

# **ADMACH SYSTEMS LIMITED**

**CIN: U29299PN2008PLC131530**

**Registered Office: SURVEY NO 122 SANAS NAGAR- NANDOSHI, OFF PUNE SINHAGAD ROAD,  
TALUKA HAVELI, PUNE, MAHARASHTRA, INDIA, 411024 (MH)**

## **FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS**

## **FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS**

The Familiarization Program ("the Program") for Independent Directors of **ADMACH SYSTEMS LIMITED** ("the Company") has been adopted by the Board of Directors pursuant to Regulation 25(7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 as amended.

### **1. PURPOSE**

The program formulated with the objective of making the Independent Directors of the Company accustomed to their roles and responsibilities is divided into various modules with emphasis on:

- Roles, Rights and Responsibilities - Board dynamics & functions
- Strategy, Operations and functions of the Company
- To inform them of all the laws, rules, regulations and guidelines applicable to the Company;
- To make them aware of the rules, responsibilities, liabilities pursuant to the Listing Agreement and the Companies Act, 2013 and Rules made thereunder;

The Program has been designed considering the specific needs of contemporary Corporate Governance and the expected obligations of Independent Directors in view of the onerous responsibility conferred by the Companies Act, 2013 and the SEBI LODR as amended from time to time.

### **2. FAMILIARIZATION PROCESS**

The Company shall through its Executive Directors / Senior Managerial Personnel conduct programs / presentations periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company.

The program essentially has two broad components –technical and behavioral. The technical component shall enable the participants to understand Company business, strategies, industry dynamics and its growth plans and prepare them for an active role in Company. The behavioral component shall empower the participants to understand board procedures and help them to be effective in board activities. The Program also aims to offer a conceptual framework based upon current expectations which require the Independent Directors to adhere to a code and standard of ethics and integrity for fulfillment of their responsibilities in a professional and faithful manner to promote confidence of the investment community particularly minority shareholders, regulatory authorities and the stakeholders at large.

The Company may circulate news and articles related to the Industry on a regular basis and may provide specific regulatory updates from time to time;

### **3. 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.

### **4. COMPLIANCE:**

The Compliance Officer shall be responsible for supervision of the Policy. Any queries regarding the policy shall be referred to the Compliance Officer, who is in charge of administering, enforcing and updating the Policy.

### **5. REVIEW OF THE PROGRAM**

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