

# **EPACK PREFAB TECHNOLOGIES LIMITED**

*(Formerly known as Epack Prefab Technologies Private Limited and Epack Polymers Private Limited)*

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## **POLICY ON FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS**

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## **POLICY ON FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS**

### **1. Introduction**

EPACK PREFAB TECHNOLOGIES LIMITED (hereinafter referred to as “EPACK” or “Company”) has introduced a programme to familiarize the Independent Directors with the Company, their roles, rights and responsibilities in the Company, nature of the industry in which the Company operates, business model of the Company etc. in pursuance with the Regulation 25(7) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015. Also, in terms of Schedule IV of the Companies Act, 2013, the Independent Directors are required to keep themselves abreast of the regulatory provisions and the knowledge, skill and expertise required being an Independent Director.

### **2. Purpose**

The objective of the Familiarization Programme is:

- a. to adopt a structured Programme for orientation and training of Independent Directors at the time of their joining so as to facilitate them to understand the Company – its operation, industry and the environment in which it functions.
- b. to keep informed the directors on a continuous basis on any significant changes therein so as to be in a position to take well-informed and timely decisions.
- c. to enable them to understand the Company and the industry and business environment it operates in.
- d. to enable them to understand their roles and responsibilities.
- e. to keep the Independent Directors updated on an ongoing basis about the significant changes which occur concerning the Company or its industry and business environment so that they are in a position to take well-informed decisions at appropriate time.
- f. The Board members of the Company (Independent and Non-Independent) are afforded every opportunity to familiarize themselves with the Company, its management and its operations and above all the industry perspective & issues.

### **3. Scope and Applicability**

The above Programme will be conducted for new and continuing Independent Directors of the Company.

Apart from Independent Directors, Non-Executive Directors are also eligible to attend the familiarization programme.

### **4. Overview of Familiarization Programme**

- a) At the time of induction of the newly appointed Independent Director(s), he/she is apprised adequately about the Company, its latest financial statements and their analysis, its business model, Industry scenario, competition, significant recent developments and also the Board processes by the Chairman of the Company, Managing Director and CEO, the Chief Financial Officer and the Senior Management Personnel.
- b) Independent Directors of the Company are made aware of their roles, rights and responsibilities at the time of their appointment, through a formal letter of appointment, which also stipulates various terms and conditions of their engagement. At the outset, all the Independent directors are provided an overview of criteria of independence applicable to Independent Directors as per Regulation 16(1)(b) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and the Companies Act, 2013 and Compliances required to be undertaken by them under

Companies Act, 2013 and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015;

- c) Board meeting/s shall also provide an opportunity to the Independent Directors to interact with the senior team of the Company and help them to understand the Company's strategy, business model, organization structure, finance, human resources, R & D, quality etc.
- d) From time to time, presentations shall also be made covering performance of the different businesses, financial analysis, financial position including liquidity, borrowings and investments, financial projections, significant changes in applicable laws and regulations, if any and operational/strategic issues of importance.
- e) The Director will be provided the terms of reference of the board committees in which they will be acting as the Chairperson or member.
- f) In order to have a smooth relationship with other personnel in the Company, periodic meetings may be organized with the Senior Managements apart from the meetings prescribed under the Statutes to better understand the business and operation of the Company.
- g) The specific roles, duties and rights of the Independent Directors as provided in the Companies Act, 2013 and in other statutes will be explained to them through Board meeting process or through various modes of communications.
- h) The Company may also circulate news and articles related to the industry from time to time and may provide specific regulatory updates.

## **5. Programme and Disclosure**

- a) Familiarization programme will be conducted on "as needed" basis.
- b) As and when familiarization programme is conducted, the same will be disclosed on the website of the Company.

## **6. Communication of the Policy**

The Policy will be hosted on the Company website, [www.epackprefab.com](http://www.epackprefab.com) and in the Annual Report of the Company.

## **7. Review**

This policy shall be subject to review by the Board as may be deemed necessary or to meet any regulatory requirements.

## **8. Amendment**

In case of any amendment (s), clarification (s), circular (s) etc. issued by the relevant authorities, not being consistent with the provisions laid down under this Policy, then such amendment(s), clarification(s), circular(s), etc. shall prevail upon the provisions in this Policy and this Policy shall stand amended accordingly from the effective date as laid down under such amendment(s), clarification(s), circular(s) etc.

## 9. Version Control

<b>Version</b>	<b>Description</b>	<b>Date</b>
Version 1	Policy on familiarisation programme for independent directors	December 18, 2024

## 10. Effective Date

This Policy was approved and adopted by the Board on December 18, 2024.

**Details of familiarization programmes attended by the Independent Directors are as under:**

<b>Financial year</b>	<b>Details of Familiarization Programmes</b>	<b>No.of hours spent</b>
2024-25 January 14, 2025	Induction programme	1hour 30 minutes by each director

