RAVINDER HEIGHTS LIMITED

Familiarisation Programme for Independent Directors

[in terms of Regulation 25(7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations")]

Familiarisation Programme for Independent Directors

Preamble

Regulation 25(7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 stipulates that the Company shall familiarise the Independent Directors through various programmes about the Company, nature of the industry in which the Company operates, business model of the Company, their roles, rights, responsibilities as Independent Directors of the Company, etc., through various programmes.

As per Listing Regulations the details of the Familiarisation programme for Independent Directors shall be disseminated on the website of the Company a web link thereto shall be given in the Annual Report of the Company.

Purpose

The 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 by imparting suitable training sessions.

Ravinder Heights Limited believes that the Board should be continuously empowered with knowledge of latest developments affecting the company and the industry apart from regular presentation on company's business strategies, associated risks covering the real estate industry, updates on relevant statutory changes and judicial pronouncements around industry related laws should regularly be circulated to the Directors.

Initial Familiarisation Module

At the time of appointing a Director, a formal letter of appointment is given to him, which inter alia explains the role, function, duties and responsibilities expected of him as a Director of the Company. The Company conducts an introductory familiarisation program / presentation, when a new Independent Director comes on the Board of the Company.

At the outset, all the independent directors are provided an overview of:

a) Criteria of independence applicable to Independent Directors as per Listing Regulations and the Companies Act, 2013;
b) Time allocation by the Independent Directors on financial controls, overseeing systems of risk management, financial management compliance, Corporate Social Responsibility, Stakeholders conflicts, Board effectiveness, strategic direction, Meetings and performance assessment;
c) Roles, functions, Duties, Responsibilities and liabilities of Independent Directors;
d) Directors Responsibility Statement forming part of Boards' Report;
e) Vigil Mechanism including policy formulation, disclosures, code for Independent Directors;
f) Risk Management Systems & framework
g) Board Evaluation Process and Procedures;

The Director is also explained in detail the compliances required from him under the Companies Act, Listing Regulations and other relevant regulations and his affirmation taken with respect to the same.

Continual Familiarisation Programme

The Company shall through its Executive Directors/Senior Managerial Personnel conduct structured orientation programme periodically for the Independent Directors to understand and get updated on the business and operations of the Company on a continuous basis.

The familiarisation module shall inter-alia, includes:

a) Board Overview : -
   • Constitution of the Board of Directors,
   • List of Board members.
   • Role of the Board of Directors.
   • Performance Appraisal Mechanism for the Board of Directors.

b) Group Overview : -
   • Brief about the subsidiaries/ Joint venture and associate companies.
   • Business each subsidiary/ joint venture/ and associate carries on.

c) Company Overview : -
   • Financial performance.
   • Latest audited Annual financial statements & Unaudited Financial Results for immediately preceding quarter(s) during the current financial year.

d) Detailed information on the business and operations of the Company including the performance outlook for the year, performance of the subsidiaries and joint ventures, important developments in the industry, business risks, etc. is provided to the Directors on quarterly/ annual basis and necessary presentations are also made in the meetings of the Board/ Audit Committee, on the matters which inter-alia covers following transactions, if any:
   • Loans, Guarantees, Investments made by the Company
   • Contingent Liabilities
   • Related Party Transactions
   • Issues and findings during internal audit

Apart from Independent Directors, Non-Executive Directors are also eligible to attend the familiarization programmes.

Disclosure

As per SEBI LODR Regulations the details of the Familiarisation programme for Independent Directors shall be disseminated on the website of the Company a web link thereto shall be given in the Annual Report of the Company.

e) **Details of Familiarization programmes/sessions held during FY 2022-23 pursuant to above are as under:**

S. No.	Date of Programme	Independent Directors Present	Programme Duration (hr : min) (Approx.)	Area Covered
1.	25th May, 2022	• Mr. Ajay Chadha • Mr. Raghava Lakshmi Narasimhan • Mr. Namdeo Narayan Khamitkar	01:00	• Quarterly Financial review including performance review of Subsidiaries • Overview of the Board of Directors of the Company and subsidiaries Companies • Overview of the business and operations of the company • Overview of the performance of the company and its subsidiaries
2.	10th August, 2022	• Mr. Ajay Chadha • Mr. Raghava Lakshmi Narasimhan • Mr. Namdeo Narayan Khamitkar	01:00	• Quarterly Financial review including performance review of Subsidiaries • Discussion on other significant developments / information • Regulatory Updates
3.	01st September, 2022	• Mr. Raghava Lakshmi Narasimhan • Mr. Namdeo Narayan Khamitkar	01:00	• Quarterly Financial review including performance review of Subsidiaries • Overview of Corporate Governance framework of the Company • Discussion on other significant developments / information • Discussion on Future Outlook of the Company • Regulatory Updates
4.	10th November, 2022	• Mr. Ajay Chadha • Mr. Raghava Lakshmi Narasimhan • Mr. Namdeo Narayan Khamitkar	01:00	• Quarterly Financial review including performance review of Subsidiaries • Discussion on other significant developments / information • Discussion on Future Outlook of the Company • Regulatory Updates
5.	03rd February, 2023	• Mr. Ajay Chadha • Mr. Raghava Lakshmi Narasimhan • Mr. Namdeo Narayan Khamitkar	01:00	• Quarterly Financial review including performance review of Subsidiaries • Discussion on other significant developments / information • Discussion on Future Outlook of the Company • Regulatory Updates

f) <u>Details of attendance of Independent Directors in Familiarization Programme/Session are as follows:</u>

S. No.	Name of Independent Director	Programmes during the financial year 2022 – 23				Cumulative Programmes till March 31, 2023			
		Held		Attended		Held		Attended	
		No.	Duration (hr : min) (approx.)	No.	Duration (hr : min) (approx.)	No.	Duration (hr : min) (approx.)	No.	Duration (hr : min) (approx.)
1.	Mr. Ajay Chadha	5	05:00	4	04:00	12	11:30	11	10:30
2.	Mr. Raghava Lakshmi Narasimhan	5	05:00	5	05:00	12	11:30	12	11:30
3.	Mr. Namdeo Narayan Khamitkar	5	05:00	5	05:00	12	11:30	12	11:30