

**FAMILIARISATION PROGRAMME MODULE**

**FOR**

**INDEPENDENT DIRECTORS**

***OMAXE LIMITED***

## **FAMILIARISATION PROGRAMME MODULE FOR INDEPENDENT DIRECTOR**

### **Preamble**

The Familiarization Program (“the Program”) for Independent Directors (“ID”) of Omaxe Limited (“the Company”) has been adopted by the Board of Directors pursuant to Securities and Exchange Board of India (Listing Obligation and Disclosure Requirements) Regulations, 2015.

As per the requirement of Regulation 25(7) of SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015, the Company is required to 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 this programmes.

The program aims to provide insights into the Company to enable the Independent Directors to understand its business in depth and contribute significantly to the Company.

### **Administration:**

The programme for Independent Directors will be administered and monitored by Nomination and Remuneration Committee/Audit Committee.

### **Familiarization Programme**

1. The Company shall organize familiarization programme for the Independent Directors to appraise them with their professional conduct, roles, functions and duties of the Independent director as per the provisions of SEBI (Listing Obligation & Disclosure Requirement) Regulations, 2015.
2. Independent Director shall be familiarized with the Company in the following areas by the department heads and shall be updated with changes in the company related to the policies, procedures, business and strategies of the company as and when required

#### **a. Secretarial, Legal& Human Resource:**

It will include the following:-

- i. about history of the Company, current profile and vision and mission of the Company;
- ii. shareholding pattern, the Board structure, the Board Committees and their functions, policies applicable to the director, their roles, responsibilities, duties, rights as a director;
- iii. laws applicable to the Company and their monitoring and compliance process;

- iv. details of important legal cases, their status and impact, etc.
- v. duties, roles and functions of Independent directors as per Companies Act, 2013 and SEBI (Listing Obligation & Disclosure Requirement) Regulations, 2015.

**b. Marketing & Sales:**

It will include the following:-

- i. Covering details of nature of industry;
- ii. regular update on types of products, brands, position;
- iii. sales and broker network;
- iv. keep informed well about the company and external environment in which it operates.

**c. Finance :**

It will include the following:-

- i. Covering details of the business model and budgets of the Company, financial details, risk management, treasury management, etc;
- ii. Modes of arranging funds for the Company.
- iii. Internal control systems

**d. Operations and/or Research & Development:**

It will include the following

- i. Visit to all the projects explaining about various stages of acquisition of land, development, etc.
- ii. If Independent director is interested in meeting the employees of any specified department or functional heads or getting any further detail, the same will also be arranged.

**Review of the Program**

The Board will review this Program and make revisions as may be required.

**Disclosure of the Programmes**

The details of such familiarization programmes shall be disclosed on the Company's website and a web link for the same shall also be provided in the Annual Report of the Company.