



P S RAJ STEELS LIMITED
(FORMERLY KNOWN AS P S RAJ STEELS PRIVATE LIMITED)

FAMILIARIZATION PROGRAMMES FOR INDEPENDENT DIRECTORS

Preamble

The provisions of Regulation 25 of SEBI (LODR) Regulations, 2015 read with Schedule IV of the Companies Act, 2013, mandates the Company to familiarize its Independent Directors with the Company's business, business model, their role, duties and responsibilities to discharge their fiduciary duties towards the company vis-à-vis to the shareholder and other stakeholders.

This Familiarization programme provides the basic insights into the Company to enable the Independent Directors to understand the Company's business in depth that would facilitate their active participation in managing the Company's affairs and keep on regularly updating their skills & knowledge so that they can discharge their duties & responsibilities efficiently.

Initiatives for Induction on joining the Board of the Company:

The New Director will be welcomed to the Board of the Company by sharing the following documents of the Company for his / her references:

- ✚ Formal letter of appointment as Director of the Company
- ✚ Memorandum of Association and Articles of Association of the Company
- ✚ Annual Reports of last three consecutive years
- ✚ Criteria of Independence applicable to Independent Directors as per Regulation 16 of SEBI (LODR) Regulations, 2015 and Companies Act, 2013
- ✚ Code of Conduct for Directors and Senior Managerial Personnel
- ✚ Code of Internal Procedures and Conduct for Prevention of Insider Trading
- ✚ Note on Directors roles, functions, duties, responsibilities and liabilities of Independent Directors under the Companies Act, 2013 and Regulation 25 of SEBI (LODR) Regulations, 2015
- ✚ Organizational Chart of the Company and the profile of all the Directors and the Senior Managerial Personnel of the Company
- ✚ Details of the Directors, Senior Managerial Personnel and their personal/ executive assistants.
- ✚ Publicity material of the Company that explains the range of products, services and solutions offered by the Company to its clients

Familiarization and Continuing Education Process

The Company through its Managing Director / Executive Director / Key Managerial Personnel will conduct programmes / presentations periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company.



Such programmes /presentations provide an opportunity to the Independent Directors to interact with the Senior Management of the Company and help them to understand the Company's strategy, business model, operations, service and 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.



The programmes/presentations also familiarizes the Independent Directors with their roles, rights and responsibilities.



When a new Independent Director comes on the Board of the Company, a meeting will be arranged with the Managing Director & Group CEO, Chief Financial Officer to discuss the functioning of the Board and the nature of the operation of the Company's business activities.

The Company has adopted the familiarization programme policy required for Independent Directors.

Scope of the familiarization programme(s) includes:

As a process when a new independent director gets appointed in future, a familiarization programme as described above will be conducted by the senior management team and also whenever a new member is appointed to a Board Committee, information relevant to the functioning of the Committee and the role and responsibility of Committee members will be informed.

Details of the familiarization programmes will be updated/uploaded on the website of the Company on yearly basis containing details of total no. of familiarization programmes conducted, total familiarization programmes attended by Independent Directors.

Review & Revision

The Familiarization programme will be reviewed & revised as required from time to time by the Board of the Company.
