



HINDUJA LEYLAND FINANCE LIMITED

FAMILIARISATION PROGRAMME FOR DIRECTORS

Objective	The Company shall follow a structured orientation and training programme for the Independent Directors to understand and get updated on the business and operations of the Company on a continuous basis.		
Orientation module for new directors upon induction	Business overview and a outline of Corporate Plan and Annual targets	Minimum one day	Managing Director and Chief Executive Officer, or on his unavailability Chief Operating Officer
	Overview of Sales & Marketing		FUNCTIONAL HEAD
	Introduction to Product profile and visit to Technical Centre		
	Financial Performance and budget & Control processes		
	Orientation on Statutory compliances as a Board Member		

In addition to above, which will be administered upon induction of independent directors, following will be covered during quarterly board meets:

On-going inputs on business and operational performance	Comprehensive Rolling Corporate Plan – Presentation and discussions with CEO & leadership team	1st day during February of closing financial year or between April to July in next financial year.
	Annual Management Plan & Budget – a formal review and discussion at the Board with CEO & leadership team	Last quarter of financial year or first quarter of each financial year
	Functional Excellence presentation by a function in quarterly Board Meets	Each quarter on a roster
	Independent survey by an external agency in effectiveness of board processes and followed-up	Once a year
Feedback on Board Effectiveness		



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FAMILIARISATION PROGRAMME FOR THE DIRECTORS DURING THE FINANCIAL YEAR 2023-24

Induction programme covering various topics including overview of the Company, Corporate Strategy, Operations, Finance, Governance, Human Resources, Service, and Technology were presented to all Independent Directors. The Independent Directors of the Company were apprised on the Company's operations, nature of the industry in which the Company operates, business model, market share, governance, internal control processes and other relevant matters at the Board meetings held during the year. They were also updated on important changes in the regulatory framework and business environment having an impact on the Company.

The Directors engage with the Senior Management from time to time, depending on the need for such engagements, to have updates relating to business, governance, regulatory aspects etc. which demonstrates the degree of governance structure and participative culture in the Company.

Number of programmes attended by the Independent Director during the financial year ended 31st March 2024 were 6 and on a cumulative basis up to 31st March 2024 were 35.

Numbers of hours spent by the Independent Directors in such Programmes during the financial year ended 31st March 2024 is 12 hours 20 minutes and on a cumulative basis up to 31st March 2024 were 112 hours 20 Minutes.
