FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS

FOCUS BUSINESS SOLUTION LIMITED
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FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS – FOCUS BUSINESS SOLUTION LIMITED

1. OBJECTIVE

The Schedule IV of the CompaniesAct,2013 (“**the Act**”) read with Regulation 25(7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, places increased responsibilities on Independent Directors of the Company.

In order to enable the Independent Directors to fulfil their responsibilities efficiently and effectively, a Familiarization Program (“**the Program**”) has been put in place by FOCUS BUSINESS SOLUTION LIMITED (“**FBSL**” or “**the Company**”) to assist them understand details about the Company, their roles, rights, responsibilities in the Company, nature of the industry in which the Company operates. The Company facilitates the members of its Board to familiarize themselves with the industry and its operations.

2. FAMILIARIZATION PROGRAMME

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

II. 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, operations, service, markets, organization structure, facilities and risk management and such other areas as may arise from time to time.

III. The programs/presentations also familiarizes the Independent Directors with their roles, rights and responsibilities.

IV. When a new Independent Director comes on the Board of the Company, a meeting is arranged with the Chairperson, Managing Director, Chief Financial Officer to discuss the functioning of the Board and the nature of the operation of the Company’s business activities.

V. The Company provides the Directors with the tours of company’s facilities from time to time.

VI. A detailed Appointment Letter incorporating the role, duties and responsibilities, remuneration and performance evaluation process, Code of Conduct and obligations on disclosures, is issued for the acceptance of the Independent Directors.

VII. The Independent Directors are explained the compliances required from them under the Companies Act, 2013, SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and other relevant regulations. The Company provides regular updates on relevant provisions including changes in Company Law, Securities Law, Listing Agreement with Stock Exchanges and applicable laws to ensure that its Independent Directors are kept abreast on these regulations.

3. OTHER INITIATIVES TO UPDATE THE DIRECTORS ON A CONTINUING BASIS

I. The Directors get an opportunity to visit Company's premises to have full understanding on the activities of the Company and initiatives taken on safety, quality, Sustainability etc.

II. Quarterly results of operations including information on business performance, operations, market share, financial parameters, working capital management, senior management change, major litigation, compliances, regulatory scenario etc. are provided to Directors.

III. Quarterly /half yearly results of the Company are sent to the Directors.

4. DISCLOSURE OF THE POLICY

I. 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 Corporate Policies Section of the Investor menu of the Company.

II. Following information will be disclosed on the Website of the Company:

   a. Details of familiarization programmes imparted to Independent Directors;
   b. Number of Programmes attended by the Independent Directors (during the year and on cumulative basis till date);
   c. Number of hours spent by the Independent Directors in such programmes (during the year and on cumulative basis till date); and
   d. Other relevant details.

5. REVIEW OF THE PROGRAM

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

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