Classification: Public

CKA Birla Group

birlasoft

Familiarization Programme for Board of Directors

Version 1.2

Last review date: 23/10/2024

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Revision History

Version No.	Release Date	Function	Reviewed by	Approved by	Description of Change
1.1	26/03/2019	Corporate Secretarial	Company Secretary & Compliance Officer	Board of Directors	Change of Company Name
1.2	23/10/2024	Corporate Secretarial	Company Secretary & Compliance Officer	Board of Directors	Review & Benchmarking against Industry Standards

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Familiarization Programme for Board of Directors

Objective:

In accordance with requirements of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, & the Companies Act, 2013, 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.

Familiarization Process:

Birlasoft Limited has been having a well-established orientation programme for its Board Members even before it was made mandatory by Law. The Board Members are provided a board pack with induction kit, presentations, reports, internal policies, etc to enable them to familiarise themselves with the Company's business, performance, procedures and practices.

At the time of appointment of an independent director, the Company issues a formal letter of appointment outlining the roles, responsibilities, duties and liabilities of Independent directors. The Independent Directors are also informed of the important policies of the Company including the Directors and Officers insurance, Code of Business Ethics and Conduct of the Company & the Insider Trading Code.

The Executive Directors, Chief Financial Officer, Head of Investor Relations, Company Secretary and the Business Heads brief the new Board member on business models, nature of industry and its dynamism, the Company's business strategy, etc.

The Company keeps all its Directors updated on the operations of the Company and key developments which may impact the Company, its performance and its human resources through presentations made at the meetings of Board or otherwise by the officials of the Company from time to time. Such presentations, inter alia, include details of the industry in which Company operates, performance of the Company, updates on services provided by the Company, Company plans and strategies, budgets, internal controls & risk management mechanism, investments, funds flows, operations of subsidiaries, HR policies, management succession planning, ESG & Sustainability and such other information as may be required by them. The Board members are updated on various regulatory and other amendments and developments by way of presentations.

Review:

The Company may review the programme and make necessary revisions, as and when required.

Disclosure:

The details of the familiarization programme shall be disclosed on the Company's website and a web link thereto shall be given in the Annual Report.

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