Minutes