



## **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.

