

## FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS

Western Capital Advisors Private Limited	
Policy Title	Familiarisation Programme for Independent Directors
Reviewing & Approving Authority	Board / Risk Management Committee
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Last Reviewed on	-
Review Cycle	Annually or as recommended by the Board of Directors
Nature of Document	For internal circulation & Compliance purpose only

### Amendment History

Serial No.	Version No.	Amended date	Remarks
1.	1.0		Approved as a part of Nomination & Remuneration Policy in BM dated 28 March 2022. Approved as separate “Familiarisation Programme for Independent Directors” in BM Dated 07 May 2026

## **FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS**

### **PREAMBLE**

In view of the provisions of Schedule IV to the Companies Act, 2013, the Directors of the Company should undergo appropriate induction training to familiarize them with the Company, its business and model, their roles and responsibilities in the Company. The Policy provides the basic insights into the Company to enable the Independent Directors to understand the Company's business in depth that would facilitate their active participation in managing the affairs of the Company.

### **OBJECTIVES**

- To adopt a structured programme for orientation and training of Independent Directors at the time of their joining so as to enable them to understand the Company – its operations, business, industry and environment in which it functions.
- To update the Directors on a continuing basis on any significant changes therein so as to be in a position to take well-informed and timely decisions.

### **OVERVIEW OF THE FAMILIARISATION PROGRAMME**

#### **A. Induction on Joining the Board of Directors**

The new Director is welcomed to the Board of Directors of the Company by sharing the following documents of the Company for his / her references:

- Memorandum of Association and Articles of Association of the Company
- Annual Reports of last three consecutive years
- Organizational Chart of the Company and the profile of all the Directors and the Senior Managerial Personnel of the Company
- List of Contact details of the Directors, Senior Managerial Personnel and their personal / executive assistants.
- A detailed briefing on the roles and responsibilities of independent directors shall also be provided to the inductee.

#### **B. Orientation Programme Upon Induction of New Directors**

- When a new Independent Director comes on the Board of the Company, a meeting is arranged with the Managing Director, Chief Financial Officer and members of the Senior Management to discuss the functioning of the Board and the Company's business activities. The Independent Directors are also familiarized with their roles, rights and responsibilities.
- A detailed Appointment Letter incorporating the role and responsibilities, duties and liabilities, remuneration and performance evaluation process, insurance cover, Company Code of Conduct and obligations on disclosures, is issued for the acceptance of the Independent Directors. The terms of the said letter are also uploaded on the Company's website.
- The Company through its Managing Director, Key Managerial Personnel and Members of Senior Management, conducts programmes / presentations periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company.

- Such programmes / presentations provide an opportunity to the Independent Directors to interact with the Senior Management of the Company and helps them to understand the Company's strategy, business model, operations, service and product offerings, markets, organization structure, finance, human resources, technology and risk management processes and such other areas as may arise from time to time.

#### **B. Other Initiatives to Update the Directors on Continuing Basis**

- Atleast one Board Meeting in a year has a detailed Budget and Strategy session with the Senior Management team of the Company. Presentations are made to the Board members which inter-alia covers the industry scenario, strategic priorities for the Company and the business model of the Company.
- The Board is updated on a timely basis about the regulatory changes impacting the Company and its functioning and the roles and responsibilities of the Board members.
- At various Board Meetings during the year, presentations are made to the Board on Ethics and Sustainability issues, Risk Management, Company policies, changes in the regulatory environment applicable to the corporate sector and to the Industry in which the Company operates and other relevant issues.
- Quarterly presentations on operations made to the Board includes information on business performance, operations, financial parameters, liquidity management, fund flows, compliances, senior management changes, major litigations, etc. Periodic presentations are made to the Board/Board Committees on HR Strategy and Succession Planning, CSR and sustainability initiatives, investor and customer complaints and its redressals, etc.
- One-to-one meetings are held with Directors to apprise them of complex issues to enable them to understand the same in depth.

#### **POLICY REVIEW**

The Board will review this Program and make revisions as may be required.

#### **DISCLOSURE**

This familiarization program shall be uploaded on the Company's website for public information.