

FAMILIARISATION PROGRAM FOR INDEPENDENT DIRECTORS

PREAMBLE

The Schedule IV of the Companies Act, 2013 and Regulation 25(7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, mandate the Company to familiarise the Independent Directors with the Company.

PURPOSE

The program aims to provide insights into the Company to enable an Independent Directors to understand Company's business, contribute to the strategy development and overseeing of the Company.

The Company should familiarise the Independent Directors in the following areas:

- Familiarisation with the Company;
- Roles, Rights and Responsibilities;
- Nature of Industry in which Company operates;
- Business model of the Company, etc.

The Company undertakes an initial and ongoing familiarisation program as detailed below -

A. INITIAL FAMILIARISATION:

At the time of appointing an Independent Director, a detailed Appointment Letter incorporating their roles, responsibilities and duties along with accompanying liabilities, fees and remuneration payable, reimbursement of expenses, insurance cover, Code of Conduct, Obligations on disclosures and performance evaluation process, etc. is issued to the Independent Directors.

At the outset, all the Independent Directors are provided with an overview of the regulatory framework and more specifically –

- Criteria of independence applicable to Independent Directors as per Regulation 16 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Section 149 of the Companies Act, 2013;
- Code of Conduct for Directors and Insider Trading Regulations;
- Performance Appraisal & Evaluation process;
- Disclosures and Business Interests;
- Term including Remuneration;
- Policies inclusive of Vigil Mechanism Policy;
- Risk Management Systems & Policies.

B. ONGOING FAMILIARISATION:

1. The Company shall through its Executive Directors / Senior Managerial Personnel conduct programs / presentations periodically to familiarise the Independent Directors with the Company's strategy, operations and functions.
2. Such programs provide an opportunity to the Independent Directors to interact with the senior leadership team of the Company and help them to understand the Company's strategy, business model, operations, and product offerings. It also provides insights on the geographical spread, organization structure, finance, human resources, risk management and such other areas as may arise from time to time;
3. Independent Directors have the freedom to interact with the Company's management and the senior leadership team of the Company. Presentations are made to them on regularly basis to enable them to understand the Company and the industry in which it operates
4. The programs / presentations shall also familiarise the Independent Directors with their roles, rights and responsibilities;
5. The Company also shall circulate news and articles related to the industry on a regular basis and will provide specific regulatory updates from time to time, as relevant to the Directors.
6. The Company may conduct an introductory familiarisation program / presentation, when a new Independent Director comes on the Board of the Company.
7. The familiarisation program also give an opportunity to the Director to visit Company's plants, R&D divisions, etc. where location heads appraise them and enable them to have full understanding on the activities of the Company and initiatives taken on safety, quality and research initiatives.
8. Quarterly results / press release of the Company are sent to the Directors to provide them with an update on the overall affairs of the Company.

C. FAMILIRIALISATION OF REGULATORY FRAMEWORK

The Independent Directors are apprised from time to time, of the compliances required from them under the Companies Act, 2013, Listing Regulations and under other relevant regulations applicable to the Company.

DISCLOSURE OF THE POLICY

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 Annual Report of the Company.

REVIEW OF THE POLICY

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

The Company through its Executive Directors/ Key Managerial Personnel/ Senior Management conducts programs/presentations periodically to familiarize the Independent Directors with the Company's strategy, operations and functions.

Presentations on Business Operations are made to the directors from time to time as part of board discussions. Further, updates on various statutory and regulatory changes are included as part of board discussions.

The Company at the time of induction of directors, shares with them the induction kit containing informative documents like Annual Report, Memorandum & Articles of Association, Code of Ethics & Business Conduct, Duties as per Schedule IV of Companies Act, Insider Trading Code and Directors & Officers Insurance policy. The Company also arranges the induction meeting for the new appointee with the senior management team of the Company.

The Board of Directors has complete access to the information within the Company. Independent Directors have freedom to interact with the Company Management. Apart from this, they also have independent interaction with the Statutory Auditors and Internal Auditors.

Details of Programs organized for the Independent Directors during the FY 2025-26:

S. No	Date of Programs	Details of Program
1	July 22, 2025	Overview on Syngene Strategic Priorities & Board Strategy Session
2	January 19, 2026	Progress on Syngene Strategic Priorities & Board Strategy Session

S. No.	Name	Number of Programs attended	Number of Hours spent	Number of Programs attended (Cumulative)	Number of Hours spent (Cumulative)
1	Ms. Sharmila A Karve	2	14	22	97.50
2	Dr. Kush Parmar	2	14	11	63.00
3	Mr. Nilanjan Roy	2	14	5	28.00
4	Ms. Manja Boerman	2	14	5	28.00
5	Mr. Sanjaya Singh	2	14	2	14
6	Mr. Suresh Narayanan	1	8	1	8