

ADVANCED SYS-TEK LIMITED

POLICY FOR FAMILIARIZATION PROGRAMMES FOR INDEPENDENT DIRECTORS'

Effective Date: 11.09.2024

1. TITLE

1.1 This policy shall be called the 'Policy on Familiarization Programme for Independent Directors' ("Policy").

2. OBJECTIVE

2.1 The Companies Act, 2013, read with the rules thereunder, as amended (the "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 familiarization programme ("Programme") has been put in place by Advanced Sys-Tek Limited (the "Company") to assist them 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.

Further, Regulation 46(2) of the SEBI Listing Regulations requires a Company to disseminate on its website the details of familiarization programs imparted to Independent Directors including the following details:

- i. Number of programs attended by Independent Directors (during the year and on a cumulative basis till date);
- ii. Number of hours spent by Independent Directors in such programs (during the year and on cumulative basis till date); and
- iii. Other relevant details.

The Policy shall become effective from **11th September, 2024**.

3. FAMILIARIZATION PROCESS

3.1 The Company shall conduct orientation programmes / presentations / training sessions, periodically at regular intervals, to familiarize the independent directors with the strategy, operations and functions of the Company. The Directors are provided with all the documents and information to enable them to have a better understanding of the Company, its operations and the industry in which it operates.

3.2 Such orientation programmes / presentations / training sessions will provide an opportunity to the independent directors to interact with the senior leadership team of the Company the Managing Director and the Senior Management Personnel ("SMP") provide an overview of the operations and familiarize the Directors 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.

3.3 The programmes / presentations shall also familiarize the independent directors with their roles, rights and responsibilities.

3.4 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.

3.5 In terms of above, the Company conducts several familiarization programs for all its Directors including the following:

Including deep dives and long-range planning of all the functions of the Company in the Company's Board meetings wherein the Managing Director & CFO and SMPs give detailed presentations and understanding on various topics related to the short to long-term vision and strategies of the Company.

- Quarterly reviews including Business performance update and financial review
- Presentations made by Internal Auditors and Statutory Auditors
- Updates on Risk Management, mitigation and Enterprise Risk Management
- Industry Outlook, competition update
- Information Technology Framework including Digitalization initiatives

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- Implementation of Liquidity Risk Management (LRM) framework and Review of LRM & Asset Liability Management (ALM) returns
- Statutory / Regulatory updates at Board and various Committees of the Board
- Briefing on CSR activities
- Update on Company's remuneration policies and succession planning for KMPs and SMPs
- Formulation, amending and reviewing of various policies at the Board / Committee level
- News and articles related to the Company
- Circulating press releases, disclosures made to Stock Exchanges
- Prevention of Insider Trading Regulations, SEBI Listing Regulations
- Discussions on Internal Control over Financial Reporting, Internal Control Processes, framework for related party transactions, etc.
- Updates on roles, rights and responsibilities of Directors
- Interaction with Chief Compliance Officer, Chief Risk Officer, Head of Internal Audit, Grievance Redressal Officer, Internal Ombudsman

4. REVIEW OF THE PROGRAMME

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

5. PROGRAMME AND DISCLOSURE:

5.1 The Programme will be conducted "as needed" basis during the year.

5.2 As and when the Programme is conducted the same will be disclosed on the website of the Company and a web link thereto shall also be given in the annual report of the Company.

Sd/-

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