



GREENHITECH VENTURES LIMITED

Familiarization
programme for
Independent Directors



GREENHITECH VENTURES LIMITED

FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS

(Pursuant to Regulation 25 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015)

In terms of Regulation 25 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company is required to familiarize its Independent Directors with the Company, their roles, rights and responsibilities, the nature of the financial services industry in which the Company operates, business model of the Company and other relevant matters through structured programmes.

OBJECTIVE

The objective of the Familiarization Programme is to enable the Independent Directors to understand:

- The business model, operations and management of Greenhitech Ventures Limited
- The industry, regulatory framework and compliance environment
- Their roles, rights, responsibilities and duties as Independent Directors
- The internal control systems, risk management framework and governance practices of the Company

The Appointment Letter issued to Independent Directors outlines their roles, duties, responsibilities, liabilities and the performance evaluation process.

FAMILIARIZATION PROCESS

1. Induction of New Independent Director

When a new Independent Director is appointed to the Board:

- An introductory meeting is arranged with the Chairman, Managing Director and senior management.
- The Director is briefed about:
 - Activities undertaken by the Company
 - Compliance structure and reporting framework
 - Risk management and internal control systems
- A familiarization kit is provided, which includes:
 - Corporate profile of the Company
 - Vision, Mission and Core Values
 - Organization Structure (Single Office Setup)
 - Brief profile of Key Managerial Personnel
 - Memorandum & Articles of Association
 - Annual Reports
 - Code of Conduct
 - Key Policies (Risk Management, Vigil Mechanism, Related Party Policy, Insider Trading Code, etc.)



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2. Ongoing Familiarization

Since the Company operates from a single office and does not have manufacturing plants, joint ventures or associate companies, familiarization is conducted through:

- Presentations at Board and Committee Meetings on:
 - Business performance and pipeline
 - Trading of various petroleum-based products for the different categories of industries based on their requirement.
 - Financial performance
 - Internal audit findings and compliance updates
 - Risk management framework
 - Regulatory updates from SEBI, Stock Exchanges and MCA
- Monthly updates on important regulatory changes impacting the Company.
- Interaction with functional heads including:
 - Compliance Officer
 - Finance Head
- Discussion on:
 - Due diligence process
 - Issue management process
 - Client onboarding procedures
 - Anti-Money Laundering (AML) compliance

Directors are also encouraged to attend external seminars, professional programmes and regulatory workshops conducted by SEBI, Stock Exchanges and professional bodies.

3. Office Visit

As the Company operates from a single office location, Independent Directors are familiarized with:

- Documentation and compliance processes
- Data security and confidential information handling
- Client engagement and execution process

4. Feedback Mechanism

Upon completion of induction and periodically thereafter, feedback is obtained from Independent Directors to improve the familiarization process.

Time Spent on Familiarization

Approximately 15 hours per financial year are spent by Independent Directors on familiarization programmes, including induction sessions, regulatory updates, presentations and interactions with management.