

PMEA SOLAR TECH SOLUTIONS LIMITED

**FAMILIARISATION PROGRAM
FOR INDEPENDENT DIRECTORS**

1. Purpose

The Companies Act, 2013, read with the rules thereunder, as amended (**Companies Act**) places increased responsibilities on Independent Directors of the Company. In compliance with Regulation 25(7) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended (**SEBI Listing Regulations**) and order to enable the Independent Directors to fulfil their responsibilities efficiently and effectively, a familiarisation program (**Program**) has been put in place by the **PMEA Solar Tech Solutions Limited (Company)**. The Program aims to provide insights to the Independent Directors of the Company so as to enable them understand the business in depth and contribute significantly to the Company. The Independent Directors are afforded every opportunity to familiarize themselves with the Company, its management and its operations and above all the industry perspective & issues.

2. Familiarization Process

- 2.1. The Company shall through its Executive Directors / Senior Managerial Personnel conduct programs / presentations periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company;
- 2.2. The Company shall organize technical sessions by external consultants/ experts, outlining the roles, duties and responsibilities of Independent Directors.
- 2.3. The Company may circulate news and articles related to the industry on a regular basis and may provide specific regulatory updates from time to time; and
- 2.4. The Company may conduct an introductory familiarization program / presentation when a new Independent Director is inducted into the Board of the Company.
- 2.5. The introductory familiarization program and the periodical technical sessions shall help the independent directors to understand the following:
 - a) Industry Overview and Business Model of the company
 - b) Business overview and an outline of Corporate Plan and Annual targets
 - c) Overview of Sales & Marketing
 - d) Introduction to product profile
 - e) Operations overview
 - f) Financial Performance and budget & control processes.
 - g) Familiarization on Statutory compliances as a Board Member including their roles, rights and responsibilities.

3. Program and Disclosure

- 3.1. 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.
- 3.2. Familiarization program will be conducted “as needed” basis during the Year.
- 3.3. As and when the familiarization program is conducted, details of the same will be disclosed on the website of the Company and a web link thereto shall also be given in the Annual Reports of the Company.

4. Review of the Program

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

Date of Approval	July 1, 2024
Effective Date	July 1, 2024
Version	1

DETAILS OF FAMILIARIZATION PROGRAMMES IMPARTED TO INDEPENDENT DIRECTORS OF PMEA SOLAR TECH SOLUTIONS LIMITED (“THE COMPANY”)

The Company has an orientation process/familiarization programme for its Independent Directors with emphasis on:

- Roles, Rights and Responsibilities - Board dynamics & functions
- Strategy, Operations and functions of the Company

As a process when a new independent director is appointed, a familiarization programme is conducted by the senior management team and also whenever a new member is appointed to a Board Committee, information relevant to the functioning of the Committee and the role and responsibility of Committee members is informed.

The Independent Directors have attended such orientation process/familiarization programme. The Board and Committee meetings of the Company are held at least on a quarterly basis and members of the Board meet key functional/business heads separately to get themselves more familiarized with the business/operations and challenges faced by the industry on an ongoing basis.

Details of Familiarization Programmes imparted to Independent Directors	Programmes:
Number of Programme(s) attended by Independent Directors (during the year and on a cumulative basis till date)	
Number of hours spent by Independent Directors in such programmes (during the year and on cumulative basis till date)	
Purpose of Programme	<ol style="list-style-type: none"> 1) Industry Overview and Business Model of the company 2) Business overview and an outline of Corporate Plan and Annual targets 3) Overview of Sales & Marketing 4) Introduction to Product profile 5) Operations overview 6) Financial Performance and budget & control processes 7) Familiarization on Statutory compliances as a Board Member including their Roles, Rights and Responsibilities.