



POOJA LOGISTICS LIMITED

(formerly known as Pooja Logistics Private Limited)

(4 - Community Centre, Industrial Area, Lawrence Road, Delhi - 110035)

CIN U60300DL2011PLC228491

FAMILARISATION PROGRAMME FOR INDEPENDENT DIRECTORS

***Approved by Board of Directors at its meeting held on
23rd December 2024***

**DETAILS OF FAMILARISATION PROGRAMME FOR INDEPENDENT DIRECTORS
[Pursuant to the Regulations 25(7) and 46 (2) of SEBI (Listing Obligations and
Disclosure Requirements) Regulations, 2015]**

Pursuant to the requirement of Regulation 25 (7) of the SEBI (LODR) Regulations, 2015, the Company needs to formally arrange Induction or Familiarization Programme for Independent Directors to familiarize them with their role, rights and responsibility as Directors, the working of the Company, nature of the industry in which the Company operates, business model etc.

PURPOSE

The Program aims to provide insights into the Company to enable the Independent Directors to understand its business in depth and contribute significantly to the Company.

FAMILIARIZATION PROCESS

1. 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;
2. Such programmes/ presentations will provide an opportunity to the Independent Directors to have an overview of:
 - a) Criteria of independence applicable to Independent Directors;
 - b) Time allocation by the Independent Directors on financial controls, overseeing systems of risk management, financial management compliance, Corporate Social Responsibility, Stakeholders conflicts, Board effectiveness, strategic direction, Meetings and performance assessment;
 - c) Roles, functions, Duties, Responsibilities and liabilities of Independent Directors;
 - d) Directors Responsibility Statement forming part of Boards' Report;
 - e) Code for Independent Directors as per Schedule IV of Companies Act, 2013
 - f) Vigil Mechanism including policy formulation, disclosures, code for Independent Directors;
 - g) Risk Management Systems & framework;
 - h) Board Evaluation Process and Procedures;
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.

CONTINUAL FAMILIARISATION MODULES

The Company will follow a structured orientation Programme for the Independent Directors to understand and get updated on the business and operations of the Company on a continuous basis. The familiarisation module shall inter-alia, include regular inputs on strategy and business model of the Company, budgeting and planning, performance of various business verticals, statutory reporting including Internal Audit Reports, SEBI Audit Reports and compliance related certifications and overview of business of subsidiaries on an on-going basis through the Chairperson/ Managing Director/ Chief Financial Officer and the Senior Managerial Personnel. The Company will also 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, organisation structure, facilities and risk management and such other areas. The Board of Directors has complete access to the information within the Company. Independent Directors have the freedom to interact with the Company's management. Apart from this, they also have independent interactions with the Statutory Auditors, the Internal Auditors and external advisors appointed from time to time. Further, they meet regularly without the presence of any management personnel and their meetings are conducted informally to enable the Independent Directors to discuss matters pertaining to the Company's affairs and put forth their combined views to the Board of Directors of the Company.

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 Annual Report of the Company.

REVIEW OF THE PROGRAM

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