

# Familiarisation Program for Board Members Directors

**Version 1.1**

**Last review date: 26/03/2019**



## Revision History

Version No.	Release Date	Function	Reviewed by	Approved by	Description of Change
1.1	26/03/2019	Corporate Secretarial	Company Secretary & Compliance Officer	Board of Directors	Change of Company Name

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### **Familiarisation Program for Board Members Directors**

Birlasoft Limited has been having a well-established orientation program for its Board Members even before it was made mandatory by Law. The Board Members are provided a board pack with induction kit, presentations, reports, internal policies, etc to enable them to familiarise themselves with the Company's business, performance, procedures and practices.

The Executive Directors, Chief Financial Officer, head of Investor Relations, Company Secretary and sometimes, the Business heads also brief the new Board Member on business models, nature of industry and its dynamism, the Company's business strategy, etc. Monthly employee newsletters and newsletters for sales team containing updates on business, customer industries, etc. are shared with all the directors as part of continuing familiarization program.

Further, at the time of appointment of an independent director, the Company issues a formal letter of appointment outlining the roles, responsibilities, duties and liabilities of Independent directors.

