




**Details of Familiarisation Programme
for Independent Directors**

eClerx Services Limited

Project	Details of Familiarisation Programme for Independent Directors
Company	eClerx Services Ltd.
Prepared by	Legal & Secretarial

Document Title: Details of Familiarisation Programme for Independent Directors	
Template Version: -	
Last Updated: September 2022	

This document is copyright protected in content, presentation, and intellectual origin, except where noted otherwise. You may not modify, remove, augment, add to, publish, transmit, participate in the transfer or sale of, create derivative works from, or in any way exploit any of the elements of this document, in whole or in part without prior written permission from eClerx Services Ltd. © 2020-2021.



Document Title: Details of Familiarisation Programme for Independent Directors	
Template Version: -	
Last Updated: September 2022	


Table of Contents

1.	Introduction.....	4
2.	Overview of Familiarisation Programmes	5
2.1.	Initial Familiarisation	5
2.2.	On-going Familiarisation	5
3.	Details of Familiarisation Programmes imparted to Independent Directors.....	6

Document Title: Details of Familiarisation Programme for Independent Directors	
Template Version: -	
Last Updated: September 2022	

1. Introduction

Pursuant to Regulation 25(7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company conducts various familiarisation programmes in order to familiarise its independent directors with their roles, rights, responsibilities in the Company, nature of the industry in which the company operates, business model of the company, etc., by imparting suitable training sessions. In addition, the Company also undertakes various initiatives on continuous basis to update the Independent Directors about the ongoing events and developments relating to the Company and significant changes in regulatory environment.

Document Title: Details of Familiarisation Programme for Independent Directors	
Template Version: -	
Last Updated: September 2022	

2. Overview of Familiarisation Programmes

2.1. Initial Familiarisation

The Company issues a detailed letter of appointment to the Independent Directors at their appointment /re-appointment containing, inter alia, their role, responsibilities, remuneration details, etc.


In order to get familiarised with the business and operations of the Company, the Company also provides to the new Independent Director all information and documents such as the Capital structure and Shareholding particulars of the Company, details of Auditors and consultants of the Company, Code of Conduct for Board of Directors and Senior Management Personnel, Code of Conduct for prevention of Insider Trading, copy of Directors and Officers Liability Insurance Policy, etc.

2.2. On-going Familiarisation

The Company through its Executive Director, Key Managerial Personnel, Vertical Head(s) and/or Senior Management personnel conducts programmes / presentations on a half yearly/periodic basis to familiarize the Independent Directors with the strategy, operations and functions of the Company. Such programmes /presentations provide an opportunity to the Independent Directors to interact with the Senior Management 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, challenges, prospects and such other areas as may arise from time to time.

The Company also informs the Independent Directors about the various disclosures and declarations to be submitted by them to the Company as per the regulatory requirements and policies of the Company. The Independent Directors are given complete access to any information relating to the Company. The Company has created requisite infrastructure for Directors, *inter-alia*, at all key delivery centers to do any adhoc meetings with management for better understanding of business operations and other related matters.

In addition to the familiarisation programmes, the Independent directors are informed about the management updates and regulatory changes at board / committee meeting(s).

Document Title: Details of Familiarisation Programme for Independent Directors	
Template Version: -	
Last Updated: September 2022	

3. Details of Familiarisation Programmes imparted to Independent Directors

Dates of ongoing Familiarisation Programmes for Independent Directors are given below:

1. March 13, 2015
2. January 29, 2016
3. February 8, 2017
4. March 15, 2017*
5. November 1, 2017
6. February 27, 2018
7. January 10, 2019
8. January 30, 2020
9. January 28, 2021
10. February 8-10, 2021, February 12, 2021 and February 15-19, 2021#
11. November 1, 2021 and November 2, 2021
12. September 7, 2022 and September 8, 2022[§]

Following are the details of attendance of Independent Directors in Familiarisation programmes conducted by the Company:

Name of Independent Director	Mr. Anish Ghoshal	Mr. Biren Gabha wala	Mr. Alok Goyal (Resigned)	Ms. Deepa Kapoor	Mr. Pradeep Kapoor (Resigned)	Mr. Shailesh Kekre	Mr. Srinjay Sengupta	Mr. Naresh Chand Gupta	Mr. Naval Bir Kumar
No. of Programmes attended	F.Y. 14-15	1	1	1	1	1	-	-	-
	F.Y. 15-16	1	1	1	1	1	-	-	-
	F.Y. 16-17	1	1	0	1	1	1	-	-
	F.Y. 17-18	1	2	2	1	2	2	-	-
	F.Y. 18-19	1	1	1	1	1	1	-	-
	F.Y. 19-20	1	1	1	1	1	1	-	-
	F.Y. 20-21	1	1	1	1	1	1	1	-
	F.Y. 21-22	1	1	1	1	1	1	1	-
	F.Y. 22-23	-	-	-	-	-	-	-	2
Cumulative till date	8	9	8	8	9	7	2	2	2
No. of Hours spent in the programmes attended	F.Y. 14-15	2	2	2	2	2	-	-	-
	F.Y. 15-16	3.5	3.5	3.5	3.5	3.5	-	-	-
	F.Y. 16-17	1	1	0	1	1	5	-	-
	F.Y. 17-18	1	2	2	1	2	2	-	-
	F.Y. 18-19	2.5	2.5	2.5	2.5	2.5	2.5	-	-
	F.Y. 19-20	1.5	1.5	1.5	1.5	1.5	1.5	-	-
	F.Y. 20-21	1	1	1	1	1	1	11	-
	F.Y. 21-22	4	4	4	4	4	4	4	-
	F.Y. 22-23	-	-	-	-	-	-	-	7
Cumulative till date	16.5	17.5	16.5	16.5	17.5	16	15	7	7

Note: Details for resigned Directors would be included for 3 financial years from their respective resignations.

* Familiarisation Programme for Mr. Shailesh Kekre, appointed as Director w.e.f. March 15, 2017

Familiarisation Programme for Mr. Srinjay Sengupta, appointed as Director w.e.f. January 28, 2021

§ Familiarisation Programme for Mr. Naresh Chand Gupta and Mr. Naval Bir Kumar, appointed as Director w.e.f. August 9, 2022