

SHIVA PHARMACHEM LIMITED

Familiarization Program for Independent Directors

SHIVA PHARMACHEM LIMITED
FAMILIARIZATION PROGRAM FOR INDEPENDENT DIRECTORS

[In Accordance with regulation 27(4) of SEBI (Listing Obligations and Disclosure Requirement), 2015]

The Securities and Exchange Board of India (“the SEBI”) has notified SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“SEBI (LODR) Regulations”) vide notification no. SEBI/LAD/NRO/GN/2015-16/013, dated 2nd September, 2015, which was effective from 2nd December, 2015 (90 days from the publication in official gazette).

As per Regulation 25(7) of the SEBI (LODR) Regulations every listed entity shall familiarize the Independent Directors through various programmes about the listed entity.

As per Regulation 46 of the SEBI (LODR) Regulations the listed entity shall disseminate the details of familiarization programmes imparted to Independent Directors under a separate section on its website.

As per ‘**Schedule IV**’ to the Companies Act, 2013 i.e. ‘**Code for Independent Directors**’ notified on **01/04/2014**, “the Independent Directors shall undertake appropriate induction and regularly update and refresh their skills, knowledge and familiarity with the company”

1. SCOPE

In view of the same, this “**Familiarization Program for Independent Directors**” of Shiva Pharmachem Limited (“the Company” or “SPL”) has been framed to provide insights into the Company and to enable the Independent Directors to understand the Company’s business in depth that would facilitate their active participation in managing the Company as also the regulatory requirements in compliance with Regulation 25(7) of the SEBI (LODR) Regulations and ‘**Schedule IV**’ to the Companies Act, 2013.

2. OBJECTIVES

1. Familiarize the Independent Directors with the Company, its business model; Nature of the industry in which the Company operates; roles, rights, responsibilities of Independent Directors in the Company.

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2. To enable the Independent Directors to understand its business in depth and contribute significantly to the Company.

3. To disclose under a separate section on the Company's website, the details of such familiarisation programmes and a web link of the same be provided in the Corporate Governance Section of the Annual Report.

3. FAMILIARIZATION PROCESS

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;

Such programs / 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 programs / 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** program / presentation, when a new Independent Director comes on the Board of the Company.

4. DISCLOSURE

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 in the Annual Report of the Company.

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Details of familiarization programmes imparted to Independent Directors, including the following details, shall also be disclosed under a separate section website of the Company:

- ✓ Number of programmes 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), and
- ✓ Other relevant details.

5. REVIEW OF THE PROGRAMME

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

Effective Date: 03/04/2023