

Singer India Limited
Familiarization Programme for Independent Directors

1. Preamble:

The Regulation 25 (7) & Regulation 46 (2) (i) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 resp. stipulates that:

a) 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.

b) The details of such familiarization programmes shall be disclosed on the Company's website and a web link thereto shall be given in the Annual Report.

2. Familiarization Process

- The Company shall 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;
- Such programmes / presentations will 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, service and product offerings, markets, organization structure, finance, human resources, technology, quality, facilities and risk management and such other areas as may arise from time to time;
- the programmes / presentations shall also familiarize the Independent Directors with their roles, rights and responsibilities;
- 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
- The Company may conduct an introductory familiarization programme / presentation, when a new Independent Director comes on the Board of the Company.

3. Programme and disclosure

Familiarization programme will be conducted "as needed" basis during the year. As and when familiarization programme is conducted, the same will be disclosed on the website of the Company as per Annexure 1.

4. Review of the Programme

The Board will review the familiarization programme of Independent directors and make revisions as may be required.

Annexure-1

Details of familiarization programme held during the year and cumulative till date - at Registered Office of Singer India Limited on 27.04.2015 at 4.00 PM organized by a professional firm.

Name of the Independent Director who attended	Details of the Programme (s)	Number of hours spent by Independent directors
1. P.N. Sharma 2. Deepak Sabharwal 3. Madhu Vij	Presentation on Internal Financial Controls	1 Hr
1. P.N. Sharma 2. Deepak Sabharwal 3. Madhu Vij	Presentation on Internal Financial Controls	1 Hr
1. P.N. Sharma 2. Deepak Sabharwal 3. Madhu Vij	Presentation on IndAS and ICDS	45 Minutes

Details of Familiarization Programme for Independent Directors during the Financial Year 2016-17

S. No	Name of the Independent Director	Subject Matter of the Programme	No. of Programmes attended by the Independent Directors		No. of hours spent by the Independent Directors	
			Financial Year 2016-17	Cumulative till date	Financial Year 2016-17	Cumulative till date
1.	Mr. Paresh Nath Sharma	<ul style="list-style-type: none"> • Overall industry in which the Company operates, Company's operations and Strategy and Annual Budget of the Company. • Internal Financial Control Systems. • Statutory Compliance. • Risk management mechanism being followed by the Company. 	1	4	1 Hour	03Hours 45 Minutes
2.	Mr. Deepak Sabharwal	<ul style="list-style-type: none"> • Overall industry in which the Company operates, Company's operations and Strategy and Annual Budget of the Company. • Internal Financial Control Systems. • Statutory Compliance. • Risk management mechanism being followed by the Company. 	1	4	1 Hour	03Hours 45 Minutes
3.	Mrs. Madhu Vij	<ul style="list-style-type: none"> • Overall industry in which the Company operates, Company's operations and Strategy and Annual Budget of the Company. • Internal Financial Control Systems. • Statutory Compliance. • Risk management mechanism being followed by the Company. 	1	4	1 Hour	03Hours 45 Minutes

* The Programmes were part of the Board/Committee Meetings held during the Financial Year **2016-17**.

Details of Familiarization Programme for Independent Directors during the Financial Year 2017-18

S. No	Name of the Independent Director	Subject Matter of the Programme	No. of Programmes attended by the Independent Directors		No. of hours spent by the Independent Directors	
			Financial Year 2017-18	Cumulative till date	Financial Year 2017-18	Cumulative till date
1.	Mr. Paresh Nath Sharma	<ul style="list-style-type: none"> • Overall industry in which the Company operates, Company's operations and Strategy and Annual Budget of the Company. • Internal Financial Control Systems. • Statutory Compliance. • Risk management mechanism being followed by the Company. 	1	5	1 Hour	04Hours 45 Minutes
2.	Mr. Deepak Sabharwal	<ul style="list-style-type: none"> • Overall industry in which the Company operates, Company's operations and Strategy and Annual Budget of the Company. • Internal Financial Control Systems. • Statutory Compliance. • Risk management mechanism being followed by the Company. 	1	5	1 Hour	04Hours 45 Minutes
3.	Mrs. Madhu Vij	<ul style="list-style-type: none"> • Overall industry in which the Company operates, Company's operations and Strategy and Annual Budget of the Company. • Internal Financial Control Systems. • Statutory Compliance. • Risk management mechanism being followed by the Company. 	1	5	1 Hour	04Hours 45 Minutes

* The Programmes were part of the Board/Committee Meetings held during the Financial Year **2017-18**.

Details of Familiarization Programme for Independent Directors during the Financial Year 2018-19

S. No	Name of the Independent Director	Subject Matter of the Programme	No. of Programmes attended by the Independent Directors		No. of hours spent by the Independent Directors	
			Financial Year 2018-19	Cumulative till date	Financial Year 2018-19	Cumulative till date
1.	Mr. Paresh Nath Sharma	<ul style="list-style-type: none"> • Presentation on Company's operations and Strategy and Annual Budget of the Company. • Internal Financial Control Systems. • Presentation on CSR activities / initiatives undertaken by the Company Statutory Compliance. • Risk management mechanism being followed by the Company. • Investor Grievances. 	2	7	2 Hours	06 Hours 45 Minutes
2.	Mr. Deepak Sabharwal	<ul style="list-style-type: none"> • Presentation on Company's operations and Strategy and Annual Budget of the Company. • Internal Financial Control Systems. • Presentation on CSR activities / initiatives undertaken by the Company Statutory Compliance. • Risk management mechanism being followed by the Company. • Investor Grievances. 	2	7	2 Hours	06 Hours 45 Minutes

3.	Mrs. Madhu Vij	<ul style="list-style-type: none"> • Presentation on Company's operations and Strategy and Annual Budget of the Company. • Internal Financial Control Systems. • Presentation on CSR activities / initiatives undertaken by the Company. • Statutory Compliance. • Risk management mechanism being followed by the Company. • Investor Grievances. 	2	7	2 Hours	06 Hours 45 Minutes
----	----------------	--	---	---	---------	---------------------

* The Programmes were part of the Board/Committee Meetings held during the Financial Year **2018-19**

Details of Familiarization Programme for Independent Directors during the Financial Year 2019-20

S. No	Name of the Independent Director	Subject Matter of the Programme	No. of Programmes attended by the Independent Directors		No. of hours spent by the Independent Directors	
			Financial Year 2019-20	Cumulative till date	Financial Year 2019-20	Cumulative till date
1.	Mr. Paresh Nath Sharma	<ul style="list-style-type: none"> • Presentation on Company's operations and Strategy and Annual Budget of the Company. • Internal Financial Control Systems. • Presentation on CSR activities / initiatives undertaken by the Company Statutory Compliance. • Risk management mechanism being followed by the Company. • Regulatory updates regarding amendment in the Companies (Appointment and Qualification of Directors) Rules, 2014, Companies (Accounts) Rules, 2014 and Companies (Creation and Maintenance of Databank of Independent Directors) Rules, 2019. • Investor Grievances. • Periodic update on various regulatory and other key amendments / developments either by way of presentations by external / internal experts. 	2	9	2 Hours	08 Hours 45 Minutes
2.	Mr. Deepak Sabharwal	<ul style="list-style-type: none"> • Presentation on Company's operations and Strategy and Annual Budget of the Company. • Internal Financial Control Systems. • Presentation on CSR activities / initiatives undertaken by the Company Statutory Compliance. 	2	9	2 Hours	08 Hours 45 Minutes

		<ul style="list-style-type: none"> • Risk management mechanism being followed by the Company. • Regulatory updates regarding amendment in the Companies (Appointment and Qualification of Directors) Rules, 2014, Companies (Accounts) Rules, 2014 and Companies (Creation and Maintenance of Databank of Independent Directors) Rules, 2019. • Investor Grievances. • Periodic update on various regulatory and other key amendments / developments either by way of presentations by presentations by external / internal experts. 				
3.	Mrs. Madhu Vij	<ul style="list-style-type: none"> • Presentation on Company's operations and Strategy and Annual Budget of the Company. • Internal Financial Control Systems. • Presentation on CSR activities / initiatives undertaken by the Company. • Statutory Compliance. • Risk management mechanism being followed by the Company. • Regulatory updates regarding amendment in the Companies (Appointment and Qualification of Directors) Rules, 2014, Companies (Accounts) Rules, 2014 and Companies (Creation and Maintenance of Databank of Independent Directors) Rules, 2019. • Investor Grievances. 	2	9	2 Hours	08 Hours 45 Minutes

		<ul style="list-style-type: none">• Periodic update on various regulatory and other key amendments / developments either by way of presentations by external / internal experts.				
--	--	--	--	--	--	--

* The Programmes were part of the Board/Committee Meetings held during the Financial Year **2019-20**.

Details of Familiarization Programme for Independent Directors during the Financial Year 2020-21

S. No	Name of the Independent Director	Subject Matter of the Programme	No. of Programmes attended by the Independent Directors		No. of hours spent by the Independent Directors	
			Financial Year 2020-21	Cumulative till date	Financial Year 2020-21	Cumulative till date
1.	Mr. Paresh Nath Sharma	<ul style="list-style-type: none"> • Internal Financial Control Systems. • CSR strategy framework and the implementation of CSR activities. • Statutory Compliance. • Presentation on Regulatory updates on amendments in SEBI (Prohibition of Insider Trading) Regulations, 2015 and modification in MSME definition at Audit Committee Meetings. • Risk management mechanism being followed by the Company. • Overall industry in which the Company operates, Company's operations and Strategy and Annual Budget of the Company • Investor Grievances. 	2	11	2 Hours	10 Hours 45 Minutes
2.	Mr. Deepak Sabharwal	<ul style="list-style-type: none"> • Internal Financial Control Systems. • CSR strategy framework and the implementation of CSR activities. • Statutory Compliance. • Presentation on Regulatory updates on amendments in SEBI (Prohibition of Insider Trading) Regulations, 2015 and modification in MSME definition at Audit Committee Meetings. • Risk management mechanism being followed by the Company. • Overall industry in which the Company operates, Company's operations and 	2	11	2 Hours	10 Hours 45 Minutes

		<p>Strategy and Annual Budget of the Company</p> <ul style="list-style-type: none"> • Investor Grievances. 				
3.	Mrs. Madhu Vij	<ul style="list-style-type: none"> • Internal Financial Control Systems. • CSR strategy framework and the implementation of CSR activities. • Statutory Compliance. • Presentation on Regulatory updates on amendments in SEBI (Prohibition of Insider Trading) Regulations, 2015 and modification in MSME definition at Audit Committee Meetings. • Risk management mechanism being followed by the Company. • Overall industry in which the Company operates, Company's operations and Strategy and Annual Budget of the Company • Investor Grievances. 	2	11	2 Hours	10 Hours 45 Minutes

* The Programmes were part of the Board/Committee Meetings held during the Financial Year **2020-21**.

Details of Familiarization Programme for Independent Directors during the Financial Year 2021-22

S. No	Name of the Independent Director	Subject Matter of the Programme	No. of Programmes attended by the Independent Directors		No. of hours spent by the Independent Directors	
			Financial Year 2021-22	Cumulative till date	Financial Year 2021-22	Cumulative till date
1.	Mr. Paresh Nath Sharma	<ul style="list-style-type: none"> Overall industry in which the Company operates, Company's operations and Strategy and Annual Budget of the Company. Specific CSR activities/ initiatives being taken by the Company and planned to be undertaken Regulatory updates on The Companies (Corporate Social Responsibility Policy) Amendment Rules, 2021, Schedule iii aligned with CARO 2020 and SEBI (LODR) 2015 key amendments. Statutory Compliance. Risk management mechanism being followed by the Company. Session on what makes an Independent director truly Independent. Investor Grievances. Presentation on Internal Financial Control Systems. 	2	13	2 Hours	12 Hours 45 Minutes
2.	Mr. Deepak Sabharwal	<ul style="list-style-type: none"> Overall industry in which the Company operates, Company's operations and Strategy and Annual Budget of the Company. Specific CSR activities/ initiatives being taken by the Company and planned to be undertaken Regulatory updates on The Companies (Corporate Social Responsibility Policy) Amendment Rules, 2021, Schedule iii aligned with 	2	13	2 Hours	12 Hours 45 Minutes

		<p>CARO 2020 and SEBI (LODR) 2015 key amendments.</p> <ul style="list-style-type: none"> • Statutory Compliance. • Risk management mechanism being followed by the Company. • Investor Grievances. • Presentation on Internal Financial Control Systems. 				
3.	Mrs. Madhu Vij	<ul style="list-style-type: none"> • Overall industry in which the Company operates, Company's operations and Strategy and Annual Budget of the Company. • Specific CSR activities/ initiatives being taken by the Company and planned to be undertaken Regulatory updates on The Companies (Corporate Social Responsibility Policy) Amendment Rules, 2021, Schedule iii aligned with CARO 2020 and SEBI (LODR) 2015 key amendments. • Statutory Compliance. • Risk management mechanism being followed by the Company. • Investor Grievances. • Presentation on Internal Financial Control Systems. 	2	13	2 Hours	12 Hours 45 Minutes

* The Programmes were part of the Board/Committee Meetings held during the Financial Year **2021-22**.

Details of Familiarization Programme for Independent Directors during the Financial Year 2022-23

S. No	Name of the Independent Director	Subject Matter of the Programme	No. of Programmes attended by the Independent Directors		No. of hours spent by the Independent Directors	
			Financial Year 2022-23	Cumulative till date	Financial Year 2022-23	Cumulative till date
1.	Mr. Paresh Nath Sharma	<ul style="list-style-type: none"> • Overall industry in which the Company operates, Company's operations and Strategy and Annual Budget of the Company. • Presentation on Internal Financial Control Systems. • CSR initiatives undertaken by the Company and CSR Strategy Framework. • Statutory Compliance. • Presentation regarding SEBI (ICDR) Regulation, 2018 at Audit Committee/ Board Meeting. • Investor Grievances. • Periodic update on various regulatory and other key amendments / developments either by way of presentations by external experts /consultants or by internal experts. 	3	16	2 Hours 30 Minutes	15 Hours 15 Minutes
2.	Mr. Deepak Sabharwal	<ul style="list-style-type: none"> • Overall industry in which the Company operates, Company's operations and Strategy and Annual Budget of the Company. • Presentation on Internal Financial Control Systems. • CSR initiatives undertaken by the Company and CSR Strategy Framework. • Statutory Compliance. • Presentation regarding SEBI (ICDR) Regulation , 2018 Presentation regarding SEBI (ICDR) Regulation, 2018 at 	2	15	01 Hours 15 Minutes	14 Hours

		<p>Audit Committee/ Board Meeting.</p> <ul style="list-style-type: none"> • Investor Grievances. • Periodic update on various regulatory and other key amendments / developments either by way of presentations by external experts /consultants or by internal experts. 				
3.	Mrs. Madhu Vij	<ul style="list-style-type: none"> • Overall industry in which the Company operates, Company's operations and Strategy and Annual Budget of the Company. • Presentation on Internal Financial Control Systems. • CSR initiatives undertaken by the Company and CSR Strategy Framework. • Statutory Compliance. • Risk management mechanism being followed by the Company. • Presentation regarding SEBI (ICDR) Regulation , 2018 at Audit Committee Meetings. • Investor Grievances. • Periodic update on various regulatory and other key amendments / developments either by way of presentations by external experts /consultants or by internal experts. 	2	15	01 Hours 15 Minutes	14 Hours

* The Programmes were part of the Board/Committee Meetings held during the Financial Year 2022-23.

Details of Familiarization Programme for Independent Directors during the Financial Year 2023-24.

S. No	Name of the Independent Director	Subject Matter of the Programme	No. of Programmes attended by the Independent Directors		No. of hours spent by the Independent Directors	
			Financial Year 2023-24	Cumulative till date	Financial Year 2023-24	Cumulative till date
1.	Mr. Paresh Nath Sharma	<ul style="list-style-type: none"> • Presentation on Company's operations and Strategy and Annual Budget of the Company. • Internal Financial Control Systems. • Presentation on CSR activities / initiatives undertaken by the Company Statutory Compliance. • Risk management mechanism being followed by the Company. • Investor Grievances. • Statutory Compliance. • Update regarding amendment in the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 by way of presentations by external experts. • 9th Annual KPMG Accounting, Reporting and Compliance Conference 	4	20	6 Hours 30 Minutes	21 Hours 45 Minutes
2.	Mr. Deepak Sabharwal	<ul style="list-style-type: none"> • Presentation on Company's operations and Strategy and Annual Budget of the Company. • Internal Financial Control Systems. • Presentation on CSR activities / initiatives undertaken by the Company Statutory Compliance. • Risk management mechanism being followed by the Company. • Investor Grievances. • Statutory Compliance. • Update regarding amendment in the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 by way of presentations by external experts. • 9th Annual KPMG Accounting, Reporting and Compliance Conference 	4	19	6 Hours 30 Minutes	19 Hours 30 Minutes

3.	Mrs. Madhu Vij	<ul style="list-style-type: none"> • Presentation on Company's operations and Strategy and Annual Budget of the Company. • Internal Financial Control Systems. • Presentation on CSR activities / initiatives undertaken by the Company Statutory Compliance. • Risk management mechanism being followed by the Company. • Investor Grievances. • Statutory Compliance. • Update regarding amendment in the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 by way of presentations by external experts. 	3	18	3 Hours	17 Hours
----	----------------	--	---	----	---------	----------

* The Programmes were part of the Board/Committee Meetings held during the Financial Year 2023-24.