

## **PRATIBHA SYNTEX LIMITED**

### **FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS**

#### **1. Objective of the Programme**

In accordance with requirements of Schedule IV of the Companies Act, 2013, the Company shall familiarize the Independent Directors their roles, rights and responsibilities in the Company, details regarding the Company's products and plant(s), nature of the industry in which the Company operates, business model of the Company, etc., through various information programs.

#### **2. Familiarization process**

##### **a. Familiarization imparted immediately upon appointment of the Director:**

Independent directors of the Company are made aware of their role, responsibilities and liabilities at the time of their appointment/re-appointment, through a formal letter of appointment, which also stipulates various terms and conditions of their engagement. They are also made aware of the Company's Board and Board committee framework, policies and procedures.

##### **b. Continual Familiarization processes:**

As part of discussions, presentations are made to the Board of Directors / Audit Committee / Human Resource Nomination & Remuneration Committee / Corporate Social Responsibility Committee on various related matters where the directors get an opportunity to ask questions. Presentations *inter alia* covers, Company's performance, market size, market share, operations, product offerings, finance, investments, risk management framework, technology and quarterly/annual results. The minutes of meeting of committee(s) are circulated to the Board Members during the next meeting.

Sometime, the Board meeting is arranged at the plant premises so that the Independent Directors can visit the plant and be briefed about the change in the production facility, automation projects and various initiatives.

The Board members are updated on various regulatory and other amendments and developments either by way of presentations by external experts /consultants or by internal experts.

##### **c. Continual access to Board information:**

Each member of the Board including the independent directors, have been given complete access to any information relating to the Company, whenever they so request.

#### **3. Review**

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

#### **4. 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 Board Report.

#### **5. Details of Familiarization Programmes imparted to Independent Directors during FY 2025-26:**

During the financial year 2025-26, the following discussions were held in the nature of familiarization to the Independent Directors and the Board of Directors of the Company:

**Date of Programme:** 24<sup>th</sup> December, 2025

**Duration of Programme:** 1 Hour

<b>Sr. No</b>	<b>Subject matter of discussion</b>
1	Business Strategy of the Company / Sustainability
2	Updating about scale and details of operations and products of the company
3	Risk Management
4	Safety measures
5	Data Privacy

Besides the above, the Independent Directors and the Board as a whole, were also familiarized with the IT processes, CSR, and sustainability initiatives of the Company.

#### **Attendance of Independent Directors**

<b>Sr. No.</b>	<b>Name of Independent Director</b>	<b>No. of hours spent by Independent Director and the Board</b>	
		<b>FY 2025-26</b>	<b>Cumulative till date</b>
1	Mrs. Vineta Phaye	1	8
2	Mr. Dipesh Khandelwal	1	1
3	Mr. Sunil Chordia	1	1