

## **FAMILIARIZATION PROGRAM FOR INDEPENDENT DIRECTORS**

This Familiarization Program ("the Program") for Independent Directors of **SEC MARK CONSULTANCY LIMITED** ("the Company") has been adopted by the Board of Directors pursuant to Regulations 25 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

### **PURPOSE**

The Familiarization Programmes are aimed to familiarize the independent directors with the Company, their roles responsibilities in the Company, nature of industry in which the Company operates and business model of the Company by imparting suitable training sessions.

Apart from Independent Directors, Non-Executive Directors are also eligible to attend the familiarization programmes.

### **FAMILIARIZATION PROCESS**

1. An appointment letter issued to the independent directors which inter alia states the roles, responsibilities and the fiduciary duties and the accompanying liabilities that come with the appointment as a director on the board of directors of the Company ("Board" or "Board of Directors").
2. 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;
3. 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;
4. The programs / presentations shall also familiarize the Independent Directors with their roles, rights and responsibilities;
5. 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
6. The Company may conduct an introductory familiarization program / presentation, when a new Independent Director comes on the Board of the Company.
7. As per Reg 25 (3) The independent directors of the listed entity shall hold at least one meeting in a [financial] year, without the presence of non-independent directors and members of the management and all the independent directors shall strive to be present at such meeting

## **DISCLOSURE OF THE POLICY**

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.

As per SEBI (LODR) Regulation 46 following information will be disclosed on the Website of the Company:

- a. Details of familiarization programmes imparted to Independent Directors.
- b. Number of programmes attended by the Independent Directors (during the year and on cumulative basis till date)
- c. Number of hours spent by the Independent Directors in such programmes (during the year and on cumulative basis till date)

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.

## **ADMINISTRATION**

The Familiarization Programme for Independent Directors will be administered and monitored by the Nomination and Remuneration Committee of the Company.

## **REVIEW OF THE PROGRAM**

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

**Date: February 13, 2026**

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