

Sikka Ports & Terminals Limited

CIN: U45102GJ1997PLC031906

DETAILS OF FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS DURING FINANCIAL YEAR 2023-24

[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.

Sikka Ports & Terminals Limited

CIN: U45102GJ1997PLC031906

Brief summary of the familiarization programmes undertaken for Independent Directors during FY 2023-24 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 and Committee Meetings which, *inter-alia*, cover presentations on Business and Operational Updates, Financial Results, Annual Operating Plan and Budget, Related Party Transactions, Internal Audit, Risk Management including Operational Risks and its mitigation measures, Cyber Security Risks and Legal/Compliance and Regulatory Risks of the Company.

Number of programmes attended by Independent Directors during the financial year ended March 31, 2024 were 2 and on a cumulative basis from September 7, 2021 to March 31, 2024 were 10 and the number of hours spent by the Independent Directors on such programmes were more than 12 man hours and on a cumulative basis from September 7, 2021 to March 31, 2024 were 32 man hours.