



## **ABM KNOWLEDGEWARE LIMITED**

### **FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS**

Pursuant to the requirements of Schedule IV of the Companies Act, 2013 and Regulation 25(7) of SEBI (Listing Obligations and Disclosure Requirements), 2015, ABM Knowledgeware Limited (“Company”) has undertaken the following actions for familiarising the Directors with the Company, its business model, the nature of the industry in which it operates, their roles, rights and responsibilities, etc.:

- All the Directors of the Company have been made aware of their role, rights and responsibilities at the time of their appointment, through a formal Letter of Appointment which also stipulates the terms and conditions of their engagement.
- Independent Directors have freedom to interact with the Company’s management. The Company extends all support and assistance required in order to facilitate the Independent Directors to meet/ interact with the Business Heads/ members of the Senior Management team as and when desired by them.
- The Company provides presentations through its Executive Directors / Senior Managerial Personnel to familiarize the Independent Directors with the strategy, operations and functions of the Company. The Presentations also provide an opportunity to the Independent Directors to understand the Company’s strategy, business model, operations, service and product offerings, markets, organization structure, finance, human resources, technology, quality, facilities and risk management.
- From time to time, the Directors are nominated to attend training programmes/ seminars organised by reputed institutions on the issues relating to Functioning of Boards, Internal Controls, Corporate Governance, etc.
- Directors are informed, from time to time, about various developments in the Company through e -mails, newsletters, etc. All efforts are made to ensure that the Directors are fully aware of the current state of affairs of the Company and the industry in which it operates.

#### **Disclosure of the Programme:**

This Programme has been uploaded on the website of the Company for public information and a web link for the same has also been provided in the Annual Report of the Company.

**Details of familiarization sessions are as follows:**

<b>Particulars</b>	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>Cumulative</b>
Number of programmes attended by Independent Directors	Four programmes on 26 <sup>th</sup> May 2015, 11 <sup>th</sup> August 2015, 30 <sup>th</sup> October 2015 and 28 <sup>th</sup> January 2016, inter alia, covering the Company's business.	Four programmes on 25 <sup>th</sup> May 2016, 30 <sup>th</sup> July 2016, 27 <sup>th</sup> October 2016 and 4 <sup>th</sup> February 2017, inter alia, covering the Company's business.	Five programmes on 17 <sup>th</sup> April 2017, 20 <sup>th</sup> May 2017, 12 <sup>th</sup> September 2017, 18 <sup>th</sup> November 2017 and 09 <sup>th</sup> February 2018 inter alia, covering the Company's business.	Four programmes on 30 <sup>th</sup> May 2018, 14 <sup>th</sup> August 2018, 03 <sup>rd</sup> November 2018 and 31 <sup>st</sup> January 2019, inter alia, covering the Company's business.	Five programmes on 24 <sup>th</sup> May 2019, 13 <sup>th</sup> August 2019, 24 <sup>th</sup> October 2019, 24 <sup>th</sup> January 2020 and 18 <sup>th</sup> February 2020, inter alia, covering the Company's business.	Twenty two Programmes
Number of hours spent by Independent Directors in such programmes	Around 8 hours	Around 7 hours	Around 8 hours	Around 8 hours	Around 8 hours	Around 39 hours