



**FAMILIARIZATION PROGRAMME FOR
INDEPENDENT DIRECTORS**

KFin Technologies Limited

SIGNATORIES

Version	Prepared by	Reviewed by	Confirmed by	Approved by
1.0	Mr. Anshul Kumar Jain, Chief Compliance Officer and Head - Legal	Mr. Vivek Narayan Mathur, Chief Financial Officer	Nomination and Remuneration Committee	Board of Directors

VERSION CONTROL

Version	Date	Description	Description of Changes
1.0	June 06, 2022	Familiarization Programme for Independent Directors	New Policy

A. Introduction

1. Regulation 25(7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended (“**SEBI (LODR) Regulations**”) require a listed company to familiarize independent directors with *inter alia* the functioning of the business of the listed company, and the industry in which it operates by formulating programmes to this effect.
2. Pursuant to the above mentioned regulations in the SEBI (LODR) Regulations, KFin Technologies Limited (the “**Company**”) has framed this policy (the “**Policy**”) to ensure that the directors referred to in Section 149(6) of the Companies Act, 2013 of the Company and Regulation 16(1)(b) of SEBI (LODR) Regulations (“**Independent Directors**”) have a greater insight into the business of the Company, enabling them to contribute more effectively in decision making.
3. This Policy is intended to be in conformity with the SEBI (LODR) Regulations as on the date of its adoption. However, if due to subsequent modifications in the SEBI (LODR) Regulations or any other applicable law, a provision of this Policy or any part thereof becomes inconsistent with the SEBI (LODR) Regulations, the provisions of the SEBI (LODR) Regulations as modified shall prevail.

B. Effective Date

4. This Policy is effective from June 06, 2022.

C. Familiarization programmes

5. The Company shall familiarize the Independent Directors through various programmes about the Company including:
 - nature of the industry in which the Company operates;
 - business model of the Company;
 - roles, rights, responsibilities of Independent Directors; and
 - any other relevant information.

D. Details of familiarization programmes conducted and attended by the Independent Directors

The details of familiarization programmes conducted and attended by Independent Directors are included in Annexure – A hereto. The Chief Financial Officer, Chief Compliance Officer and Head – Legal and Company Secretary and Compliance Officer are severally authorized to update the said Annexure as deemed appropriate.

E. Disclosure of the Policy

6. This Policy shall be uploaded on the website of the Company, and a web link of the same shall also be provided in the annual report of the Company.

Annexure – A

Details of familiarization programmes conducted and attended by Independent Directors

During the period April 01, 2023, till March 31, 2024

(No. of hours)

Sr. No.	Programmes	Mode	Independent Directors			
			Mr. Prashant Saran	Mr. Kaushik Mazumdar	Ms. Sonu Bhasin [#]	Ms. Radha Rajappa [*]
01	Business and Operational Performance	Board / Committee Meetings	04.00	04.00	03.00	02.00
02	Financial Results and Performance	Board / Committee Meetings	04.00	04.00	03.00	02.00
03	Business Units Walkthrough	Site Visits	02.00	02.00	02.00	08.00
04	Business Outlook and Strategy	Board Strategy Meeting	05.00	05.00	05.00	–
05	“FINTRAK” Walkthrough	Board Meeting	0.30	0.30	0.30	–
06	Statutory Environment	Board Meeting	0.30	–	0.30	–
Total			15.60	15.30	13.60	12.00

Cumulative Basis with effect from April 01, 2022, till date

Independent Directors	Number of Programmes Attended		Number of hours spent	
	2023-24	Cumulative till date	2023-24	Cumulative till date
Mr. Prashant Saran	05	06	15.60	21.60
Mr. Kaushik Mazumdar	05	06	15.30	21.30
Ms. Sonu Bhasin [#]	05	06	13.60	19.60
Ms. Radha Rajappa [*]	03	03	12.00	12.00

Ceased w.e.f. November 15, 2023

** Appointed w.e.f. October 11, 2023*