



SUPREME FACILITY MANAGEMENT LIMITED
(Formerly known as Supreme Facility Management Private Limited)
FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS

PREAMBLE:

Regulation 25(7) of the SEBI (Listing Obligations and Disclosures Requirements) Regulations, 2015 stipulates as under: -

- (i) The Company shall familiarise the Independent Directors with the Company, their roles, rights, responsibilities in the Company, nature of the industry in which the company operates, business model of the company, etc., through various programmes.
- (ii) The details of such familiarisation programmes shall be disclosed on the company's website and a web link thereto shall also be given in the Annual Report.

PURPOSE:

The Company shall organise familiarisation programme for the Independent Directors to understand and get updated on the business and operation of the Company and also to know their roles, rights and responsibilities in the Company to make effective contribution and discharge their functions as a board member.

PROGRAMME AND DISCLOSURE:

All our directors are aware and also updated as and when required, of their role, responsibilities & liabilities. The Company holds Board Meetings regularly, where Independent Directors get an opportunity to access the information.

The Board of Directors has the freedom to interact with the Company's management. Presentations are made regularly to the Board. Presentations, inter alia, cover business strategies, management development, quarterly and annual results, review of internal audit, risk management framework, etc.

Familiarization programme will be conducted on "need" basis during the year.

As and when familiarization programme is conducted, the same will be disclosed on the website of the Company.

DETAILS OF FAMILIARIZATION PROGRAMMES IMPARTED TO INDEPENDENT DIRECTORS OF SFML ("THE COMPANY") DURING FY 2024-25:

As a process when a new independent director is appointed, a familiarization programme is conducted by the senior management team and also whenever a new member is appointed to a Board Committee, information relevant to the functioning of the Committee and the role and responsibility of Committee members is informed.

The Board and Committee meetings of the Company are held at least on a quarterly basis and members of the Board meet key functional / business heads separately to get themselves more familiarized with the business/operations and challenges faced by the industry on an ongoing basis.

Details of Familiarization Programmes imparted to Independent Directors for FY 2024-25

Number of programmes attended by Independent Directors (during the year and on a cumulative basis till date)	The Independent Director have been appointed by the way of postal ballot on February 9, 2025. The Independent Directors were provided with necessary documents containing all the relevant information as per Induction Programme. As stated above, the Independent Directors have been inducted on the Board very recently and the company is in the process of compliance.
Number of hours spent by Independent Directors in such programmes (during the year and on cumulative basis till date)	As stated above, the Independent Directors have been inducted on the Board very recently and the company is in the process of compliance.

Details of Familiarization Programmes imparted to Independent Directors for FY 2024-25

Number of programmes attended by Independent Directors (during the year and on a cumulative basis till date)	2
Overview for the programme	As part of the programme, each Independent Director was provided with the package of information consisting of:- <ul style="list-style-type: none"> • Annual Report • Analyst Report • Structure of the Company • 5 year and 10 year plan • Key issues faced by the company • Minutes of last 3 – 4 Board meetings
Number of hours spent by Independent Directors in such programmes (during the year and on cumulative basis till date)	8 hours.
Other relevant Details	NA