

UNIVERSUS PHOTO IMAGINGS LIMITED

FAMILIARIZATION PROGRAMMES FOR INDEPENDENT DIRECTORS

The familiarization of Independent Directors is an ongoing process in Universus Photo Imagings Limited ("Company"). The Independent Directors of the Company are updated regularly about the Company, its business model and operations, business risks, nature of the industries in which it operates apart from their roles, rights, responsibilities in the Company, etc.

The details of familiarization programmes are as under:

- 1) When a new Independent Director joins the Board of the Company, he/she is provided with the necessary information and the documents about the Company and its business, performance of the Company during last three years, Code of Conduct and various policies of the Company, etc. In addition, the Director is also apprised with the relevant provisions of law in respect of his/her duties, roles, responsibilities, etc. as an Independent Director of the Company.
- 2) The Company may conduct sessions for Independent Directors with the help of in-house team or external experts in order to update and familiarize them about the business of the Company and their roles, responsibilities, duties, rights, etc.
- 3) Details of relevant important regulatory and statutory changes (including those related to their rights, duties, roles and responsibilities) are apprised to the Board members from time to time and also discussed in the meetings of the Board and Committees.
- 4) Detailed information on the business and operations of the Company including performance of the subsidiaries, important developments in the industry, business risks, etc. is provided to the Directors in the meetings of the Board / Audit Committee.
- 5) The Independent Directors based on his/her request are provided with an opportunity of plant visits.
- 6) Summary of Familiarization programme of Independent Directors:

Total no. of hours spent on familiarization programme in the financial year 2019-20	Approx. 2 hours (including specific items at Board and Audit Meetings)
Total no. of hours spent on familiarization programme in the financial year 2018-2019	N A
Cumulative hours spent on familiarization till date.	Approx. 2 hours