

KEYNOTE

Details of Familiarization Programmes for Independent Directors during the Financial Year 2022-2023

The Independent Directors of the Company are apprised by the various programme/power point presentation to enable them to understand the Company, its operations, business, industry and environment in which it functions and the regulatory environment applicable to it.

The Independent Directors are made aware of their role and responsibilities and liabilities at the time of their appointment through a formal letter of appointment, which also stipulates their roles and responsibilities and various terms and conditions of their appointment. Regular updates on relevant statutory and regulatory changes are regularly circulated to the Directors.

The above are specific mechanisms through which members of the Board are familiarized with the Company culture and operations. All directors attend the familiarization programs as these are scheduled to coincide with the Board meeting calendar to give them an opportunity to attend.

Details of Familiarization sessions held during FY 2022-2023 pursuant to the Policy are as follows:

Name of Independent Directors	Total Number of Programme attended for F.Y. 2022-2023	Total hours spent for F.Y. 2022-2023
Mr. Shishir Dalal	1	0.30 hr
Mr. Manish Desai	1	0.30 hr
Mr. Anish Malhotra	1	0.30 hr

Cumulative hours spent on familiarization till date – Approximately 3 hours

Keynote Financial Services Limited

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CIN – L67120MH1993PLC072407

KEYNOTE

Details of Familiarization Programmes for Independent Directors during the Financial Year 2023-2024

The Independent Directors of the Company are apprised by the various programme/power point presentation to enable them to understand the Company, its operations, business, industry and environment in which it functions and the regulatory environment applicable to it.

The Independent Directors are made aware of their role and responsibilities and liabilities at the time of their appointment through a formal letter of appointment, which also stipulates their roles and responsibilities and various terms and conditions of their appointment. Regular updates on relevant statutory and regulatory changes are regularly circulated to the Directors.

The above are specific mechanisms through which members of the Board are familiarized with the Company culture and operations. All directors attend the familiarization programs as these are scheduled to coincide with the Board meeting calendar to give them an opportunity to attend.

Details of Familiarization sessions held during FY 2023-2024 pursuant to the Policy are as follows:

Name of Independent Directors	Total Number of Programme attended for F.Y. 2023-2024	Total hours spent for F.Y. 2023-2024
Mr. Shishir Dalal	1	0.30 hr
Mr. Manish Desai	1	0.30 hr
Mr. Anish Malhotra	1	0.30 hr

Cumulative hours spent on familiarization till date – Approximately 3.5 hours

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