

# 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 :12.02.2024

## FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS

The familiarization programme for Independent Directors is outlined herein pursuant to Regulation 25 (7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (hereinafter referred to as the "Listing Regulations") and amendments thereof, if any, read with Code of Independent Directors (Schedule IV) as per Companies Act, 2013.

The Familiarization programme of Sarvottam Finvest Limited aims to familiarize the Independent Directors with the functioning of the Company in essential areas such as nature of business environment in which the Company operates, the business model, the operational and financial performance of the Company, details on delegation of powers, financial and other controls and systems etc. so as to enable them to take well informed decisions in a timely manner. Apart from this, the Independent Directors are also apprised specifically about the ongoing events and developments relating to the Company and their roles, responsibilities and functions (in terms of various statutory/ regulatory provisions) to be discharged by them as members of the Board and various Committees of the Board as embodied in detail in their Appointment Letter.

To familiarize the new directors with the business and operations of the Company various documents are shared with them broadly outlining their statutory duties, roles, and responsibilities as an Independent Director. The Independent directors shall be informed about the important policies of the Company including the Code of Conduct for Board and Senior Management. Further, the information shared inter-alia, also includes mission, vision and values, group business structure, brief profile of the Board of Directors, composition of committees of the Board, brief profile of Key Managerial Personnel, Latest Annual Report, Latest Shareholding Pattern, Codes of Conduct and Policies etc.

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

During the Financial Year 2023-2024, the Independent Directors including the Independent Directors appointed during the aforesaid period were updated from time to time on continuous basis of the significant changes in the regulations applicable to the Non-Banking Finance Companies (NBFCs) in general, circulars, notifications including amendments in existing regulations issued by the Securities and Exchange Board of India, Reserve Bank of India, Ministry of Corporate Affairs and Stock exchanges etc.

Familiarization Programmes were held on 12<sup>th</sup> February, 2024 and were attended by the Independent Directors of the Company for a cumulative duration of 2 hours. Some of the key topics covered during the said Financial Year 2023-2024 were as follows:

- SEBI (Prohibition of Insider Trading) Regulations, 2015 and sharing of UPSI.
- Standard Operating Process under SEBI (PIT) Regulations, 2015 for ensuring compliance with Structured Digital Database (SDD).
- Various amendments under SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015.
- Companies (Management and Administration) Second Amendment Rules, 2023.

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](http://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 2023-2024 are highlighted below:

SI No	Name of Directors	No of programmes attended		No of hours spent	
		During the Financial Year 2023-2024	Cumulative till date from the year 2015-2016	During the Financial Year 2023-2024	Cumulative till date from the year 2015-2016
1	Mr. Rajesh Shah	1	10	2	20
2	Mr. Mukesh Agarwal	1	4	2	8
3	Mrs. Anupama Madhogarhia	1	4	2	8