



SHYAM METALICS AND ENERGY LIMITED

CIN: L40101WB2002PLC095491

Regd. Off: Trinity Tower, 7th Floor, 83 Topsia Road, Kolkata-700 046,

Phone: 033-4016 4001, **Fax:** 033-4016 4025

website: www.shyammetalics.com, **e-mail:** compliance@shyamgroup.com

Familiarisation Programme for Independent Directors

Preamble

In accordance with Regulation 25(7) read with Regulation 46(2) of the SEBI (LODR) Regulations, 2015, the Company shall familiarise the independent directors with the Company, their roles, rights and responsibilities in the Company, nature of the industry in which the Company operates, the business model of the Company, etc. through various programmes.

Purpose and Objective

The familiarization programme helps the independent directors not only to have greater insight into the Company's business but also contributes effectively in decision making at Board and Board Committees meetings.

Overview of the Familiarisation process

Familiarisation upon induction of new independent directors

- ➔ At the time of appointment, an appointment letter incorporating the role and duties, tenure of appointment, evaluation process, availability of directors and officers' liability insurance, details regarding remuneration are given to the Directors.
- ➔ The Company conducts a well-structured induction programme for orientation and training of new directors which includes one-to-one interactive sessions with the executive directors, management council members, selected business/functional heads, and may also include plant visits.
- ➔ New independent directors are provided with an induction kit which includes a presentation on details about the Company, its subsidiaries, joint ventures, copies of Annual Report of last three years, Cipla's Code of Conduct, Cipla's Insider Trading Code, brief profile of other Board Members, Memorandum and Articles of Association, financial results of past one year, Committee Charters, Internal Audit Charter, policies such as Whistle Blower policy, CSR policy, policy on Dealing with Related Party Transactions etc.

Regular Familiarisation modules

- A. Presentations on the business and performance of the Company will be available at the Board Meetings to familiarize the Independent Directors about strategy, operations, vision and mission of the Company. The Programme aims to provide insights into the Company to enable the Independent Directors to take well-informed timely decisions and contribute significantly to the growth of the Company.
- B. Each director of the Company has complete access to any information relating to the Company.
- C. Board Members are promptly updated on any change and new development with regard to relevant regulatory requirement such as SEBI regulations, Companies Act etc.
- D. Familiarisation programmes are also proposed to be conducted on need basis during the term of the directors.
- E. Independent Directors have the freedom to interact with the Company's management during the Board/ Committee of Directors meetings or otherwise.
- F. Need Based training is provided to the Board Members on various matters. The Board Members based on their requirement attend various seminars, conferences, training programmes from time to time.
- G. The Board members are also encouraged to advise the Company to adopt further programmes for their familiarization with the Company.

Details of familiarisation programmes attended by independent directors
During Financial Year 2024-25

Name of Independent Directors	Date and attendance	Number of Programmes attended during FY 2024-25	Cumulative number of programmes attended till date	Number of Hours spent during FY 2024-25	Cumulative number of hours spent till date
	9.05.2025				
Mr. Shashi Kumar	Yes	2	4	2	8
Mr. Nand Gopal Khaitan	Yes	2	4	2	8
Mr. Chandra Shekhar Verma	Yes	2	2	2	4
Mr. Kishan Gopal Baldwa	Yes	2	8	2	16
Mr. Malay Kumar De	Yes	2	4	2	8
Ms. Rajni Mishra	Yes	2	8	2	16