

MINDTECK (INDIA) LIMITED

Disclosure under Regulation 25 and 46 of SEBI (LISTING OBLIGATIONS AND DISCLOSURE REQUIREMENTS) REGULATIONS, 2015

Details of familiarization programmes imparted to Independent Directors during FY 2024-25:

The Company has a familiarization programme for its Independent Directors that includes:

- a) Briefing on their role, responsibilities, duties, and obligations as a member of the Board,
- b) Nature of business and business model of the Company,
- c) Company's strategic and operating plans,
- d) Matters relating to Corporate Governance, Code of Business Conduct, Risk Management, Compliance Programmes, Internal Audit, Insider Trading etc.

All new Independent Directors inducted into the Board of Directors of the Company are provided a familiarization programme after their appointment. The familiarization programme includes information about the Company, its products, nature of the industry in which the Company operates, business model of the Company, the organization structure, subsidiaries, their roles, rights, responsibilities in the Company amongst others.

As part of ongoing training, generally the Company schedules meetings of business heads and functional heads with the Independent Directors at least once in a quarter. During these meetings, comprehensive presentations are made on the various aspects such as business models, new strategic initiatives, risk minimization procedures, recent trends in technology, changes in domestic/overseas industry scenario, and regulatory regime affecting the Company globally. These meetings also facilitate Independent Directors to provide their inputs and suggestions on various strategic and operational matters directly to the business and functional heads and obtain clarifications from the management, if required.

Details of programmes during FY 2024-25 (April 01, 2024 to March 31, 2025)

Name of the Independent Director	No. of programmes attended	No. of approx. hours spent in such programmes
Mr. Jagdish Malkani*	2	08
Mr. Guhan Subramaniam	4	16
Mr. Satish Menon	4	16
Mr. Subhash Dhar	4	16
Ms. Keyuri Singh^	2	08

*Ceased to be a Director w.e.f. August 13, 2024

^Appointed as Independent Director w.e.f August 09, 2024

Details of familiarization programmes on cumulative basis till March 31, 2025 (April 01, 2016 to March 31, 2025)

Name of the Independent Director	No. of programmes attended	No. of approx. hours spent in such programmes
Mr. Jagdish Malkani*	33	132
Mr. Guhan Subramaniam	34	136
Mr. Satish Menon	28	112
Mr. Subhash Dhar	27	100
Ms. Keyuri Singh^	02	08

*Ceased to be a Director w.e.f. August 13, 2024

^Appointed as Independent Director w.e.f August 09, 2024