

**FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS
OF
SHREEJI TRANSLOGISTICS LIMITED**

➤ **PURPOSE AND OBJECTIVES**

In view of the provisions of Schedule IV to the Companies Act, 2013 read with the provisions of Regulation 25(7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, every listed company is required to familiarize its Independent Directors through various programmes about the listed entity and place the details of the same on its website. These Familiarization Programmes are aimed to familiarize the Independent Directors with the Company, their roles / responsibilities in the Company, nature of industry in which the Company operates and business model of the Company. These programmes enable the Independent Directors to understand the Company's business in depth and facilitate their active participation in managing the Company.

➤ **INITIATIVES FOR FAMILIARIZATION ON JOINING THE BOARD OF DIRECTORS OF THE COMPANY**

A new Independent Director will be welcomed to the Board of the Company by sharing the following documents of the Company for his / her references:

- Formal letter of appointment as Independent Director of the Company,
- Memorandum and Articles of Association of the Company,
- Annual Reports of last three consecutive years,
- Criteria of Independence applicable to Independent Directors as per Regulation 16 of the SEBI (LODR) Regulations, 2015 and Section 149 of the Companies Act, 2013,
- Code of Conduct for Board of Directors and Senior Management,
- Code of Conduct and Internal Procedures for Regulating, Monitoring and Reporting of trading by Designated Persons,
- List of contact details of Directors and Senior Management Personnel,
- Board evaluation process and procedures,

➤ **PROCESS OF FAMILIARIZATION AND CONTINUING EDUCATION**

1. The Company through its Whole-time Director / Key Managerial Personnel shall periodically conduct programmes or make presentations to its Board of Directors at various Board Meetings held during the year to provide an opportunity to Independent Directors to facilitate their active participation and interact with other Board of Directors and Senior Management of the Company and help them understand and familiarize with the Company's business which inter alia covers:
 - Company's strategy, business model, operating plan, capital budgeting, changes in business environment and the industry in which it operates, business excellence, performance, areas of improvement and other areas of operation and management service offerings, service quality,
 - organizational structure and industrial relation;
 - health, environment and safety;
 - financial management;
 - risk management;
 - corporate governance, show cause notices and legal compliance; and
 - current and other business and industry related developments
2. Familiarize Independent Directors with their roles, rights, responsibilities, performance evaluation process.
3. Arrange Meetings with Key Managerial Personnel and other functional heads to discuss the nature and functioning of the Company's business operations.
4. Arrange visits to the branches to enable them to understand the branch operation.

➤ **DISCLOSURE**

The details of such familiarization programme shall be disclosed on the Company's website and a web link thereto shall be given in the Annual Report.