

# Surevin BPO Services Ltd.

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## SUREVIN BPO SERVICES LIMITED

### Familiarization Programmes for Independent Directors

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

#### Details of familiarization programmes for Independent Directors:

The Company has established an orientation process/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, Company's strategic and operating plans.
- c) Matters relating to Corporate Governance, Code of Business Conduct, Risk Management, Compliance Programs, Internal Audit, etc.

As a process when a new independent director is appointed, a familiarization programme as described above is conducted by the senior management team and also whenever a new member is appointed to a Board Committee, information relevant to the functioning of the Committee and the role and responsibility of Committee members is informed. Each of our independent directors has attended such orientation process/familiarization programme when they were inducted into the Board and these programs are generally spread over two days.

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