

**Particulars of Familiarization Programme pursuant to Regulation 25(7) of The SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations") for Financial Year 2020-21**

The Company regularly conducts various familiarization programmes pursuant to Regulation 25(7) of The SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

In the Familiarization Programme, at the time of appointment of an Independent Director, a formal letter of appointment is given, which inter alia explains the role, functions, duties and responsibilities expected from him/her as an Independent Director of the Company.

Further in case of any changes in the Rules & Regulations or any business development which needs specialized insight, each Director is familiarized with full details and the effects of it.

During such programme, interactive sessions were also conducted, wherein the doubts of Directors were taken up and settled. The programmes were conducted normally at the end of scheduled board meetings, which lasted for considerable time. In the programme Executive Directors & other Directors were also invited, who imparted and shared their experiences as training & Value addition.

**The details of familiarization programmes during the F.Y. 2020-21 are as under:**

Sl No.	Date	Attendance	Areas Covered
1	26.06.2020	Mr. Anil Kumar Khanna Mr. Sandeep Dinodia Mr. Vinit Taneja Mr. Krishna Chandra Verma Mrs. Malini Sud Mr. Neville D'souza Mr. Prosad Dasgupta Mr. Vijay Mathur (CFO)	Independent Directors & KMP's were familiarized with the relaxations/amendments in relation to various provisions SEBI (LODR) Regulations, 2015, SEBI (SAST) Regulations, 2011, SEBI (D&P) Regulations, 2018 and Companies Act, 2013 on account of COVID-19 pandemic. Mr. Naveen Jain, Company Secretary provided the insight on above topics.

Sl No.	Date	Attendance	Areas Covered
2	12.11.2020	Mr. Anil Kumar Khanna Mr. Sandeep Dinodia Mr. Vinit Taneja Mr. Krishna Chandra Verma Mrs. Malini Sud Mr. Neville D'souza Mr. Prosad Dasgupta Mr. Vijay Mathur (CFO)	Independent Directors & KMP's were familiarized with the amendments/changes in relation to CSR Activities in Schedule VII in terms of the activities which will be included in the Schedule VII. Mr. Naveen Jain, Company Secretary provided the insight on above topics.

For and on behalf of The Hi-Tech Gears Limited

  
Naveen Jain  
Company Secretary

