



**CyberTech**  
Systems and Software Limited

**Familiarization Programme for Independent Directors for the Financial Year 2022-23  
[in terms of Regulation 25(7) of the SEBI (Listing Obligations and Disclosure  
Requirements) Regulations, 2015]**

**Introduction**

As per SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company shall familiarize its Independent Directors with the Company, their roles, rights, responsibilities in the Company, nature of the industry in which the Company operates, business model of the Company, etc., through various programmes.

**Overview of the Familiarization process**

The Independent Directors are familiarized with their roles, duties and responsibilities in the Company. The Company may conduct an introductory familiarization programme when a new Independent Director comes on the Board of the Company.

Independent Directors are provided with the information about the Company, Memorandum and Articles of Association, Annual Reports, recent Media Releases etc. Independent Directors are provided with the necessary documents, reports and internal policies to enable them to familiarize with the nature of the Industry, Business Model, Roles, rights and Responsibilities with respect to the Company.

On a quarterly basis, presentations by the Chairman of the Company are made at the meeting of Board and Committees, on business, operations and performance updates of the Company and its subsidiaries, relevant statutory and regulatory changes applicable to the Company, update on important legal matters pertaining to the Company etc.

The Independent Directors are given all the documents / information sought by them from time to time for enabling good and complete understanding of the Company, its various operations and the industry segments in which the Company operates.

**Details of various Familiarization Programme for the Independent Directors are mentioned below:**

1. Quarterly presentations by the Chairman of the Company on:
  - a. Commercial Operations of the Company including Budgets and Projections.
  - b. Engineering and key Developments in Wholly-owned subsidiaries of the Company.
  - c. Industry scenario.
  - d. Key Clients of the Company, their geographical distribution in terms of the work across and the revenue.
2. The Independent Directors are also briefed on Company policies, Statutory reporting including Internal Audit Reports, SEBI Audit Reports and compliance related certifications, Regulatory updates including changes brought in by Companies Act, 2013 and under various SEBI Regulations.

**Summary of Familiarization programmes imparted to Independent Directors for FY 2022-23**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Financial Year 2022-23</b>	<b>Cumulative till date</b>
1.	No. of programmes attended by Independent Directors	04	36
2.	No. of hours spent by Independent Directors	Approx. 04 hours	Approx. 25 hours