



# PLADA

INFOTECH SERVICES LIMITED.  
Delivering Customer Promises  
(FORMERLY PLADA INFOTECH SERVICES PRIVATE LIMITED)

## PLADA INFOTECH SERVICES LIMITED

### POLICY FOR FAMILIARIZATION PROGRAMMES FOR INDEPENDENT DIRECTORS

#### Objective

The Companies Act, 2013, read with the rules thereunder, as amended (“Companies Act”) read with Regulation 25(7) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended (“SEBI Listing Regulations”) places increased responsibilities on Independent Directors of the Company. In order to enable the Independent Directors to fulfil their responsibilities efficiently and effectively, a familiarisation programme (“Programme”) has been put in place by Plada Infotech Services Limited (the “Company”) to assist them to understand details about the Company, their roles, rights, responsibilities in the Company, nature of the industry in which the Company operates, business model of the Company etc. The policy shall become effective from 12 May, 2023

#### Familiarization Process

- a) The Company shall conduct orientation programmes / presentations / training sessions, periodically at regular intervals, to familiarize the independent directors with the strategy, operations and functions, values, and commitments of the Company.
- b) Such orientation programmes / presentations / training sessions 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, group structure, operations, service and product offerings, markets, organization structure, finance, human resources, technology, quality, facilities, risk management strategy, governance policies, designated channels for flow of information and such other areas as deemed necessary.
- c) The programmes / presentations will also familiarize the independent directors with their roles, rights and responsibilities.
- d) The Company may include such other details and information, as required, during the introductory familiarization programme / presentation, when a new independent director comes on the board of the Company.

#### Registered Office:

Santosh A. Mishra Compound, Mograpada, Mogra Village, Off. Old Nagardas Road, Andheri (E), Mumbai  
– 400069, Mobile No.: +918976996702, E-mail: [contact@pladainfotech.com](mailto:contact@pladainfotech.com)

Website: [www.pladainfotech.com](http://www.pladainfotech.com) ,

CIN: U72900MH2010PLC209364



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## Review of the Programme

The Company may periodically review this Programme and make suitable revisions, as may be deemed necessary, from time to time.

## Programme and Disclosure

The Programme will be conducted as needed during the year.

As and when the Programme is conducted the same will be disclosed on the website of the Company at <https://pladainfotech.com> and a web link thereto shall also be given in the annual report of the Company.

## Administration

The Familiarization programme for independent directors will be administered and monitored by Nomination and Remuneration Committee.

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