

Orient Technologies Limited

FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS

(Approved and adopted by the Board on 27th May, 2026)



1. PREAMBLE:

The Schedule IV of the Companies Act, 2013 and Regulation 25(7) and 46(2)(i) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“LODR”), as amended time to time, mandates the Company to familiarize the Independent Directors about the Company, their roles, rights, responsibilities in the Company, nature of industry in which the Company operates, business model of the Company and any other relevance information through various programs.

2. PURPOSE:

The Program aims to provide insights into the Company to enable the Independent Directors to understand its business in depth and contribute to the strategy and overseeing of the Company. The Company provides sufficient information to familiarize the Independent Directors in the following areas:

- Familiarization with the Company;
- Roles;
- Rights and Responsibilities;
- Nature of Industry and the Business Model of the Company.

3. FAMILIARIZATION AND CONTINUING EDUCATION PROCESS:

The Company through its Managing Director / Executive Director / Key Managerial Personnel conducts programs / presentations periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company.

Such programs / presentations provide an opportunity to the Independent Directors to interact with the Senior Management of the Company and help them 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 and such other areas as may arise from time to time.

The programs/presentations also familiarize the Independent Directors with their roles, rights and responsibilities. Based on the above, the following familiarization programmes were conducted:



FAMILIARIZATION PROGRAMME 2023-24

The Familiarization Program was conducted for Independent Directors of the Company. Following are the details of the familiarization program:

Sr. No	Date	Topic Covered
1.	10-02-2024	(i) Business Strategies (ii) Policies of the Company (iii) Meeting with Department heads and their role

Sr. No	Presented by	Name of the Attendees	Duration	Cumulative duration till date
1	Mr. Ajay Baliram Sawant – Chairman and Managing Director	i. Mr. Tushar Parikh ii. Mr. Viren Shah iii. Ms. Monica Bhatia iv. Ms. Greena Karani v. Ms. Meera Rawat	1.5 Hours	1.5 hours



FAMILIARIZATION PROGRAMME 2024-25

The Familiarization Program was conducted for Independent Directors of the Company. Following are the details of the familiarization program:

Sr. No	Date	Topic Covered
1.	11-11-2024	(i) Business Strategies (ii) Industry Overview (iii) Financial Performance (iv) Operational Performance

Sr. No	Presented by	Name of the Attendees	Duration	Cumulative duration till date
1	Mr. Ajay Baliram Sawant – Chairman and Managing Director	i. Mr. Tushar Parikh	1.5 Hours	3 hours
		ii. Mr. Viren Shah		
		iii. Ms. Monica Bhatia		
		iv. Ms. Greena Karani		
		v. Ms. Meera Rawat		



FAMILIARIZATION PROGRAMME 2025-26

The Familiarization Program was conducted for Independent Directors of the Company. Following are the details of the familiarization program:

Sr. No	Date	Topic Covered
1.	13-02-2026	(v) Business Strategies (vi) Industry Overview (vii) Financial Performance (viii) Operational Performance

Sr. No	Presented by	Name of the Attendees	Duration	Cumulative duration till date
1	Mr. Ajay Baliram Sawant – Chairman and Managing Director	i. Mr. Tushar Parikh	1.5 Hours	3 hours
		ii. Mr. Viren Shah		
		iii. Ms. Monica Bhatia		
		iv. Ms. Greena Karani		

B. Ongoing Familiarization:

Upon appointment of a Director to the Board of the Company, an introductory meeting shall be arranged with the Chairperson, Managing Director and Chief Financial Officer to familiarize the Director with the functioning of the Board, the Company's governance framework, and the nature and operations of the Company's business activities.

At the time of appointing an Independent Director, a detailed Appointment Letter incorporating the role, duties and responsibilities, remuneration and performance evaluation process, insurance cover, Code of Conduct and obligations on disclosures, is issued for the acceptance of the Independent Directors.

At the outset, all the Independent Directors are provided with an overview of the regulatory framework and more specifically –

- Criteria of independence applicable to Independent Directors as per the Companies Act, 2013 and LODR;



- Code of Conduct of Directors and Insider Trading Regulations;
 - Performance Appraisal & Evaluation process;
 - Disclosures and Business Interests;
 - Term including Remuneration
 - Policies inclusive of Vigil Mechanism Policy
 - Risk Management Systems & Policies
 - Schedule of upcoming Board and Committee meetings
 - Copy of latest Annual Report
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- Independent Directors have the freedom to interact with the Company's management and the senior leadership team of the Company. Presentations are made regularly to the Board of Directors / Audit Committee (AC) (minutes of AC and other Board Committees are circulated to the Board). This helps them to understand the Company's strategy, business model, operations, products, markets, organization structure, facilities, risk management and such other areas.
 - The Company shall also circulate news and articles related to the industry on a regular basis and will provide specific regulatory updates from time to time, as relevant to the Directors.
 - The Company may conduct an introductory familiarization program / presentation, when a new Independent Director comes on the Board of the Company.
 - At various Board Meetings during the year, presentations are made to the Board on safety, health and environment and sustainability issue, risk management, company policies, changes in the regulatory environment applicable to the corporate sector and to the industry in which it operates business excellence under the Orient Technologies Business Model with areas of improvement and other relevant issue.
 - Quarterly presentations on operations made to the Board includes information on business performance, operations, market share, financial parameters, working capital management, fund flows, senior management change, major litigation, compliances, subsidiary information, donations, regulatory scenario etc. Quarterly results / press release of the Company are sent to the Directors.

C. Familiarization of Regulatory Framework

The Independent Directors are advised from time to time, of the compliances required from him/her under the Companies Act, 2013, LODR, and other relevant regulations and requisite affirmations are taken with respect to the same.

4. DISCLOSURE OF THE POLICY

This Policy shall be uploaded on the Company's website for public information and a web link for the same shall also be provided in the "Annual Report" of the Company.



5. REVIEW OF THE POLICY

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

6. ADMINISTRATION

The Familiarization programme for independent directors will be administered and monitored by the Nomination and Remuneration Committee of the Company.

7. EFFECTIVE DATE

This revised programme shall be effective from May 27, 2026.

