

## EQUITAS HOLDINGS LIMITED

(previously known as Equitas Holdings Private Limited)

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CIN: U65100TN2007PLC064069

### FAMILIARISATION PROGRAMME CONDUCTED FOR INDEPENDENT DIRECTORS OF THE COMPANY

1. As part of the effort to familiarize the Independent Directors of the Company about the roles, responsibilities, duties and obligations of Independent Directors, a presentation was made on 21<sup>st</sup> October, 2016 by Mr S N Ananthasubramanian, Former President of ICSI, Practising Company Secretary, Sage Governance Advisory LLP covering inter alia:
  - a. Actionable requirements on Corporate Governance under the Companies Act and SEBI Regulations;
  - b. Role, Responsibilities, Duties & Obligations of Independent Directors under the Companies Act and SEBI Regulations;
  - c. Policies to be framed by the Company under the Companies Act and SEBI Regulations;
  - d. Website Disclosures and Annual disclosures to be made by the Company;
2. A presentation was made by NPCI (National Payments Corporation of India) Team by on July 27, 2017 on role of NPCI in development of digital banking in India as part of familiarisation programme for Directors.

The above were in addition to the following familiarisation programme carried out by the Company on an on-going basis.

- a. **Induction Programme:** The Company issues a formal letter of appointment to the Independent Directors which incorporates all relevant information about the appointment, roles, duties and responsibilities of Independent Directors including the terms and conditions of their appointment. A copy of Schedule IV to the Companies Act, 2013 which contains guidelines for professional conduct, role and functions of Independent Directors, their duties etc., and the Company's Code of Conduct for the Directors are shared with the Directors for their information and adherence on an on-going basis. A copy of Memorandum and Articles of Association and latest Annual Report of the Company are also given to the Directors to familiarize them with the Company's background.

The Company conducts an introductory familiarization programme / presentation, when an Independent Director joins the Board of the Company. Field visits are organized for the Directors to enable them to understand and familiarise with the operations of the Company and its Subsidiaries;

- b. **Quarterly updates/Presentations on Operations:** The Independent Directors have complete access to senior management and information about the Company. Presentations are regularly made at the meetings of the Board and other Committees constituted by the Board, where the Independent Directors get an opportunity to interact with the senior management. Further, there is a detailed presentation on business plan, operations and performance of the Company and its Subsidiaries, industry comparison, etc.

- c. **Regulatory updates:** Periodical regulatory updates impacting the business which helps the director familiarise himself with the regulatory framework in which the Company operates are circulated and discussed.

**Details of the above familiarisation programme imparted to Independent Directors:**

Name of the Director	Number of Meetings/ Programmes attended during FY 2017-18 (till date)	Number of Meetings/Programmes attended till date (cumulative)	Number of hours spent during FY 2017-18	Number of hours spent till date (cumulative)
Shri Rangachary N	3	8	5.0	14.0
Shri Arun Ramanathan	2	7	2.5	11.5
Shri Rajaraman P V	1	5	1.0	7.5
Shri Nanda Y C	1	5	1.0	8.5
Smt Jayshree Ashwinkumar Vyas	1	2	1.0	2.5
Shri Viswanatha Prasad Subbaraman	2	2	3.5	3.5
Shri Raghavan M S	3	3	7.5	7.5
Shri Parthasarathi Shome (ceased to be Director w.e.f. April 21, 2017)	-	1	-	1.5
Shri Kuppuswamy P T (ceased to be Director w.e.f. September 27, 2017)	-	5	9.0	9.0