



IKF Finance Limited

Policy on Familiarization Program for Independent Directors	
Date of Last Approval/Review	May 29, 2024
Date of Approval/Review	May 23, 2025
Prepared By	Company Secretary team
Proposed By	Company Secretary
Approving Authority	Board of Directors
Version	V1 – 2025

Contents

1. Preamble.....	3
2. Overview of the Familiarization Process.....	3
3. Orientation Programme for New Directors.....	3
4. Review of the Programme.....	4
5. Disclosure Requirement.....	4

1. Preamble

In accordance with Regulation 25(7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations"), and Schedule IV of the Companies Act, 2013, the Company shall familiarize its Independent Directors through various programmes, as and when required, with the following:

- Overview of the Company, including its mission, vision, and values;
- Nature of the industry in which the Company operates;
- Business model and operations of the Company;
- Roles, rights, duties, and responsibilities of Independent Directors;
- Statutory and regulatory framework applicable to the Company;
- Key business strategies, policies, and risk management framework.

Schedule IV of the Companies Act, 2013 also requires Independent Directors to undertake appropriate induction and to regularly update and refresh their skills, knowledge, and familiarity with the Company and its environment.

While the Company is not currently classified as a High Value Debt Listed Entity, in the event that it qualifies as such in the future, it shall ensure compliance with the enhanced familiarization requirements as prescribed under the Listing Regulations, including detailed programmes covering all relevant aspects of the Company's business and governance.

2. Overview of the Familiarization Process

All Independent Directors have been briefed about their roles, functions and responsibilities in the Company. The appointment letter issued to Independent Directors also sets out detailed terms of employment including their roles, function, responsibilities and their fiduciary duties as a director of the Company. Information about various service lines was provided to the Independent Directors.

Independent Directors are provided with necessary documents, reports and internal policies to enable them to familiarize with the Company's procedures and practices. Further, periodic presentations are made at the Board and its Committee Meetings, on business and performance updates of the Company, global business environment, business strategy and risks involved.

Each director of the Company has complete access to any information relating to the Company. They are given all the documents sought by them for enabling a good understanding of the Company and its various operations. Independent Directors have the freedom to interact with the Company's management. Further, they have independent discussions without the presence of the Company's Management Personnel to discuss about the Company's affairs and put forth their combined views to the Board.

3. Orientation Programme for New Directors

An orientation programme for new Directors will be conducted upon induction:

The Company shall conduct a formal induction programme for the new Independent Director, which may include familiarization of Director with the following:

- Roles, rights and responsibilities of the Director and the Board as a whole;
- Company's vision, core values, ethics and Corporate Governance practices;
- Business Structure and Overview, Corporate strategy, Business Plans and Annual Targets;
- Familiarization with Company's Business operations, performance, financial statements, other financial matters, Internal control processes and Statutory Compliances;
- and others as may be formed by the Company from time to time.

4. Review of the Programme

The Company may review the programme and make necessary revisions, as and when required.

5. Disclosure Requirement

The details of the familiarization programme shall be disclosed on the Company's website and a web link thereto shall be given in the Annual Report.
