

***Familiarization Programme for
Independent Director***

Suraj Estate Developers Limited

**Regd. Off: Aman Chambers, 3rd Floor, Century Bazaar, Prabhadevi,
Mumbai- 400025, Maharashtra, India**

1. Purpose

The Program aims to provide insights into the Company to enable the Independent Directors to understand its business in depth and contribute significantly to the Company. The Independent Directors are afforded every opportunity to familiarize themselves with the Company, its management and its operations and above all the Industry perspective & issues.

2. Familiarization Process

- 2.1. The Company shall through its Executive Directors / Senior Managerial Personnel conduct programs / presentations periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company;
- 2.2. The Company shall organize technical sessions by external consultants/ experts, outlining the roles, duties and responsibilities of independent Directors, from the Companies Act and Equity Listing Agreement perspective.
- 2.3. The Company may circulate news and articles related to the industry on a regular basis and may provide specific regulatory updates from time to time; and
- 2.4. The Company may conduct an introductory familiarization program / presentation when a new Independent Director comes on the Board of the Company.
- 2.5. The Introductory familiarization programme and the periodical technical sessions shall help the independent directors to understand the following.
 - a. Industry Overview and Business Model of the company
 - b. Business overview and an outline of Corporate Plan and Annual targets
 - c. Overview of Sales & Marketing
 - d. Introduction to Product profile
 - e. Operations overview
 - f. Financial Performance and budget & control processesg.
 - g. Familiarization on Statutory compliances as a Board Member including their Roles, Rights and Responsibilities.

3. Programme and Disclosure

- 3.1. This Policy shall be uploaded on the Company's website for public information and a web link for the same shall also be provided in the Annual Report of the Company.
- 3.2 Familiarization programme will be conducted "as needed" basis during the Year.
- 3.3 As and when familiarization programme is conducted, details of the same will be disclosed on the website of the Company and a web link thereto shall also be given in the Annual Reports of the Company.

4. Review of the Program

- 4.1. The Board will review this Program and make revisions as may be required.

**DISCLOSURE UNDER REGULATION 25 AND 46 OF SEBI (LISTING
OBLIGATIONS AND DISCLOSURE REQUIREMENTS) REGULATIONS, 2015**

**DETAILS OF FAMILIARIZATION PROGRAMMES IMPARTED TO
INDEPENDENT DIRECTORS OF SURAJ ESTATE DEVELOPERS LIMITED
("THE COMPANY") DURING FY 2023-24:**

The Company has an orientation process/familiarization programme for its independent directors with emphasis on:

- Roles, Rights and Responsibilities - Board dynamics & functions
- Strategy, Operations and functions of the Company

As a process when a new independent director is appointed, a familiarization programme is conducted by the senior management team and also whenever a new member is appointed to a Board Committee, information relevant to the functioning of the Committee and the role and responsibility of Committee members is informed.

The Independent Directors have attended such orientation process/familiarization programme. The Board and Committee meetings of the Company are held at least on a quarterly basis and members of the Board meet key functional/business heads separately to get themselves more familiarized with the business/operations and challenges faced by the industry on an ongoing basis.

Details of Familiarization Programmes imparted to Independent Directors Number of Programme attended by Independent Directors (during the year and on a cumulative basis till date)	Two Programmes: i) 15.01.2024 ii) 12.02.2024
Number of hours spent by Independent Directors in such programmes (during the year and on cumulative basis till date)	Approx. 4 Hours
Purpose of Programme	<ol style="list-style-type: none"> 1) Industry Overview and Business Model of the company 2) Business overview and an outline of Corporate Plan and Annual targets 3) Overview of Sales & Marketing 4) Introduction to Product profile 5) Operations overview 6) Financial Performance and budget & control processes 7) Familiarization on Statutory compliances as a Board Member including their Roles, Rights and Responsibilities.

DISCLOSURE UNDER REGULATION 25 AND 46 OF SEBI (LISTING OBLIGATIONS AND DISCLOSURE REQUIREMENTS) REGULATIONS, 2015

DETAILS OF FAMILIARIZATION PROGRAMMES IMPARTED TO INDEPENDENT DIRECTORS OF SURAJ ESTATE DEVELOPERS LIMITED (“THE COMPANY”) DURING FY 2024-25:

The Company has an orientation process/familiarization programme for its independent directors with emphasis on:

- Roles, Rights and Responsibilities - Board dynamics & functions
- Strategy, Operations and functions of the Company

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The Independent Directors have attended such orientation process/familiarization programme. The Board and Committee meetings of the Company are held at least on a quarterly basis and members of the Board meet key functional/business heads separately to get themselves more familiarized with the business/operations and challenges faced by the industry on an ongoing basis.

Details of Familiarization Programmes imparted to Independent Directors Number of programmes attended by Independent Directors (during the year and on a cumulative basis till date)	One Programme during FY 2024-25: i) 07.05.2024 Two Programmes during FY 2023-24: i) 15.01.2024 ii) 12.02.2024
Number of hours spent by Independent Directors in such programmes (during the year and on cumulative basis till date)	➤ Approx. 2 Hours during FY 2024-25 ➤ Approx. 6 Hours on cumulative basis
Purpose of Programme	1) Industry Overview and Business Model of the company 2) Business overview and an outline of Corporate Plan and Annual targets 3) Overview of Sales & Marketing 4) Introduction to Product profile 5) Operations overview 6) Financial Performance and budget & control processes Familiarization on Statutory compliances as a Board Member including their Roles, Rights and Responsibilities.