



S J Logistics (India) Limited

FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS

S J LOGISTICS (INDIA) LIMITED

Nomination and Remuneration Policy

Version	Effective Date	Review Date	Prepared By	Reviewed By	Approved By
1.0	September 02, 2023	September 02, 2023	Secretarial Team	Jeet Shah, CFO	Board of Directors

Limitation and Amendments:

The Board of Directors shall have the right to withdraw and / or amend any part of this Policy or the entire Policy, at any time, as it deems fit, or from time to time, and the decision of the Board in this respect shall be final and binding.

In the event of any conflict between the provisions of this Policy and of the Act or SEBI Regulations or any other statutory enactments, rules, the provisions of such Act or Listing Regulations or statutory enactments, rules shall prevail over and automatically be applicable to this Policy and the relevant provisions of the Policy would be amended/modified in due course to make it consistent with the law.

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1. Preamble:

In accordance with Regulation 25(7) read with Regulation 46(2) of SEBI (Listing Obligations and

Disclosure Requirements) Regulations, 2015, the Company shall familiarise the independent directors with the Company, their roles, rights and responsibilities in the Company, nature of the industry in which the Company operates, the business model of the Company, etc. through various programmes.

2. Purpose and Objective:

This programme aims at familiarizing the Independent Directors with the Company, their roles, rights, responsibilities in the Company, nature of industry in which the Company operates and business model of the Company. Additionally, the Company also provides insights and updates to the entire Board, including Independent Directors and Non-Executive Directors, on a periodic basis.

3. Details of the programme:

a. Familiarization imparted immediately upon appointment of the Director:

- i. The appointment letter issued to newly inducted Independent Director inter-alia sets out the expectation of the Board, their fiduciary duties and the accompanying liabilities that come with their appointment as a Director of the Company.
- ii. The Familiarization Programme imparted upon appointment provides information relating to the Company's history, Logistics and Shipping Industry, business model of the Company, business processes & policies, geographies in which the Company operates, etc. The programme intends to improve awareness of the Independent Directors on their roles, rights, responsibilities towards the Company. Further, the programme also provides information relating to the financial performance of the Company, and budget and control process and governance structure of the Company.
- iii. The Chairman or the Managing Director or such other officer(s) of the Company, duly authorized by the Chairman, leads such programme. The Key Managerial Personnel or Senior Management Personnel participate in the programme for providing inputs wherever required.

b. Continual Familiarization processes:

- i. The Directors are provided with periodic inputs on the business performance of the Company, through deliberations at the Committee and Board Meetings during the year.
- ii. The Board meets at an annual off-site or Board Retreat. At this meet the entire Board engages with the Management on long term strategic issues such as growth strategies, innovation, succession planning & human capital management, culture, Go to Market strategies, technology etc. These insightful sessions allow the Board to get a better understanding of the Business. They also allow the Management to solicit different perspectives from the Board.
- iii. During the year, the Board is provided with a detailed update on key regulatory changes, risk management, culture, etc. The Management also presents a detailed

action plan on various matters and follows through the progress during the year at subsequent Board / Committee meetings.

- iv. Additionally, the Company has a structured process for updating the Board Members on operational and regulatory updates through a quarterly report circulated to the Board.

c. Continual access to Board information:

The Company has provided all the Board Members with a digital application that provides them with a continual access to all information, presentations & other documents that are shared with the Board from time to time.

4. Review:

The Company may review the programme and make necessary revisions, as and when required.

5. Disclosure:

The details of the familiarization programme shall be disclosed on the Company's website and a web link thereto shall be given in the Annual Report.