

**FAMILIARIZATION PROGRAMME  
FOR  
INDEPENDENT DIRECTORS**

# **KHFM HOSPITALITY AND FACILITY MANAGEMENT SERVICES LIMITED**

## **FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS**

In accordance with the Regulation 25 (7) of the SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015, the Company shall familiarize the Independent Directors with the Company, their roles, rights, responsibilities in the Company, business profile of the Company etc. through various familiarization programmes.

### **GENERAL INFORMATION**

1. Company – “**KHFM HOSPITALITY AND FACILITY MANAGEMENT SERVICES LIMITED**” a company incorporated under the Companies Act, 1956, Corporate Identification number (CIN) L74930MH2006PLC159290.
2. Independent Directors- Mr. Ravi Vimal Nevatia and Mr. Brahm Pal Singh, duly appointment by the Board and Shareholders of the Company.
3. Inductee- a person who has been inducted on board of the Company as an Independent Director as per recommendation of Nomination and Remuneration Committee and approval by Board of Directors and Shareholders of the Company.
4. Familiarization Kit - A information kit to be provided to a person who has been appointed as an Independent Director which contains, general information about the Company in form of Company Profile, last three years annual reports, copy of code of business conduct, Copy of code of conduct as per insider trading regulations and various policies adopted by the Company.

### **FAMILIARIZATION PROCESS**

- A person appointed as an Independent Director, on being admitted to the Board, shall be provided with a Familiarization Kit and to be informed him/her about general business and functioning of the Company.
- A New Independent Director shall be introduced to the senior managerial personnel, departmental heads of the Company.
- Senior Management shall conduct programmes / presentations periodically to familiarize the Independent Directors with the strategy, business operations, financial & operational performance, budgeting and planning of the Company. The programmes / presentations and shall also familiarize the Independent Directors with their roles, rights and responsibilities in the Company.