



**TOUCHWOOD ENTERTAINMENT LIMITED**

**POLICY ON FAMILIARISATION FOR**  
**INDEPENDENT DIRECTORS**

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

## **OBJECTIVE**

The familiarisation program (“hereinafter referred as 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.

## **POLICY**

The Company shall through its Key Managerial Personnel / Senior Managerial Personnel conduct programs / presentations periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company and to appraise them their roles, rights and responsibilities in the Company to enable them to make effective contribution and discharge their functions as a Board Member.

The Independent Directors are given every opportunity to interact with the Key / Senior Management Personnel and are given all the documents sought by them for enabling a good understanding of the Company, its various operations and the industry of which it is a part.

Familiarisation Program for Independent Directors includes:

### Corporate Affairs:

- Covering details of the Company, shareholding pattern, the Board structure, the Board Committees and their functions, policies applicable to the director, their roles, responsibilities, duties, rights as a director etc.

### Operations:

- Covering details of nature of the industry in which the Company operates, business model of the Company, financial details etc.

### Roles, Rights and Responsibilities of Independent Directors:

- Covering the definition of Independent Directors, relevant provisions of the Companies Act and the Listing Agreement, Tenure of Independent Directors, their roles, rights, responsibilities, code of conduct etc.

## **DISCLOSURE**

- a) Familiarisation program will be conducted “as needed” basis during the year.
- b) As and when familiarisation program is conducted, the same will be disclosed on the website of the Company.
- c) The details of the familiarisation program shall be disclosed on the Company’s website and a web link thereto shall be provided in the Annual Report.

# **Familiarization Programme of Independent Directors of the Company**

## **STRUCTURE OF THE PROGRAMME**

The Familiarisation Programme adopted by the Company comprises two segments –

### **1. Familiarisation upon induction of new Independent Directors**

- The newly appointed director shall be provided with a copy of all the applicable codes and policies formulated and adopted by the Corporation.
- An orientation on the corporate profile and functions shall be provided.
- The newly appointed director shall also be introduced to certain key members of the senior management of the company.
- A detailed briefing on the roles and responsibilities of independent directors shall also be provided to the inductee.

### **2. Annual Familiarisation Programme**

The Company shall on an annual basis brief its Directors inter alia about the Company's business model, shareholder profile, financial details, the housing finance industry, their roles, rights and responsibilities in the Corporation. The Board shall also be periodically briefed on the various changes in the regulations governing the conduct of independent directors.

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