

DEEVEE COMMERCIAL LIMITED

FAMILIARIZATION PROGRAMMES FOR
INDEPENDENT DIRECTORS

Familiarization Programmes for Independent Directors

PREAMBLE

In accordance with the requirements of Regulation 25(7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations") and Schedule IV of the Companies Act, 2013 ("Act"), the Company is required to conduct familiarisation programme for the Independent Directors so as to familiarize them with the company, nature of the industry in which the company operates, business model of the company, their roles, rights, responsibilities in the company, etc.

PURPOSE & SCOPE

This programme aims to provide insights into the Company to enable the Independent Directors to understand the Company's business and operations in depth, so that they are able to play a meaningful role in the overall governance processes of the Company.

FAMILIARISATION PROGRAMME

(1) Letter of Appointment

All the Independent Directors of the Company are made aware of their roles and responsibilities at the time of appointment through a formal letter of appointment, which also stipulates various terms and conditions of their engagement.

(2) Formal Induction

Each newly appointed Independent Director is taken through a formal induction program on the Company's operations, finance and other important aspects. A Directors' kit containing information about the Company, Memorandum and Articles of Association, Annual Reports for previous 3 years, Internal Policy File, etc. is also handed over to the new Independent Director. The Directors are also explained in detail the compliances required at their end under the Companies Act, 2013, the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and other relevant regulations. Updates on relevant statutory changes and landmark judicial pronouncements encompassing important laws are regularly circulated to the Directors.

(3) Familiarisation with Operations

Each independent director, 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. Apart from this, they are also entitled to independent interactions with the Statutory Auditors, the Internal Auditors and external advisors, if any, appointed from time to time.

(4) Familiarisation with Regulatory requirements

Periodical regulatory updates impacting the business which helps the director familiarise himself with the Company, its business and the regulatory framework in which the Company operates is circulated and discussed.

(5) Discussion with auditors

The independent directors are entitled to have independent interactions with the statutory auditors and the internal auditors appointed from time to time. They meet during board and committee meetings where the independent directors discuss matters pertaining to the

Company's affairs and then put forth their combined views to the board of directors of the Company

REVIEW

This Familiarisation Process shall be reviewed and revised by the Board as and when required.

SUMMARY OF FAMILIARISATION PROGRAMME IMPARTED TO THE INDEPENDENT DIRECTORS & DETAILS OF THEIR ATTENDANCE

Financial Year	Name of the Independent Directors	Number of Programmes attended	Number of hours spent	Cumulative number of programmes attended	Cumulative number of hours spent
2022-2023	Ms. Shampa Paul	1	1	1	1
	Mr. Mainak Das	1	1	1	1