

# Sikka Ports & Terminals Limited

CIN: U45102GJ1997PLC031906

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## DETAILS OF FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS DURING FINANCIAL YEAR 2022-23

### ***[Pursuant to Regulations 25(7) and 62(1A) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015]***

The Independent Directors of the Company are well versed with the industry, business operations, policies/practices of the Company.

Independent Directors are provided with all the information sought by them for enabling a good understanding of the Company, its various operations and the industry segments of which it is a part.

Updates on relevant regulatory/statutory changes/amendments, CSR activities undertaken are presented to the Board and Board Committees. Independent Directors freely interact with the Company's senior management, on an ongoing basis, on various issues, like business updates, changing regulatory environment, financial health of the Company etc.

Monthly / quarterly updates on relevant statutory, regulatory changes and landmark judicial pronouncements encompassing important laws are circulated to the Directors.

Periodic presentations are made at the Board and Committee Meetings, on business and performance updates of the Company, business environment, business strategy and risks involved and mitigation measures.

Regular interactions are held between statutory and internal auditors and independent directors.

Need for familiarization is also identified through Directors' performance evaluation process. Familiarization is achieved through broad-based engagement, under which various business heads and functional heads are invited for group/one-on-one interaction with the Independent Directors.

The Company has a familiarisation programme for the new directors which involves site visit, apprising about operations of the Company, internal policies and practices, regulatory framework etc.

The induction kit for new directors includes annual reports, memorandum and articles of association of the Company, Code of Conduct and other corporate governance policies, composition of various board committees along with their terms of reference.

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Brief summary of the familiarization programmes undertaken for Directors through Board and Committee Meetings during FY 2022-23 is given below:

1. Presentation on Corporate Social Responsibility activities of Reliance Foundation and updates on Company Law were made to the Independent Directors.
2. Presentations made at the Board, Committee and Independent Directors Meetings which, *inter-alia*, cover presentations on Business & Operational Updates, Financial Results, Annual Operating Plan and Budget, Related Party Transactions, Internal Audit, Operational Risks and its mitigation measures, Risk Management Systems including Cyber Security risks.

Number of programmes attended by Independent Directors during the financial year ended March 31, 2023 were 3 and on a cumulative basis from September 7, 2021 to March 31, 2023 were 8 and the number of hours spent by the Independent Directors on such programmes were more than 10 man hours and on a cumulative basis from September 7, 2021 to March 31, 2023 were 20 man hours.