

**POOJA ENTERTAINMENT AND FILMS LIMITED**  
**CIN : L99999MH1986PLC040559**

**FAMILIARISATION PROGRAMME FOR INDEPENDENT**  
**DIRECTORS**

## **FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS**

### **PREAMBLE:**

Regulation 25(7) of the SEBI (LODR) Regulation, 2015 inter-alia stipulates that the Company shall familiarise 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. The Directors are also informed about the important policies of the Company including the Code of Conduct for Board Members and Senior Management Personnel and the Code of Conduct to regulate, monitor and report trading by Insiders etc.

### **FAMILIARIZATION MODULE:**

All Independent Directors are aware and further updated about their roles, rights, responsibilities in the Company. A brief overview about the Company, Memorandum and Articles of Association, Annual Report of past 3 years, Investor presentations etc. is handed over to the new Director. The appointment letter issued to the Independent Directors inter alia sets out the expectation of the Board from the appointed Directors, their fiduciary duties and accompanying liabilities that come with the appointment as a director of the Company. Independent Directors are provided with necessary documents/brochures, reports and internal policies to enable them to familiarise with the Company's procedures and practices.

Periodic presentations are made at the Board and Board Committee meetings, on business and performance updates of the Company, global business environment, business strategy and risk involved. Detailed presentations on the duties and responsibilities of Independent Directors and the Company's business segments were made at the separate meeting of the Independent Directors held during the year.

Quarterly updates on relevant statutory changes and landmark judicial pronouncements encompassing important laws are regularly circulated to the Directors. Each Director of the Company has the complete access of any information relating to the Company.

Independent Directors have the freedom to interact with the Company's Familiarisation programmes for Independent Directors management. They are given all the documents sought by them for enabling a good understanding of the Company, its various operations and the industry segments of which it is a part. Further, they meet without the presence of the Company's Management Personnel to discuss matters pertaining to the

Company's affair and put forth their combined views to the Chairman and Managing Director.

Familiarization programme are conducted on regular basis during the year.

During the year 2015-2016, four familiarization program were conducted for Independent Directors familiarizing them about the nature of Industry, business model, their roles, responsibility, recent SEBI decision and their impact on the Company. Cumulative time spent on the familiarization program by each Independent director is three hours for the financial year ended March 31, 2016.