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# FAMILIARISATION PROGRAMME POLICY – 25-26

## FOR INDEPENDENT DIRECTORS RIDDHI CORPORATE SERVICES LIMITED

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### 1. PREAMBLE

This Familiarisation Programme Policy (“Policy”) is framed in compliance with the requirements of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“SEBI LODR Regulations”), including Regulation 25(7), which mandates that the Company shall familiarize the Independent Directors with the Company, their roles, rights, responsibilities, and the industry in which the Company operates.

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### 2. OBJECTIVE

The objective of this Policy is to:

- Familiarize Independent Directors with the Company, its operations, business model, and industry
  - Enable them to understand their roles, rights, and responsibilities
  - Keep them updated on changes in laws, regulations, and business environment
  - Facilitate effective participation in Board and Committee meetings
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### 3. APPLICABILITY

This Policy applies to all Independent Directors of the Company.

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### 4. FAMILIARISATION PROGRAMMES

The Company shall conduct familiarisation programmes for Independent Directors, which may include:

- Nature of industry and business model of the Company
- Company’s strategic plans and operations

- Financial performance and risk management framework
- Roles, rights, and responsibilities of Independent Directors
- Updates on regulatory developments including SEBI and Companies Act
- Internal control systems and governance framework

These programmes may be conducted through:

- Presentations at Board / Committee meetings
- Separate interactive sessions
- Circulation of notes and documents
- Site visits, if required

## 5. DISCLOSURE ON WEBSITE (AS PER SEBI LODR)

In accordance with Regulation 46(2)(i) and Regulation 25(7) of SEBI LODR Regulations, the Company shall disclose the following details on its website:

### (A) Details of Familiarisation Programmes Imparted to Independent Directors:

- Number of programmes attended by Independent Directors (during the year and on a cumulative basis)
- Number of hours spent by Independent Directors in such programmes (during the year and on a cumulative basis)

## 6. FORMAT FOR WEBSITE DISCLOSURE

The following format shall be used for disclosure on the Company's website:

### Familiarisation Programme Details

Sr. No.	Name of Independent Director	Number of Programmes Attended (During the Year)	Number of Programmes Attended (Cumulative)	Number of Hours Spent (During the Year)	Number of Hours Spent (Cumulative)
1	KALPESH CHANDRAKI SHOR SHUKLA	2	2	4	4
2	BHAVIN KIRITKUMAR PANDYA	4	18	8	36
3	KALPANABEN	4	18	8	36



# RIDDHI CORPORATE SERVICES LIMITED

ISO 9001:2015, 27001:2013 & CMMI Level 3 Certified Company

CIN : L74140GJ2010PLC062548

Sr. No.	Name of Independent Director	Number of Programmes Attended (During the Year)	Number of Programmes Attended (Cumulative)	Number of Hours Spent (During the Year)	Number of Hours Spent (Cumulative)
	DIPAKBHAI SUTHAR				
4	JASHUBHAI M PATEL	4	18	8	36

## 7. REVIEW OF PROGRAMME

The Board of Directors shall review this Policy from time to time and make necessary modifications as required.

## 8. AMENDMENT

The Board of Directors reserves the right to amend this Policy in line with applicable laws and regulations.

## 9. DISSEMINATION

This Policy shall be hosted on the Company's website and a web link thereto shall be provided in the Annual Report.

## 10. CONTACT

For any queries relating to the familiarisation programmes, Independent Directors may contact the Company Secretary.

For Riddhi Corporate Services Limited,

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Alpit Pravinchandra Gor

Whole Time Director

Din: 03041615