



EMA Partners India Limited
(Formerly known as “EMA Partners India Private Limited)
204, The Summit Business Bay,
Western Express Highway,
Vile Parle (E.), Mumbai – 400 057.
Tel: 022-3522 3969
Email : india@emapartners.in
CIN: L74140MH2003PLC142116

EMA PARTNERS INDIA LIMITED

(formerly known as EMA Partners India Private Limited)

FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS

V01 Approved on: 21.08.2024

V02 Reviewed on: 16.02.2026

*Familiarisation Programme
Version 02*



Argentina, Brazil, Canada, Chile, China, Czech Republic, Denmark, Finland, France, Germany, HongKong, India, Italy, Japan, Mexico, Peru, Poland, Portugal, Saudi Arabia, Singapore, South Africa, South Korea, Spain, Sweden, Switzerland, Thailand, UAE, Ukraine, UK & USA

1. PREAMBLE:

In terms of Regulation 25(7) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”), and Schedule IV of the Companies Act, 2013 (“Act”) the Company shall familiarise the Independent Directors with the business and operations of the Company, their roles, rights, responsibilities in the Company, nature of the industry in which the Company operates, business model of the Company and the on-going events relating to the Company.

2. PURPOSE AND OBJECTIVE OF THE PROGRAMMES:

The Familiarisation Programme aims to acquaint the Independent Directors with the Company to enable them to understand the Company’s business in depth that would facilitate their active participation in various Board and Committee Meetings.

3. INITIAL FAMILIARISATION:

At the time of appointing an Independent Director, a formal letter of appointment is given to him/her, which inter alia explains the role, function, duties and responsibilities expected of him/her as an Independent Director of the Company. The Company conducts an introductory familiarisation program / presentation, when a new Independent Director comes on the Board of the Company. At the outset, all the Independent Directors are provided an overview of;

- a) Criteria of independence applicable to Independent Directors as per Listing Regulations and the Act;
- b) Time allocation by the Independent Directors on financial controls, overseeing systems of risk management, financial management compliance, Corporate Social Responsibility, Stakeholders conflicts, Board effectiveness, strategic direction, Meetings and performance assessment;
- c) Roles, functions, Duties, Responsibilities and liabilities of Independent Directors;
- d) Directors Responsibility Statement forming part of Boards’ Report;
- e) Vigil Mechanism including policy formulation, disclosures, code for Independent Directors;
- f) Risk Management Systems & framework;
- g) Board Evaluation Process and Procedures;

The Independent Director is also explained in detail the compliances required from him/her under the Act, Listing Regulations and other relevant regulations and his/her affirmation is taken with respect to the same. With a view to familiarise him/her with the Company’s operations, the Chairman/Managing Director provides a one-to-one interaction on the organisational set up, the functioning of various divisions / departments, the Company’s market share and the markets in which it operates, governance and internal control processes and other relevant information pertaining to the Company’s business. The above initiatives help the Independent Director to understand the Company, its business and the regulatory framework in which the Company operates and equips him to effectively fulfil his/her role as an Independent Director of the Company.

4. CONTINUING EDUCATION PROCESS:

The Company will follow a structured orientation programme for the Independent Directors to understand and get updated on the business and operations of the Company on a continuous basis.

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The continual familiarisation shall, inter alia, include regular inputs on strategy and business model of the Company, budgeting and planning, performance of various business verticals, statutory reporting including internal audit reports, SEBI audit reports and compliance related certifications and overview of business of subsidiaries on an on-going basis through the Chairman/ Managing Director/Chief Financial Officer and the key managerial personnel.

The Company will also 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, organisation structure, facilities and risk management and such other areas.

Presentations are made to the Board of Directors and the Audit Committee, as the case may be (minutes of the audit committee, and other Board committees are circulated to the Board), where Independent Directors get an opportunity to interact with Executive Committee members and business heads.

The Board has complete access to the information within the Company. Independent directors have the freedom to interact with the Company’s management. Apart from this, they also have independent interactions with the statutory auditors, the internal auditors and external advisors appointed from time to time.

Apart from these, there could be additional meetings or sessions on demand on specific topics.

5. DISCLOSURE:

Pursuant to Regulation 46(2) of Listing Regulations, the Familiarisation Programme shall be disclosed on the Company’s website and a web link thereto shall be provided in the Annual Report.

Familiarisation programme will be conducted on an “**as and when needed**” basis during the year. A summary of such programmes is hereinafter attached as Annexure-A.

As and when a familiarisation programme is conducted, the same will be disclosed on the website of the Company.

6. REVIEW:

The Board will review this programme and make revisions as may be required from time to time.

SUMMARY OF FAMILIARISATION PROGRAMMES IMPARTED TO INDEPENDENT DIRECTORS

Financial Year	Number of programmes attended		Total number of hours spent	
	During the Year	Cumulative till date	During the Year	Cumulative till date
2024-25	1	1	3	3
2025-26	1	2	3	6