



DECCAN TRANSCON LEASING LIMITED

FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS

Financial Year 2024-2025

This Familiarization Programme for Independent Directors of Deccan Transcon Leasing Limited (“the Company”) has been adopted by the Board of Directors pursuant to Regulation 25(7) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Schedule IV to the Companies Act, 2013.

1. PURPOSE AND OBJECTIVE

The purpose of this Familiarization Programme is to:

- a) Implement a structured orientation and training framework for Independent Directors upon their appointment, enabling them to gain a comprehensive understanding of the Company, its business operations, industry dynamics, and the regulatory environment in which it operates.
- b) Ensure that Independent Directors are continuously updated on significant developments, allowing them to make well-informed and timely decisions as members of the Board and its Committees.

2. FAMILIARIZATION PROCESS

- a) Upon appointment, all Independent Directors receive a formal letter setting out their roles, responsibilities, and the terms and conditions of their engagement with the Company.
- b) The Company, through its Executive Directors and Senior Management personnel, conducts regular presentations and orientation sessions to familiarize Independent Directors with key aspects of the Company. These include:
 - An overview of the Company’s business model, industry landscape, operations, and financial performance.
 - Updates on significant developments, both internal and external.
 - Familiarization with key Company policies, including the Vigil Mechanism, Related Party Transactions, and Risk Management.
 - Information on important amendments in corporate and other applicable laws, along with their impact on the Company.

3. ONGOING DISCLOSURE AND ENGAGEMENT INITIATIVES

- a) Familiarization sessions are organized prior to Board Meetings, where Directors are briefed on the Company’s strategic initiatives, CSR, sustainability, and key operational developments.
- b) To deepen their understanding of the Company’s operations, Independent Directors engage in structured interactions with Senior Executives. These sessions provide valuable insights into the day-to-day functioning of the business.
- c) Presentations made during Board and Committee meetings include updates on:
 - Regulatory and statutory developments
 - The external business environment
 - Risk management frameworks
 - Company policies and governance practices

Additionally, a comprehensive Quarterly Operations Report is circulated in advance of Board Meetings on a regular basis, providing detailed insights into the Company’s performance and key developments. The report typically includes information on:

- Financial performance and working capital
- Operational and business metrics
- Market position and share
- Compliance status and legal matters
- Changes in senior management
- Performance of subsidiaries
- Fund flows and capital allocation decisions

d) Independent Directors are encouraged to visit the Company's official website regularly to stay informed about press releases, statutory filings, and other disclosures. Any queries or concerns raised by them are promptly addressed by the Company Secretary or relevant personnel.

4. REVIEW OF THE PROGRAMME

The Company conducts a periodic review of the Familiarization Programme to ensure it remains effective and relevant. The programme is updated as required, in line with evolving business needs and regulatory changes.

5. DETAILS OF FAMILIARIZATION PROGRAMMES CONDUCTED DURING FY 2024–25

The Company has implemented a comprehensive orientation and familiarization programme to ensure Independent Directors are well-equipped to discharge their responsibilities. The programme focuses on:

- Understanding the roles, responsibilities, and rights of Directors, including Board functioning, governance frameworks, and decision-making protocols.
- Gaining insights into the Company's strategic direction, operational structure, and core business functions.

Onboarding and Committee Induction:

Newly appointed Independent Directors participate in structured induction sessions conducted by senior management. When a Director is inducted into a specific Board Committee, detailed briefings are provided on the mandate, scope, and functioning of the respective Committee.

Ongoing Engagements:

All Independent Directors participate in periodic familiarization sessions and regularly engage with senior functional and business heads. These sessions are typically organized around quarterly Board and Committee meetings.

Familiarization Sessions Conducted:

- **Dates:**
 - 22nd April 2024
 - 28th February 2025
- **Time Invested by Independent Directors:**

Approximately **8 hours cumulatively during FY 2024–25** (4 hours per session).
- **Purpose:**

To provide Independent Directors with a comprehensive understanding of the Company's **governance framework, strategic initiatives, risk profile, and corporate best practices** — supporting both **onboarding and continuous engagement**.

6. DISCLOSURE

In compliance with Regulation 46 of the SEBI (LODR) Regulations, 2015, the details of the Familiarization Programme are disclosed on the Company's website and are also included in the Annual Report.

7. REVIEW AND AMENDMENTS

The Familiarization Programme is subject to periodic review and may be amended by the Board based on regulatory updates, feedback from Independent Directors, or changes in Company strategy.