

**Total Transport Systems Limited****FAMILIARIZATION PROGRAM FOR INDEPENDENT  
DIRECTORS****1. Purpose**

The Company believes in continuous education and familiarization of its Independent Directors on the business, strategy, operations and functions.

**2. Process**

- i) Programs shall be conducted and presentations made periodically to the Directors by Executive Directors / Management Committee Members / Other Senior Managerial Personnel to familiarize the Directors on the Company's business, strategy, operations and functions.
- ii) Such programs / presentations will provide an opportunity to the Independent Directors to get an insight into the Company's business model, strategy, operations, etc. and also offers opportunity to them to know the Senior Management team.
- iii) The Company may circulate news and articles related to the industry on a regular basis and may provide specific regulatory updates from time to time.
- iv) The Company may conduct an introductory familiarization program / presentation, when a new Independent Director comes on the Board of the Company.

**3. Disclosure of Policy**

This Policy shall be uploaded on the Company's website for public information and a weblink for the same shall also be provided in the Annual Report of the Company.

**4. Review of Directors**

The Board of Directors will review this Program and make revisions as and when be required.



### Details of familiarization programs imparted to Independent Directors in 2022

Date	Details of familiarization programs	Hours spent by ID	
		Abhishek Ramesh Talwar	Sunil Gajanan Kshirsagar
28-Jun-2021	Quarterly update	0.5	0.5
10-Aug-2021	Quarterly update	0.5	0.5
11-Nov-2021	Induction program - Organization structure, people, ethics and compliance, HSE, COVID impact, business overview, industry overview, performance of the Company	1	1
11-Feb-2022	Talent acquisition, succession planning, CSR program	1	1

**Quarterly update** : As a part of Agenda of Board / Committee Meetings presentations are regularly made to the Independent Directors on various matters inter-alia covering the Company's strategy, business, operations, markets, performance, organization structure, product brands, finance, risk management framework, quarterly and annual financial results, human resources, technology, health safety & environment, regulatory updates and future outlook.

### Details of familiarization programs imparted to Independent Directors in 2020 – 2021

Sr. No.	Name of Independent Director	No. of sessions attended from 2020 to 2021	No. of Sessions attended in 2021	Cumulative sessions attended till date	Number of hoursspent from 2020-2021	Number of hoursspent 2021	Cumulative hours spent till date
1	Abhishek Ramesh Talwar	5	5	9	3.5	3.5	6.5
2	Sunil Gajanan Kshirsagar	5	5	9	3.5	3.5	6

Status – March 2022