



Let's Solve

# DIRECTORS' FAMILIARISATION PROGRAMME FY2018-19



A Larsen & Toubro  
Group Company

## DIRECTORS' FAMILIARISATION PROGRAMME

### 1. REQUIREMENT:

Regulation 25(7) of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, requires every listed entity to familiarize their Independent Directors through various programmes about the listed entity on the nature of industry in which the entity operates, business model, roles, rights, responsibilities of Independent Directors, etc.

### 2. OBJECTIVE:

The familiarisation programme of Larsen & Toubro Infotech Limited ("the Company") aims to provide insights to the Independent Directors on the operations of the Company, its subsidiaries, its business models, industry and environment in which the Company functions and also continuously update them on any significant changes therein to enable them to take well-informed and timely decisions.

### 3. INDUCTION PROGRAMME:

Upon joining the Board of Directors of the Company, a meeting of the inducted Director is organized with the Chairman and Management of the Company to give an overview of the Company's business.

The Company has also developed a 'Induction-cum-Familiarization Kit' to acquaint the incoming Board members on the Company's business, values, operations, milestones, Board of Directors, Committee members, group structure, organization structure, policies, shareholding analysis, awards & recognitions, business model, clients, competitors, financial performance, matters to be reviewed by the Board of Directors, Board skill matrix, duties, roles, responsibilities, protection against liabilities, Board, Risk Management & internal processes, etc.

### 4. ON-GOING PROGRAMME:

Presentations are made to the Board/Audit Committee, where Directors get an opportunity to interact with Executive Management Team. Presentations, inter alia, cover business strategies, management structure, HR policy, succession planning, quarterly and annual results, budgets, client experience, innovative solutions, digital platforms, review of Internal Audit, risk management framework, operations of subsidiaries, regulatory updates etc.

Details of familiarisation sessions attended by Independent Directors during FY19 are as follows:

S.N	Name of the Director	Duration (In Hrs)
1	Mr. Samir Desai	13
2	Mr. M. M. Chitale	13
3	Ms. Vedika Bhandarkar	6
4	Mr. Arjun Gupta	6
5	Mr. Sanjeev Aga	6
6	Mr. Sudip Banerjee	6