

C.E. INFO SYSTEMS LIMITED

POLICY FOR FAMILIARIZATION PROGRAMMES FOR INDEPENDENT DIRECTORS

1. TITLE

- 1.1** This policy shall be called the ‘Policy on Familiarization Programme for Independent Directors’ (“**Policy**”).

2. OBJECTIVE

- 2.1** The Companies Act, 2013, read with the rules thereunder, as amended (the “**Companies Act**”) read with Regulation 25(7) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended (“**SEBI Listing Regulations**”) places increased responsibilities on independent directors of the Company. In order to enable the independent directors to fulfil their responsibilities efficiently and effectively, a familiarisation programme (“**Programme**”) has been put in place by C.E. Info Systems Limited (the “**Company**”) to assist them in understanding the details about the Company, their roles, rights, responsibilities in the Company, nature of the industry in which the Company operates, business model of the Company etc. The Policy shall become effective from July 27, 2021.

3. FAMILIARIZATION PROCESS

- 3.1** The Company conducts orientation programmes / presentations / training sessions, periodically at regular intervals, to familiarize the independent directors with the strategy, operations and functions of the Company.
- 3.2** Such orientation programmes / presentations / training sessions provide an opportunity to the independent directors to interact with the senior leadership team of the Company and help them to understand the Company’s strategy, business model, group structure, operations, service and product offerings, markets, organization structure, finance, human resources, technology, quality, facilities, risk management strategy, governance policies, designated channels for flow of information and such other areas as deemed necessary.
- 3.3** The programmes / presentations also familiarize the independent directors with their roles, rights and responsibilities.
- 3.4** The Company may include such other details and information, as required, during the introductory familiarization programme / presentation, when a new independent director comes on the board of the Company.

4. REVIEW OF THE PROGRAMME

- 4.1** The Company may periodically review this Programme and make suitable revisions, as may be deemed necessary, from time to time.

5. PROGRAMME AND DISCLOSURE:

- 5.1** The Programme will be conducted “as needed” basis during the year.
- 5.2** As and when the Programme is conducted the same will be disclosed on the website of the Company and a web link thereto shall also be given in the annual report of the Company.