

AKME STAR HOUSING FINANCE LIMITED

**FAMILIARISATION PROGRAMME
FOR INDEPENDENT DIRECTORS**

PREFACE

Pursuant to Regulation 25(7) of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, Schedule IV to the Companies Act, 2013 ("hereinafter referred as Applicable laws"), the Company shall familiarize the Independent Directors with the Company, their roles, rights, responsibilities in the Company, nature of the industry in which the Company operates, business model of the Company, etc., through various programmes.

Applicable laws also states that the Independent Directors shall regularly update and refresh their skills, knowledge and familiarity with the Company.

OBJECTIVES:

The Familiarization Programme aims to provide Independent Directors with the Housing industry scenario, the Socio-economic environment in which the Company operates, the business model, the operational and financial performance of the Company, to update the Independent Directors on a continuous basis on significant developments in the Industry or regulatory changes affecting the Company, so as to enable them to take well informed decisions in a timely manner. The familiarization programme also seeks to update the Independent directors on the roles, responsibilities rights and duties under the Companies Act 2013 and other relevant legislations.

INDUCTION, TRAINING AND FAMILIARISATION PROGRAMME FOR THE INDEPENDENT DIRECTORS

- On appointment, the concerned director is issued a Letter of Appointment setting out in detail, copy of Memorandum of Association and Articles of Association of Company, Copy of latest Annual Report of Company, the terms of appointment, duties, responsibilities and expected time commitments.
 - Each newly appointed Independent Director is provided an insight into the Company's business and also requested to peruse the Company's website providing host of information on business and financial fronts including required disclosures such as financial results, announcements, and various policies of the Company etc.
 - Every Director of the Company on their appointment is handed over with a copy of Policy Dossier, inter-alia, containing:
 - Role of Whole Time Director & CEO;
 - Role of Chief Financial Officer;
 - Role of Chief Business Officer;
 - Role of Chief Credit Officer;
 - Code of conduct for Directors and Senior Management;
 - Code of Independent Directors;
 - Selection Criteria for Independent Directors;
 - Role of Non-Executive Directors;
 - Selection Criteria for Non -Executive Directors;
 - Selection Criteria for Executive Directors and Key Managerial Personnel;
 - Nomination & Remuneration Policy of the Company;
 - General Terms of Appointment of Directors;
 - Duties of Board of Directors;
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- On appointment, every Independent director of the Company is also handed over with copies of current policies of the Company to enable them to familiarize with companies procedures and practices.
- At various Board / Committee meetings during the year, presentation will be made to the Board / Committee Members on the operations of the Company, financials, risks and mitigation plans, compliances, major litigation, regulatory scenario etc.
- The Company Secretary forwards communications received from authorities / other bodies giving insights on regulatory issues for enabling the directors acclimatize with the changing environment.
- The Company Secretary will give presentations / forward detailed information about major changes in the Companies Act, 2013 and other relevant provisions that will have a bearing on the functioning of Independent Directors.
- On the matters of specialized nature, the Company engages outside experts /consultants for presentation and discussion with the Board members as and when necessary.
- Each Independent director of the Company has complete access to any information relating to the Company. Independent Directors have freedom to interact with the company's management. They are given all the documents sought by them for enabling a good understanding of the company, its various operations and the industry segments of which it is a part. Further, they meet without the presence of the company's management Personnel to discuss matters pertaining to the Company's affairs

REVIEW AND UPDATES

This familiarization structure for Independent Directors may be reviewed periodically as and when required. Further, the Board of Directors shall have the right to modify, amend or change any or all clauses of this Policy in accordance with the provisions of the Applicable laws/ Acts /Regulations or otherwise.

In case of any amendment(s), clarification(s), circular(s) etc. issued under any Applicable laws/ Regulations, which is not consistent with any of the provisions of this familiarization structure, then such amendment(s), clarification(s), circular(s) etc. shall prevail upon the provisions hereunder and this familiarization structure shall be deemed to be amended accordingly from the effective date as laid down under such amendment(s), clarification(s), circular(s) etc and shall be placed before the board for its approval.

Approving Authority	Board of Directors
Date of Approval/ Review	13.02.2019
Version	0.1

Annexure

**DETAILS OF FAMILIARIZATION PROGRAMMES IMPARTED TO
INDEPENDENT DIRECTOR ON ONGOING BASIS**

Nature/Subject of Programme	Day/Date	Time Duration	Cumulative No. of Programmes during FY 2018-19	Cumulative No of Hours Spent During FY 2018-19
Value Creation Initiatives				
Update on GST Implementation				
Secretarial Standards				
Business Strategy for FY 18-19				
IND AS				
Automation on Conducting the Board Meetings				

For Akme Star housing Finance Limited

**Ashish Jain
Managing Director**

The Familiarization program approved by the Board vide Agenda Item No. in its meeting held on 13.02.2019

**Ashish Jain
Managing Director**

