



POLICY FOR FAMILIARIZATION PROGRAMME OF INDEPENDENT DIRECTORS

ITWINGS INFOSYSTEM LIMITED
(Formerly known as ITwings Infosystem Private Limited)

Version: 1.0

Approved By: Board of Directors

Approval Date: 07th September 2026

Effective Date: 07th September 2026

Review Authority: Board of Directors

Next Review Due: As and when required or pursuant to any change in applicable law



ITwings Infosystem Limited | CIN No. : U72300UP2013PLC059548
(Formerly Known as Itwings Infosystem Private Limited)

Registered Address :

First Floor, B-20, Block-B, Sector-2, Noida, Gautam Buddha Nagar, Uttar Pradesh - 201301

Corporate Office :

Second Floor, Plot No. H-7, Block-B-1, Mohan Cooperative Industrial Estate, New Delhi - 110044
Tel. : 01141474162 | E-mail : info@itwingsinfosystem.com | Website : www.itwingsinfosystem.com





1. PREAMBLE

- 1.1 This Policy shall be called the “Policy for Familiarization Programme for Independent Directors” (“Policy”) of ITWINGS INFOSYSTEM LIMITED (“Company”).
- 1.2 This Policy has been framed in accordance with the provisions of the Companies Act, 2013, Schedule IV thereto, the rules made thereunder and Regulation 25(7) read with Regulation 46 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”), as amended from time to time.
- 1.3 Regulation 25(7) of the Listing Regulations requires every listed entity to familiarise its Independent Directors with the Company, their roles, rights and responsibilities, the nature of the industry in which the Company operates, its business model and such other relevant aspects through various familiarisation programmes.
- Accordingly, the Board of Directors of the Company has adopted this Policy to provide a structured framework for the familiarisation of Independent Directors and to enable them to effectively discharge their duties and responsibilities.

2. PURPOSE OF THE POLICY

The Policy is made with an objective to adopt an organized programme for orientation and training of Independent Directors at the time of their joining so as to facilitate them to understand the Company its operation, industry and the environment in which it functions, their roles and responsibilities and to keep informed the directors on a continuing basis on any significant changes therein so as to be in a position to take well-informed and timely decisions.

3. APPLICABILITY

The above Programme will be conducted for new and continuing Independent Directors of the Company. Apart from Independent Directors, Non-Executive Directors are also eligible to attend the familiarization programmes.

4. FAMILIARIZATION PROCESS

4.1 AT THE TIME OF APPOINTMENT

- A familiarisation pack is handed over to the new inductee, which includes the Company’s corporate profile, its vision, mission and value statement, the company’s organisational structure, the Company’s history and milestone, latest annual report, Memorandum and Articles of Association, Charter of the Board Committees, Corporate Governance Policies of the Company, Code of Conduct for Directors and senior management and Code of Conduct for Prevention of Insider

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Trading along with a summary on do's and don'ts pertaining to Insider Training. It also includes the details of nature of industry and the external environment in which company operates.

- A detailed appointment letter incorporating the role, duties and responsibilities is issued to the Independent Director for his/her acceptance.
- They will also be introduced to Secretarial Head for understanding the shareholding pattern, Board Structure, Board committees the Board Committees and their functions, policies applicable to the director, their roles, responsibilities, duties, rights as a director and the laws applicable to the company, their monitoring and compliance process and the Finance Head for understanding the financial and other related aspects of the company.

4.2 REGULAR FAMILIARIZATION

The Company through its Managing Director / Executive Director / Key Managerial Personnel will conduct programmes / presentations periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company.

- Such programmes / presentations provide an opportunity to the Independent Directors to interact with the Senior Management 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 risk management and such other areas as may arise from time to time.
- The programmes/presentations also familiarise the Independent Directors with their roles, rights and responsibilities.
- When a new Independent Director comes on the Board of the Company, a meeting will be arranged with the Managing Director & Group CEO, Chief Financial Officer to discuss the functioning of the Board and the nature of the operation of the Company's business activities.
- The Independent Directors shall also be periodically updated on significant amendments in applicable laws, regulatory developments, corporate governance practices, cyber security, information security, ESG initiatives and other emerging business risks.
- The Company may organise visits to its registered office, development centres, operational facilities or any other business locations to familiarise the Independent Directors with the Company's operations, processes and business environment.

5. AMENDMENT

- 5.1 The provisions of this Policy can be amended/ modified by the Board from time to time and all such amendments/ modifications shall take effect from the date stated therein. All Directors and Senior Management Personnel shall be duly informed of such amendments and modifications.

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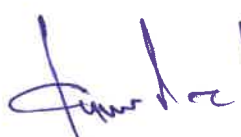
- 5.2 The Company shall upload its familiarization program on its website and a web link for the same shall be provided in the Company's Annual Report.
- 5.3 As and when the familiarization program is conducted the same will be disclosed on the website with the following details:
- a) Number of programs attended by independent directors (during the year and on a cumulative basis till date).
 - b) Number of hours spent by independent directors in such programs (during the year and on a cumulative basis till date).
 - c) Other relevant details.

6. POLICY REVIEW

This Policy shall be reviewed periodically by the Board of Directors or such Committee as may be authorised by the Board to ensure continued compliance with the Companies Act, 2013, the Listing Regulations and other applicable laws.

The Board may amend, modify or revise this Policy from time to time in accordance with applicable laws and regulatory requirements.

By and on Behalf of Board of Directors
For ITwings Infosystem Limited
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Kumar Bachchan
Chairman & Managing Director
DIN: 07985461

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