INDIAN INFOTECH AND SOFTWARE LIMITED

FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS OF INDIAN INFOTECH & SOFTWARE LTD.

1. FAMILIARIZATION WITH THE COMPANY

- The Clause 25(7) of SEBI (Listing Obligations and Disclosure Requirements) Regulation 2015 inter alia stipulates that 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.

- To provide insights into the Company to enable the Independent Directors to understand the Company's business in depth that would facilitate their active participation in managing the Company.

- The Company through its Managing Director/Executive Director/ Key Managerial Personnel conducts programmes/presentations periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company.

2. INDEPENDENT DIRECTORS' ROLES, RIGHTS AND RESPONSIBILITIES AND NATURE OF INDUSTRY IN WHICH THE COMPANY OPERATES

- Such Programmes /presentations provide an opportunity to the Independent Directors to interact with the Senior Management of the Company and help them to understand the Company's strategy, business model, operations, service and product offerings, markets, organization structure, finance, human resources, technology, quality, facilities and risk management and such other areas as may arise from time to time.

- The Programmes/presentations also familiarizes the Independent Directors with their roles, rights and responsibilities.

3. BUSINESS MODEL OF THE COMPANY, COMPLIANCE MANAGEMENT AND ENTRY OF A NEW INDEPENDENT DIRECTOR ON THE BOARD.

- When a new Independent Director comes on the Board of the Company, a meeting is arranged with the Chairman, Managing Director, Chief Financial Officer to discuss the functioning of the Board and the nature of the operation of the Company's business activities.

- New Independent Directors are provided with copy of latest Annual Report, the Code of Conduct for prevention of Insider Trading of the RSAL.

- A detailed Appointment Letter incorporating the role, duties and responsibilities, insurance cover, Code of Conduct of the Company and obligations on disclosures, is issued for the acceptance of the Independent Directors.

4. PROGRAMME DISCLOSURE

Familiarization Programme will be conducted "as needed basis" during the year. As and when the Familiarization Programme will be conducted, the same will be disclosed on the website (https://indianinfotechandsoftwareltd.in/policy/) and a web link thereto shall also be provided in the Annual Report.

	During The Year	Cumulative Till Date
Number of programmes attended by Independent Directors (during the year and on a cumulative basis till date)	4	10
Number of hours spent by Independent Directors in such programmes (during the year and on cumulative basis till date)	04 Hours	10 Hours

5. OTHER INITIATIVES TO UPDATE THE DIRECTORS ON A CONTINOUS BASIS

- At various Board meetings during the year, presentations are made to the Board on safety, health and environment and sustainability issue, risk management, Company policies, changes in the regulatory environment applicable to the corporate sector and to the industry in which it operates.

- Quarterly presentations on operations made to the Board include information on the Business performance, operations, financial parameters, working capital management, fund flow, senior management change, major litigation, compliances, subsidiary information, regulatory scenario etc.

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