

## **PRINCE PIPES AND FITTINGS LIMITED**

### **FAMILIARIZATION PROGRAM FOR INDEPENDENT DIRECTORS**

#### **PREAMBLE**

Regulation 25(7) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI Listing Regulations") requires a Company to familiarize its Independent Directors through various programs about the Company, including the following:

- (a) Nature of the industry in which the company operates;
- (b) Business model of the company;
- (c) Roles, rights, responsibilities of independent directors; and
- (d) Any other relevant information.

Further, pursuant to the provisions of Regulation 46(2) of SEBI Listing Regulations, the details of familiarization programmes imparted to the independent directors and required to place on website of the Company.

#### **OVERVIEW OF THE FAMILIARISATION PROCESS**

All Independent Directors are aware and further updated about their roles, rights, responsibilities in the Company. A Directors' documents folder containing information about the Company, Memorandum and Articles of Association, Annual Reports for previous 3 years, Sustainability Reports, Investor Presentations, recent Media Releases etc. is handed over to the director. The appointment letter issued to Independent Directors inter alia sets out the expectation of the Board from the appointed director, their fiduciary duties and the accompanying liabilities that come with the appointment as a director of the Company.

Independent Directors are provided with necessary documents/brochures, reports and internal policies to enable them to familiarize with the Company's procedures and practices.

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

Quarterly updates on relevant statutory changes and landmark judicial pronouncements encompassing important laws are regularly updated to the Directors.

Each director of the Company has complete access to any information relating to the Company. Independent Directors have the freedom to interact with the Company's management. They are given all the documents sought by them for enabling a good understanding of the Company, its various operations and the industry segments of which it is a part. Further, they meet without the presence of the Company's Management Personnel to discuss matters pertaining to the Company's affairs and put forth their combined views to the Chairman and Managing Director.

Plant visits are organized for the Directors to enable them to understand the operations of the Company.

## DISCLOSURE

This document 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.

## REVIEW

The Board will review this Program and make amendments as may be required from time to time.

## DETAILS OF FAMILIARIZATION SESSIONS HELD PURSUANT TO THE POLICY DURING THE FINANCIAL YEAR 2024-25, ARE AS FOLLOWS:

Independent Directors are taken through various programs including detailed presentations, inter alia, on business modules, strategies and operations and updates on amendments of various important statutes at the Board meetings held during the financial year, the details of the same are as below:

Date of Programme/Board meeting	Programmes
1. 16 <sup>th</sup> May, 2024 2. 01 <sup>st</sup> August, 2024 3. 07 <sup>th</sup> November, 2024 4. 11 <sup>th</sup> February, 2025	<ul style="list-style-type: none"><li>➤ Quarterly reviews including Business performance update and Financial review;</li><li>➤ Presentations made by Internal Auditors and Statutory Auditors;</li><li>➤ Updates on Risk Management;</li><li>➤ Statutory/Regulatory updates, impact, actionable and implementation status at Board and various Committees of the Board;</li><li>➤ Briefing on CSR activities</li><li>➤ Update on Company's remuneration policies;</li><li>➤ Formulation, amending and reviewing of various policies at the Board/Committee level;</li><li>➤ Circulating press releases, disclosures made to Stock Exchanges;</li><li>➤ Prevention of Insider Trading Regulations, SEBI Listing Regulations;</li></ul>

Sr. No.	Name of Independent Directors	No. of Programmes/Meetings attended		No. of hours spent	
		FY 2024-25	Cumulative till date	FY 2024-25	Cumulative till date
1.	Mrs. Rajendra Gogri	6	24	12	50
2.	Mrs. Amisha Vora	8	14	16	29
3.	Mr. Ankur Bansal	4	4	8	8