

SJ CORPORATION LIMITED

POLICY ON FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS

1. Preamble:

In view of the provisions of Schedule IV to the Companies Act, 2013 read with Regulation 25 of SEBI (LODR) Regulations, 2015, the Directors of the Company should undergo appropriate induction and regularly update to refresh skills, knowledge and familiarity with the Company and its business and its model.

In addition to the above Regulation 25 of SEBI (LODR) Regulations, 2015 mandates the Independent Directors should familiarize with the Company's business, their role, duties and responsibilities to discharge their fiduciary duties towards the company vis-à-vis to the shareholder and other stakeholders.

The Policy 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 affairs Company.

2. 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 25 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.
- Policy Handbook of the Company comprising of policies on various business aspects and practices.
- List of Contact details of the Directors, Senior Managerial Personnel and their personal / executive assistants.

3. 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.

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