



**FAMILIARIZATION PROGRAMME FOR THE  
INDEPENDENT DIRECTORS OF  
PARAMATRIX TECHNOLOGIES LIMITED**

**Registered Office:** E-102, 1<sup>st</sup> Floor, Sanpada Railway Station Complex, Sanpada, Navi  
Mumbai - 400705, Maharashtra, India.

## FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS OF THE COMPANY

### **1. PREAMBLE**

SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Listing Regulations) stipulates that the Company shall familiarize the Independent Directors through various programmes about the Company, nature of the industry in which the Company operates, business model of the Company, their roles, rights, responsibilities as Independent Directors of the Company, etc., through various programmes. As per Listing Regulation the details of the Familiarization programme for Independent Directors shall be disseminated on the website of the Company.

### **2. PURPOSE**

The Program aims 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 so that they can contribute in a meaningful way to the Company.

### **3. FAMILIARIZATION PROCESS**

- a. The Company arranges meeting of Independent Directors with the Managing Director/Senior Management Personnel before they are invited to join the Board to familiarize them with the strategy, operations, functions and financials of the Company.
- b. Such meeting provide opportunity to the Independent Director to interact with the Managing Director/ Senior Management Personnel of the Company and help them understand Company's strategy, IT industry, business model, operations, financials, service, 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. Whenever required, the Company shall also through external consultants and experts apprise the Independent Directors about their role, rights and responsibilities in the Company.
- c. The Company shall also provide information at Board meetings which includes updates on regulatory, business environment, risk management, policies and various financials and business parameters. The management further reports on business performance, operations, senior management changes, litigation, compliances and subsidiary data to the Board.
- d. Customized induction program shall be organized for Independent Directors during the induction programme for Independent Directors.

#### 4. **DISCLOSURES OF PROGRAMME**

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

#### 5. **FAMILIARIZATION MODULE FOR INDEPENDENT DIRECTORS**

The module will be on following lines and will be restructured as and when necessary.

##### **Objective:**

The Company will follow an orientation/induction programme for the Independent Directors to get them updated on the business and operations of the Company on a continuous basis.

##### **Orientation module for new and existing Directors**

Overview of business, operations and business model of the Company	Executive Directors / Senior Management Personnel
Overview of industry in which the Company operates	
Overview of business of subsidiaries of the Company	
Overview of their role, rights and responsibilities in the Company as a Board / Committee Member	

The Company may conduct an introductory familiarization program/presentation, when a new Independent Director comes on the Board of the Company.

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

#### 6. **REVIEW OF THE PROGRAM**

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

#### 7. **AMENDMENT**

The Board (including its duly constituted Committees wherever permissible), shall have the power to amend/substitute the said familiarization Programme. This familiarization Programme shall automatically stand amended to reflect any changes to the SEBI Regulations, to the extent the same is the subject matter of this Policy.

**8. DISSEMINATION OF THE POLICY**

The policy shall be hosted on the website of the Company i.e. [www.paramatrix.com](http://www.paramatrix.com).

Note:

1. This Policy shall come into effect from December 27, 2023.

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