

POLICY ON FAMILIARIZATION PROGRAMS FOR INDEPENDENT DIRECTORS

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1. BACKGROUND

The Companies Act read with Regulation 25(7) of the SEBI Listing Regulations places increased responsibilities on Independent Directors of the Company. To enable the Independent Directors to fulfil their responsibilities efficiently and effectively, a familiarization program has been formulated by the Company to assist them understand details about the Company, their roles, rights, responsibilities in the Company, nature of the industry in which the Company operates, business model of the Company etc.

2. APPLICABILITY

This Policy applies to the Independent Directors of TBO Tek Limited (“**Company**”) and shall become effective from November 24, 2021.

3. DEFINITIONS

“**Board**” shall mean the board of directors of the Company.

“**Companies Act**” shall mean the Companies Act, 2013, read with the rules thereunder, as amended.

“**Company**” shall mean TBO Tek Limited.

“**Program**” means a familiarization program formulated by the Company.

“**SEBI Listing Regulations**” shall mean the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended.

4. FAMILIARIZATION PROCESS

- (a) The Company conducts orientation programs / presentations / training sessions, periodically at regular intervals, to familiarize the Independent Directors with the strategy, operations and functions of the Company.
- (b) Such orientation programs / presentations / training sessions provide an opportunity to the Independent Directors to interact with the senior leadership team of the Company

and help them to understand the Company's strategy, business model, group structure, operations, service and product offerings, markets, organization structure, finance, human resources, technology, quality, facilities, risk management strategy, governance policies, designated channels for flow of information and such other areas as deemed necessary.

- (c) The Programs / Presentations also familiarize the Independent Directors with their roles, rights and responsibilities.

The Company may include such other details and information, as required, during the introductory familiarization Program / presentation, when a new Independent Director comes on the Board.

5. PROGRAM AND DISCLOSURE

The program essentially has two broad components – technical and behavioral. The technical component shall provide the Independent Directors insight into the Company's business, strategies, industry dynamics and its growth plans and prepare them for an active role in Company. The behavioral component shall empower the participants to understand board procedures and help them to be effective in board activities. The Program also aims to offer a conceptual framework based upon current expectations which require the Independent Directors to adhere to a code and standard of ethics and integrity for fulfillment of their responsibilities in a professional and faithful manner to promote confidence of the investment community particularly minority shareholders, regulatory authorities and the stakeholders at large.

The Company will conduct the Program "as needed" basis during the year and will disclose the details on the website of the Company and a web link thereto shall also be given in the annual report of the Company.

6. AMENDMENT

Any change in the Policy shall be approved by the Board. The Board shall have the right to withdraw and/or amend any part of this Policy or the entire Policy, at any time, as it deems fit, or from time to time, and the decision of the Board in this respect shall be final and binding. Any subsequent amendment/modification in the Companies Act or the rules framed thereunder or the SEBI Listing Regulations and/or any other laws in this regard shall automatically apply to this Policy.