PAPADMALJI AGRO FOODS LIMITED

POLICY ON FAMILARIZATION OF INDEPENDENT DIRECTORS

Version	Summary of Changes	Board Approval	Date of Release
Version 1	Initial	18.10.2025	18.10.2025

1. Preamble

The provisions of Regulation 25 of SEBI (LODR) Regulations, 2015 read with Schedule IV of the Companies Act, 2013, mandates the Company to familiarize its Independent Directors with the Company's business, business model, their role, duties and responsibilities to discharge their fiduciary duties towards the company vis-à-vis to the shareholder and other stakeholders.

This Familiarization programme provides the basic insights into the Company to enable the Independent Directors to understand the Company's business in depth that would facilitate their active participation in managing the Company's affairs and keep on regularly updating their skills & knowledge so that they can discharge their duties & responsibilities efficiently.

2. Initiatives for Induction on joining the Board of the Company

The New Director will be welcomed to the Board of the Company by sharing the following

documents of the Company for his / her references:

- Formal letter of appointment as Director of the Company
- Memorandum of Association and Articles of Association of the Company
- Annual Reports of last three consecutive years
- Criteria of Independence applicable to Independent Directors as per Regulation 16 of SEBI (LODR) Regulations, 2015 and Companies Act, 2013
- Code of Conduct for Directors and Senior Managerial Personnel
- Code of Internal Procedures and Conduct for Prevention of Insider Trading
- Note on Directors roles, functions, duties, responsibilities and liabilities of
- Independent Directors under the Companies Act, 2013 and Regulation 25 of SEBI (LODR) Regulations, 2015
- Policy Handbook of the Company comprising of policies on various business aspects and practices
- Organizational Chart of the Company and the profile of all the Directors and the Senior Managerial Personnel of the Company
- List of Contact details of the Directors, Senior Managerial Personnel and their personal/ executive assistants.

- Publicity material of the Company that explains the range of products, services and solutions offered by the Company to its clients
- Board evaluation process and procedures

3. Familiarization and Continuing Education Process

- The Company through its Managing Director / Executive Director / Key Managerial Personnel will conduct programmes / presentations periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company.
- Such programmes /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 programmes/presentations also familiarise the Independent Directors with their roles, rights and responsibilities.
- When a new Independent Director comes on the Board of the Company, a meeting will be arranged with the Managing Director & Group CEO, Chief Financial Officer to discuss the functioning of the Board and the nature of the operation of the Company's business activities.

4. On Going Orientation

The Company shall also have a regular updation programme for its Independent Directors to help them keep abreast of the regulatory and other changes, as follows.

1. Internal presentations on topics of relevance, changes in the regulatory/tax laws etc.
2 Presentations by external faculties on the topic of relevance
3. Changes in policies of the Company.

5. Other Initiatives

- The Directors will get an opportunity to visit Company's plants, where plant heads apprise them of the operational and sustainability aspects of the plants to enable them to have full understanding on the activities of the Company and initiatives taken on safety, quality, Sustainability etc.
- At various Board meetings during the year, presentations to be 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 with areas of improvement and other relevant issue.

- Quarterly presentations on operations to be made to the Board include 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 of the Company are sent to the Directors.

6. Programme and Disclosure

- Familiarization Programme will be conducted for new and continuing Independent Directors on "as need" basis during the Year.
- The details of the familiarisation programme shall be disclosed on the Company's website and a weblink or brief of the programme shall be given in the Annual report.

7. Review

The Familiarization programme will be reviewed & revised as required from time to time by the Board of the Company.

Padmalji Agro Foods Ltd. Bikaner