

PRODOCS SOLUTIONS LIMITED
Corporate Identity Number: U72900MH2019PLC322408

FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS

This Familiarization Programme for Independent Directors of Prodocs Solutions Limited (“the Company”) has been adopted by the Board of Directors pursuant to Regulation 25(7) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Schedule IV to the Companies Act, 2013.

1. PURPOSE AND OBJECTIVE

To provide 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.

2. FAMILIARIZATION PROCESS

- (a) All the Independent Directors are made aware of their roles and responsibilities at the time of appointment through a formal letter of appointment, which also stipulates various terms and conditions of their engagement.
- (b) The Company will through its executive directors / senior managerial personnel conduct programmes / presentations periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company. All the Independent Directors are provided an overview of the following:
 - Updates on business model, nature of industry, operations and financial performance of the Company
 - Updates on significant developments in the Company
 - Policies of the Company on vigil mechanism, related party transactions, risk management etc.
 - Update on significant amendments in corporate and other laws and its impact on the Company



Signature
* Guithals

3. DISCLOSURE OF THE PROGRAMME

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 Governance Section of the Annual Report of the Company.

Details of familiarization programmes imparted to independent directors, including the following details, will also be disclosed on the website of the Company:

- (a) Number of programmes attended by independent directors (during the year and on a cumulative basis till date)
- (b) Number of hours spent by independent directors in such programmes (during the year and on cumulative basis till date)
- (c) Other relevant details

4. REVIEW OF THE PROGRAMME

The Board may review the Programme from time to time and make such revisions as may be required.

Nidhi P. Sethi

