



emami* limited

***Familiarization Programme for
Independent Directors***



Familiarization Programme for Independent Directors

Preamble :

In terms of regulation 25(7) of SEBI (listing obligations and disclosure requirements) regulations, 2015, the Company is required to conduct familiarization programme for the Independent directors so as to familiarize them 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 various programmes.

Familiarization Process :

At the time of joining the Board

Director's kit containing information about the Company in presentation form, Memorandum and Articles of Association, Annual Reports for previous three years, Investor Presentations, brief profile of the Board Members etc. are provided to the Independent director at the time of appointment. The appointment letter issued to Independent Director inter alia sets out the expectation of the Board from the appointed director, their fiduciary duties, and the accompanying liabilities that come with the appointment as a director of the Company.

Detailed notes and presentations on the duties and responsibilities of the Independent Directors as per the Companies Act 2013 and SEBI Listing Regulations 2015 are also provided to each of the Independent Directors and further updated from time to time as and when required.

To make Independent Directors aware of the operations of the Company, visits to the manufacturing unit were organized and information about the units were updated through a presentation form thereafter.

Further, upon induction of an Independent Director in a Board Committee, the Director is explained about his specific role and responsibilities as a member of the Committee.

Independent Directors are provided with necessary documents, reports, Code of Conduct for Directors and Senior Management Personnel, Code of conduct to regulate, monitor and report trading by Designated Persons and other relevant internal policies to enable them to familiarize with the Company's procedures and practices.

Continuous process of Familiarization

In accordance with Familiarization Programmes for Independent Directors of the Company, the Independent Directors have complete access to the information within the Company. As a part of



Agenda of Board and Committee Meetings presentations are regularly made to the Independent Directors on various matters inter-alia covering Economy, business model, operations, markets, products performance, risk management framework, human resources, quarterly and annual financial results, amendments in the Corporate laws, changes in role, rights, responsibilities of the Independent Directors, if any, initiatives / updates on ESG and such other areas as may arise from time to time, where Directors get an opportunity to interact with the Company's management (Familiarization Programmes).

Other initiatives to update the Directors on a continual basis:

1. The Directors were also informed about the performance/ operations/ updates/ major developments affecting the business of the Company and its subsidiaries on quarterly basis
2. After discussions the Directors also provided their inputs and suggestions towards various operations and strategies.
3. The Board was also informed about the risks and opportunities for the Company and each business including updates on industry actions
4. Informed the Board members about the R&D facilities available in various aspects of the business and overall growth.
5. The Directors are explained in detail the compliances required from them under the Companies Act, 2013, Listing Regulations and other relevant regulations and their affirmation is taken with respect to the same.
6. The Directors also have access to interact with Statutory Auditor, Internal Auditor, Cost Auditor, Secretarial Auditors and other external consultants as appointed by the Company.

Familiarization Programme conducted during the FY 2024-25 :

During the year, various initiatives were taken to keep the Independent and Executive Directors abreast about the regulatory changes relevant to the company by sharing crafted quarterly presentations on the subject matter. Initiatives were undertaken to enable the directors, including Independent Directors to understand the company's business in depth and contribute significantly to the company and company's initiative on the ESG aspect.

Presentations on applicable amendments were made available to the Independent Directors alongwith presentations on various matters inter-alia covering:

- Economy, Business model, Operations, Markets, Products performance,



- Risk management framework, Human resources,
- Regulatory update including changes in role, rights, responsibilities of the Independent Directors, if any.
- Updates on ESG and other areas, where the Directors get an opportunity to interact with the Company's management.
- A specific discussion to brief the operations of the entities wherein the company made strategic investments.

Visit to Company's Factory Unit at Guwahati

During the year 2024-25, a visit was organized for the Board of Directors to the Company's manufacturing unit located at Pacharia, Guwahati for deeper understanding of the Company's operations, the scale and complexity of manufacturing activities, and the robust systems implemented for quality assurance and sustainability.

This initiative was aimed at familiarizing the Directors with the manufacturing processes, Research & Development activities of both the Ayurvedic & Healthcare and Skin-care & Hair-care depart, quality control and other departments at the manufacturing levels.

The familiarization programme commenced with a detailed presentation outlining the setup of the units, manufacturing processes, types of machinery used, and systems in place for operational efficiency and quality control. Arrangement was also made for joining the familiarization programme through virtually. This was followed by a guided tour of the facility, offering the Directors insights into the end-to-end manufacturing processes of both the Ayurvedic & Healthcare, and Skin-care & Hair-care product lines, Unit's in-house herbal garden of medicinal plants and trees etc.



Summary of the programmes organized are given hereunder:

Sl. No.	Independent Directors	Date of Appointment	2024-25		Cumulative from the FY 2015-16 till 31 st March 2025	
			Number of programs attended out of 6 programs	Time spent (approx.) by the ID's in such programs (Hours)	Number of programs attended out of 44 programs	Time spent (approx.) by the ID's in such programs (Hours)
1	Shri Anand Rathi	02-08-2022	6	03:30	12	06:30
2	Shri C. K. Dhanuka	02-08-2017	6	03:30	30	15:30
3	Shri Debabrata Sarkar	21-02-2019	6	02:30	26	12:30
4	Shri Anjani Kr. Agrawal	02-08-2022	6	03:30	12	06:30
5	Shri Anjanmoy Chatterjee	02-08-2022	4	02:00	8	04:00
6	Smt. Avani V. Davda	02-08-2022	5	02:30	11	05:30
7	Shri. Rajiv Khaitan	02-08-2022	6	03:30	12	06:30
8	Smt. Mamta Binani	29-10-2021	6	03:30	15	07:30