

Affle 3i Limited

FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS

1. BACKGROUND

In order to familiarize independent directors of Affle 3i Limited (hereinafter referred to as “**the Company**”) with the industry wherein the Company operates, business model of the Company, roles, rights and responsibilities of individuals inducted as Independent Directors, Familiarization Programme (“**the Programme**”) for the Independent Directors has been adopted by the Company.

2. PURPOSE

The Programme aims to provide insights into the Company to enable the Independent Directors to understand its business in depth and contribute significantly to the Company.

3. FAMILIARIZATION PROCESS

- a) The Company shall through its Executive Directors / Senior Managerial Personnel conduct programmes / presentations periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company;
- b) Such programmes / presentations will provide an opportunity to the Independent Directors to interact with the senior leadership team 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;
- c) The programmes / presentations shall also familiarize the Independent Directors with their roles, rights and responsibilities;
- d) The Company may circulate news and articles related to the industry on a regular basis and may provide specific regulatory updates from time to time; and
- e) The Company may conduct an introductory familiarization program / presentation, when a new Independent Director comes on the Board of the Company.

4. DISCLOSURE OF THE POLICY

- a) This Policy shall be uploaded on the Company’s website for public information and a web link for the same shall also be provided in the Corporate Governance Section of the Annual Report of the Company.

b) Following information shall be disclosed on the website of the Company

- Details of Familiarization Programmes imparted to Independent Directors.
- Number of Programmes attended by the Independent Directors (during the year and on cumulative basis till date).
- Number of hours spent by the Independent Directors in such programmes (during the year and on cumulative basis till date).
- Other relevant details.

5. REVIEW OF THE PROGRAM

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

Details of Familiarization Programmes imparted to Independent Directors during the year 2019-20:

S. No.	Particulars of the Programmes	Date	Names of the Independent Directors				
			Mr. Bijynath	Mr. Naresh Gupta	Mr. Sudhir Jatia	Ms. Sumit Mamak Chadha	Mr. Vivek Narayan Gour
			Duration	Duration	Duration	Duration	Duration
1.	Orientation on appointment as Independent Director	No new Independent Director was appointed during FY2019-20					
2.	Meeting with Senior Management	29.06.2019	30 mins	30 mins	30 mins	30 mins	30 mins
3.	Presentation on Business Objectives	01.06.2019	30 mins	30 mins	30 mins	30 mins	30 mins
4.	Presentation on Business Overview	01.06.2019	40 mins	40 mins	40 mins	40 mins	40 mins
5.	Presentation on roles, responsibilities, duties as director	The roles, rights and responsibilities of Independent Directors are updated through discussion in Board Meetings					
6.	Presentation on various policies, code of conduct and acts, rules and regulations	28.09.2019	45 mins	45 mins	-	45 mins	45 mins
Total Duration (Hours)			2.25 hours	2.25 hours	1.6 hours	2.25 hours	2.25 hours

**Details of Familiarization Programmes imparted to Independent Directors during the year
2020-21:**

S. No.	Particulars of the Programmes	Date	Names of the Independent Directors		
			Mr. Bijynath	Ms. Sumit Mamak Chadha	Mr. Vivek Narayan Gour
			Duration	Duration	Duration
1.	Orientation on appointment as Independent Director	No new Independent Director was appointed during FY2020-21			
2.	Meeting with Senior Management	08.08.2020	60 mins	60 mins	-
3.	Presentation on Business Objectives	08.08.2020, 06.02.2021	120 mins	120 mins	60 mins
4.	Presentation on Business Overview				
5.	Presentation on roles, responsibilities, duties as director	The roles, rights and responsibilities of Independent Directors are updated through discussion in Board Meetings			
6.	Presentation on various policies, code of conduct and acts, rules and regulations	27.02.2021	30 mins	30 mins	30 mins
Total Duration (Hours)			3.30 hours	3.30 hours	1.30 hours
Cumulative Hours till FY 2020-21			5.55 hours	5.55 hours	3.55 hours

Details of Familiarization Programmes imparted to Independent Directors during the year 2021-22:

S. No.	Particulars of the Programmes	Date	Names of the Independent Directors		
			Mr. Bijynath	Ms. Sumit Mamak Chadha	Mr. Vivek Narayan Gour
			Duration	Duration	Duration
1.	Orientation on appointment as Independent Director	No new Independent Director was appointed during FY2021-22			
2.	Meeting with Senior Management	-	-	-	-
3.	Presentation on Business Objectives	05.02.2022	60 mins	60 mins	60 mins
4.	Presentation on Business Overview				
5.	Presentation on roles, responsibilities, duties as director	The roles, rights and responsibilities of Independent Directors are updated through discussion in Board Meetings			
6.	Presentation on various policies, code of conduct and acts, rules and regulations	-	-	-	-
Total Duration (Hours)			1 hour	1 hour	1 hour
Cumulative Hours till FY 2021-22			6.55 hours	6.55 hours	4.55 hours

Details of Familiarization Programmes imparted to Independent Directors during the year 2022-23:

S No.	Particulars of the Programmes	Date	Names of the Independent Directors			
			Mr. Bijynath	Ms. Sumit Mamak Chadha	Mr. Vivek Narayan Gour	Ms. Lay See Tan
			Duration	Duration	Duration	Duration
1.	Orientation on appointment as Independent Director	01.07.2022	Ms. Lay See Tan was inducted as an Independent Director all the Directors welcomed her on the Board			
2.	Meeting with Senior Management	-	-	-	-	-
3.	Presentation on Business Objectives	06.08.2022	20 mins	20 mins	20 mins	20 mins
4.	Presentation on Business Overview		15 mins	15 mins	15 mins	15 mins
5.	Presentation on roles and responsibilities		10 mins	10 mins	10 mins	10 mins
6.	Presentation on various policies, code of conduct and acts, rules and regulations		15 mins	15 mins	15 mins	15 mins
Total Duration (Hours)			1 hour	1 hour	1 hour	1 hour
Cumulative Hours till FY 2022-23			7.55 hours	7.55 hours	5.55 hours	1 hour

Details of Familiarization Programmes imparted to Independent Directors during the year 2023-24:

S No.	Particulars of the Programmes	Date	Names of the Independent Directors			
			Mr. Bijynath	Ms. Sumit Mamak Chadha	Mr. Vivek Narayan Gour	Ms. Lay See Tan
			Duration	Duration	Duration	Duration
1.	Orientation on appointment as Independent Director	No new Independent Director was appointed during FY2023-2024				
2.	Meeting with Senior Management		-	-	-	-
3.	Presentation on Business Objectives		-	-	-	-
4.	Presentation on Business Overview		-	-	-	-
5.	Presentation on roles and responsibilities		-	-	-	-
6.	Presentation on various policies, code of conduct and acts, rules and regulations	05.08.2023	30 mins	30 mins	30 mins	30 mins
		04.11.2023	15 mins	15 mins	-	15 mins
		03.02.2024	20 mins	20 mins	20 mins	20 mins
Total Duration (Hours)			1.05 hour	1.05 hour	50 mins	1.05 hour
Cumulative Hours till FY 2023-24			9 hours	9 hours	6.45 hours	2.05 hours

Details of Familiarization Programmes imparted to Independent Directors during the year 2024-25:

S No.	Particulars of the Programmes	Date	Names of the Independent Directors				
			Mr. Bijynath	Ms. Sumit Mamak Chadha	Mr. Vivek Narayan Gour	Mr. Sanjiv Kumar Chaudhary	Ms. Reshma Prasad Virmani
			Duration	Duration	Duration	Duration	Duration
1.	Orientation on appointment as Independent Director	09.11.2024	-	-	-	10 mins	-
		03.03.2025			30 mins*	30 mins	30 mins
2.	Meeting with Senior Management	27.02.2025	-	-	-	-	60 mins
3.	Presentation on Business Objectives		-	-	-	-	-
4.	Presentation on Business Overview	09.11.2024	-	-	-	30 mins	-
5.	Presentation on roles and responsibilities		-	-	-	10mins	-
6.	Presentation on various policies, code of conduct and acts, rules and regulations	03.08.2024	15 mins	15 mins	15 mins	-	-
		08.02.2025	25 mins	25 mins	25 mins	25 mins	-
Total Duration (Hours)			40 mins	40 mins	1.10 hours	1.45 hours	1.5 hours
Cumulative Hours till FY 2024-25			9.40 hours	9.40 hours	7.55 hours	1.45 hours	1.5 hours

**Mr. Vivek Narayan Gour also participated in the familiarization programme held for newly inducted Directors*