

ASSAM ENTRADE LIMITED

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FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS

Preamble

Regulation 25(7) of the SEBI (LODR) Regulations, 2015 Inter-alia stipulates that the Company shall familiarize the Independent Directors with the Company, their roles, rights, responsibilities in the Company, nature of the industry in which the Company operates, business model of the Company, etc., through various programmes.

Purpose and Objective

The familiarisation programme is structured to assist the Independent Directors to understand the Company and its business so as enable him in effective discharge of his duties.

Overview of the Familiarisation process

The Company conducts an introductory familiarisation programme / presentation, when a new Independent Director comes on the Board of the Company. Periodic presentations are made at the Board's and Committee meetings, on business performance, strategy and competition.

Such programmes/ presentations will provide an opportunity to the Independent Directors to have an overview of:

- Criteria of independence applicable to Independent Directors;
- 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;
- Roles, functions, Rights, Duties, Responsibilities and liabilities of Independent Directors;
- Directors Responsibility Statement forming part of Boards' Report;
- Code for Independent Directors as per Schedule IV of Companies Act, 2013;
- Risk Management Systems & framework; Board Evaluation Process and Procedures.

Such programs / 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.

The details of training programme attended by Independent Directors are as under:

2023-24		
Independent Directors	No. of Programmes attended	Total Hours Spent
Mr. Anoop Kumar Gupta	1	4
Mr. Rajat Gupta	1	4
Mr. Shailendra Singh Kushwaha	1	4
Mr. Robin Srivastava	2	8
Mr. Praveen Agarwal	2	8
Mr. Anil Singh	2	8

**Mr. Anoop Kumar Gupta, Mr. Rajat Gupta and Mr. Shailendra Singh Kushwaha have resigned w.e.f. September 5, 2023 from the board of Company.*
