



Familiarization Programme for Independent Directors of the Company

Familiarization Programme for Independent Directors Pursuant to Clause 49 of the Listing Agreement and Schedule IV to the Companies Act, 2013, the Company shall familiarize the Independent Directors with the Company, their role, rights, responsibilities in the Company, nature of the industry in which the Company operates, business model of the Company, etc., through various programmes.

Objectives:

Through the familiarization programme, the Company intends to achieve the following objectives:

To apprise the Directors about the business model, corporate strategy, nature of industry, business plans and operations of the Company.

To familiarize them with the Company's financial performance, annual budgets, internal control processes and statutory compliances.

To apprise them about their roles and responsibilities in the Company.

To familiarize them with Company's vision, core values, ethics and Corporate Governance practices.

Familiarization Programme:

The Independent and Non-Executive Directors in the Board and Committee meetings have been provided with the following:

Updates on business model, nature of industry, operations and financial performance of the Company.

Presentations on Annual Budgets, Internal & Statutory Audit, Corporate Social Responsibility, strategies and business performance of the Company.

Updates on significant developments in the Company.

Policies of the Company on social responsibility, remuneration criteria, vigil mechanism, related party transactions etc.,

Update on significant amendments in corporate and other laws and its impact on the Company.

Code of Conduct for Independent Directors as prescribed under the Companies Act, 2013.

Roles and responsibilities of the Directors as outlined in the Companies Act, 2013.

Regd. Office : 701, 7th Floor, Aditya Trade Center, Ameerpet, Hyderabad - 500 038.

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CIN No. L72200AP1999PLC032114



Review and Revision:

The familiarization process will be revised from time to time in order to provide more information to Independent and Non-Executive Directors to enable them to contribute significantly to the growth of the Company.

FAMILIARIZATION PROGRAM FOR NON-EXECUTIVE DIRECTORS:

This Familiarization Program (“the Program”) for Non-Executive Directors of City Online Services Limited (“the Company”) has been adopted by the Board of Directors pursuant to Clause 49 of the Listing Agreement.

1. **Purpose :** The Program aims to provide insights into the Company to enable the Non-Executive Directors to understand its business in depth and contribute significantly to the Company.

2. Familiarization Process:

2.1 The Company shall through its Executive Directors/ Senior Managerial Personnel conduct programs/ presentations periodically to familiarize the Non-Executive Directors with the strategy, operations and functions of the Company;

2.2 Such programs/ presentations will provide an opportunity to the Non-Executive 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 such other areas as may arise from time to time;

2.3 The programs/ presentations shall also familiarize the Non-Executive Directors with their roles, rights and responsibilities;

2.4 The Company conducts an introductory familiarization program by giving an induction kit, when a new Director comes on the Board of the Company.

3. 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.

4. **Review of the Program:** The Board will review this Program and make revisions as may be required.

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