



HUBTOWN LIMITED

FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS

[Effective from November 14, 2015]

HUBTOWN LIMITED

DETAILS OF INDEPENDENT DIRECTORS' FAMILIARISATION PROGRAMME

1. Schedule IV to the Companies Act, 2013 read with Regulation 25 (7) of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ('SEBI Listing Regulations'), provides that the Company shall familiarize the Independent Directors about the Company, their roles, rights, responsibilities in the Company, the nature of the industry in which the Company operates, business model of the Company, etc. through various programmes.
2. Further, the listed companies are required to disseminate information about the details of familiarization programmes imparted to Independent Directors on its website, as prescribed under Regulation 46 (2) of SEBI Listing Regulations.
3. The Company has put in place a system to provide the Independent Directors an insight into the Company so as to facilitate the Independent Directors to understand their roles, rights, responsibilities in the Company and get updated on the business and operations of the Company and contribute significantly to the growth and progress of the Company.
4. All the Independent Directors are made aware of their role, responsibilities and liabilities at the time of their appointment/reappointment through a formal letter of appointment, which also stipulates various terms and conditions of their engagement and the Board's expectations from him / her as a director of the Company.
5. Updates on relevant regulatory changes and new developments are presented to the Independent Directors from time to time.
6. Detailed updates on the nature of the industry in which the Company operates alongwith its business operations and business model, financial statements are regularly provided at the Board meetings.
7. A new Director is welcomed on the Board of Directors of the Company by sharing various documents of the Company with him / her reference such as :
 - Annual Report
 - Code of Business Conduct and Ethics for Directors and Senior Managerial Personnel
 - Code of Practice and Procedures for Fair Disclosure of Unpublished Price Sensitive Information
 - Policy on Related Party Transactions
 - Policy for determining material subsidiaries
 - Corporate Social Responsibility Policy
 - Risk Management Policy
 - Nomination and Remuneration Policy
 - Code of Conduct for Prevention of Insider Trading
 - Whistle Blower Policy
 - Policy for Prevention of Sexual Harassment Policy
 - Policy for determining materiality of events
 - Policy for archival of events / information
 - Policy for preservation of documents
 - Role, Rights and Responsibilities of Independent Directors

8. Reports of the audit carried out by the Internal Auditors and the statutory auditors are circulated to all the Directors.
9. The Independent Directors meet atleast once a year without the presence of other Non-Independent Directors and the Company's management personnel to discuss matters pertaining to the Company's affairs.

In the financial year 2017-2018, on an average 5 hours (cumulative 14 hours) were spent by the Independent Directors on familiarizing and updating themselves with the working of the Company.

In the financial year 2018-2019, on an average 6 hours were spent by the Independent Directors on familiarizing and updating themselves with the working of the Company.

In the financial year 2019-2020, on an average 8 hours were spent by the Independent Directors on familiarizing and updating themselves with the working of the Company.

In the financial year 2021-2022, on an average 4 hours were spent by the Independent Directors on familiarizing and updating themselves with the working of the Company.

In the financial year 2022-2023, on an average 7 hours were spent by the Independent Directors on familiarizing and updating themselves with the working of the Company.
