

SARVOTTAM FINVEST LIMITED

Regd. Office : 3, Bentinck Street, 2nd Floor, Kolkata - 700 001
Ph. : (033) 2210 0875, e-mail : sarvottamfinvest@gmail.com
CIN : L65993WB1978PLC031793 Website : www.sarvottamfinvest.in

Date: 10.05.2024

FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS

In terms of Regulation 25(7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (hereinafter referred to as "Listing Regulations), read with Code of Independent Directors (Schedule IV) as per Companies Act, 2013, the Company is required to conduct the Familiarisation Programme for Independent Directors (IDs) to familiarise them about their roles, rights, responsibilities in the Company, nature of the industry in which the Company operates, business model of the Company and any other relevant information through various initiatives.

The familiarization program of Sarvottam Finvest Limited aims to provide insights of the Company to enable the Independent Directors to understand its business in depth and contribute significantly to the Company. The Independent Directors of the Company are provided every opportunity to familiarize themselves with various aspects of the Company including Nature of the industry, Industry and economic overview, Key areas of business, performance and strategy of the Company, Key regulatory developments and its impact, Company Policies and any other relevant information required by Independent Directors to discharge their functions, thereby maintaining optimum governance standards within the Company.

The Independent Directors of the Company were made aware of their role, responsibilities and liabilities at the time of their appointment/ reappointment through a formal letter of appointment, which also stipulates various terms and conditions of their engagement. The Independent Directors are familiarised with their roles, rights and responsibilities in the Company as well as with the nature of industry and business model of the Company through induction programmes and presentations which are made to the Directors from time to time.

A New Independent Director will be welcomed to the Board of the Company by sharing the following documents of the Company for his / her references:

- Formal letter of appointment as Director of the Company
- Mission, Vision and Core Values
- Memorandum and Articles of Association of the Company
- Annual Reports of last three consecutive years & latest corporate presentations
- Codes & Policies applicable to the Directors and so on.

Familiarization program of the Company will be conducted during the year as and when required.

During the Financial Year under review, Familiarization Programmes were held on 10th May, 2024 and were attended by Independent Directors, namely, Mr. Rajesh Shah, Mr. Mukesh Agarwal and Mrs. Anupama Madhogarhia and Some of the key topics covered during the said Financial Year 2024-2025 were as follows:

- Recent regulatory updates by the Securities and Exchange Board of India (SEBI), the Reserve Bank of India (RBI) and the Ministry of Corporate Affairs (MCA)
- Summary of Codes and Policies of the Company
- Stock Exchange Circulars, and so on

As per Listing Regulations, the details of the Familiarization programme for Independent Directors are also disseminated on the website of the Company www.sarvottamfinvest.in

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Annexure A

Details as per Regulation 46(2)(i) of SEBI (Listing Obligations & Disclosure Requirements) 2015, of the familiarization programme imparted to Independent Directors during the year 2024-2025 are highlighted below:

Sl No	Name of Directors	No of programmes attended		No of hours spent	
		During the Financial Year 2024-2025	Cumulative till date from the year 2015-2016	During the Financial Year 2024-2025	Cumulative till date from the year 2015-2016
1	Mr. Rajesh Shah	1	11	2	22
2	Mr. Mukesh Agarwal	1	5	2	10
3	Mrs. Anupama Madhogarhia	1	5	2	10