



KWALITY PHARMACEUTICALS LIMITED

Regd. Office: Village Nagkalan, Majitha Road, Amritsar-143601

CIN :- L24232PB1983PLC005426.; Phone no. :- 91-8558820863

Email Id:- ramesh@kwalitiypharma.com; Website :- www.kwalitiypharma.com

Familiarization Programs for Independent Directors

Preamble

In terms of Clause 25(7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company shall familiarize the 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.

Purpose

The Familiarization Programmes are aimed to familiarize the independent directors with the company, their roles responsibilities in the company, nature of industry in which the company operates and business model of the company by imparting suitable training sessions.

Familiarization Policy

1. The Company shall periodically organize familiarization programme for the Independent Directors to appraise them with the business operations of the Company as also to know their roles, rights and responsibilities in the Company to enable them to make effective contribution and discharge their functions as a Board Member.
2. Familiarization Program for Independent Directors shall include:
 - (i) Industry overview and business structure of the Company;
 - (ii) Operation overview and product knowledge;
 - (iii) Overview of Sales & Marketing strategies;
 - (iv) Financial Statements, Financial Ratios and other performance parameters used for control process;
 - (v) Statutory compliances required to be fulfilled by the Company.

The policy shall be disclosed on the company's website and a web link thereto shall be provided in the Annual Report.

Evaluation/ Assessment of Directors of the Company -

The evaluation/assessment of the Directors of the Company is to be conducted on an annual basis as a measure of Corporate Governance. The following criteria may assist in determining how effective the performances of the Directors:



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- Leadership & stewardship abilities
- contributing to clearly define corporate objectives & plans
- Communication of expectations & concerns clearly with subordinates
- obtain adequate, relevant & timely information from external sources.
- Review & approval achievement of strategic and operational plans, objectives, budgets
- Regular monitoring of corporate results against projections
- identify, monitor & mitigate significant corporate risks
- assess policies, structures & procedures
- Direct, monitor & evaluate KMPs, senior officials
- review management's succession plan
- Effective meetings
- assuring appropriate board size, composition, independence, structure
- Clearly defining roles & monitoring activities of committees
- Review of corporation's ethical conduct

Evaluation on the aforesaid parameters will be conducted by the entire Board excluding the Director being evaluated



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DETAILS OF FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS

| S.No. | Date of Programme | Attendance | Area Covered | No of Hours |
|-------|-------------------|---|---|-------------|
| 1 | 12.02.2016 | Mr. Pankaj Takkar Mr. Kiran Kumar Verma Mr. Ravi Shanker Singh | Key Company Highlights, Familiarization with Operation & Interaction with Senior Management | 2 hours |
| 2 | 20.01.2017 | Mr. Pankaj Takkar Mr. Kiran Kumar Verma Mr. Ravi Shanker Singh | Future Outlook of the Company and Business Strategy | 2 hours |
| 3 | 02.02.2018 | Mr. Pankaj Takkar Mr. Kiran Kumar Verma Mr. Ravi Shanker Singh | Updation of SEBI Circulars and Companies Amendment Act, 2017 | 2 hours |
| 4 | 25.02.2019 | Mr. Pankaj Takkar Mr. Kiran Kumar Verma Mr. Ravi Shanker Singh | Update on Amended Listing Regulations and PIT Regulations | 1.5 hours |
| 5 | 18.01.2020 | Mr. Pankaj Takkar Mr. Kiran Kumar Verma Mr. Ravi Shanker Singh | Updation about the operations of the Company and Performance Overview | 2 hours |
| 6 | 31.02.2021 | Mr. Pankaj Takkar Mr. Kiran Kumar Verma Mr. Kartik Kapur | Updation about amendment in CSR Rules | 1 hours |
| 7 | 22.03.2022 | Mr. Pankaj Takkar Mr. Kiran Kumar Verma Mr. Ravi Shanker Singh Mr. Kartik Kapur | Presentation on familiarization on Company's Operations in 2021-22 | 2 hours |
| 8 | 12.01.2023 | Mr. Pankaj Takkar Mr. Kiran Kumar Verma Mr. Ravi Shanker Singh Mr. Kartik Kapur | Review of Business Model and updating on new projects by the Company | 1.5 hours |
| 9 | 18.03.2024 | Mr. Pankaj Takkar Mr. Kiran Kumar Verma Mr. Ravi Shanker Singh Mr. Kartik Kapur Mr. Prashanth Vellanki | Update on latest amendments in SEBI Listing Regulations, 2015 | 1 hours |
| 10 | 15.01.2025 | Mr. Pankaj Takkar Mr. Kiran Kumar Verma Mr. Ravi Shanker Singh Mr. Kartik Kapur* Mr. Prashanth Vellanki | Business updates and Update on latest amendments in SEBI Listing Regulations, 2015 | 2 hours |
| 11 | 20.01.2026 | Mr. Pankaj Takkar Mr. Ravi Shanker Singh Mr. Kartik Kapoor Mr. Prashanth vellanki Mr. Bhavesh Kumar Mr. Vinod Kumar Sharma Mr. Preetmohinder Singh Bedi | Presentations to New Independent Directors: ❖ Information about the Company's Profile, Business Model, Organizational structure, the Company's history and milestones and Leadership overview. ❖ An appointment letter outlining the roles, responsibilities, duties, | 2 hours |



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|--|--|--|---|--|
| | | | remuneration, performance evaluation process, code of conduct and obligations on disclosures is issued to the new Independent Directors. | |
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Details of attendance of Independent Directors in Familiarization Sessions are as follows during the financial year 2022-23:

| S.No | Name of Director | No. of the Sessions attended | | No. of hours spent in the sessions attended | |
|------|------------------------|------------------------------|---------------------|---|---------------------|
| | | During FY 2022-23 | On Cumulative Basis | During FY 2022-23 | On Cumulative Basis |
| 1 | Mr. Pankaj Takkar | 1 | 8 | 1.5 | 14 |
| 2 | Mr. Kiran Kumar Verma | 1 | 8 | 1.5 | 14 |
| 3 | Mr. Kartik Kapur | 1 | 3 | 1.5 | 4.5 |
| 4 | Mr. Ravi Shanker Singh | 1 | 8 | 1.5 | 14 |



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Details of attendance of Independent Directors in Familiarization Sessions are as follows during the financial year 2023-24:

| S.No | Name of Director | No. of the Sessions attended | | No. of hours spent in the sessions attended | |
|------|------------------------|------------------------------|---------------------|---|---------------------|
| | | During FY 2023-24 | On Cumulative Basis | During FY 2023-24 | On Cumulative Basis |
| 1 | Mr. Pankaj Takkar | 1 | 9 | 1 | 15 |
| 2 | Mr. Kiran Kumar Verma | 1 | 9 | 1 | 15 |
| 3 | Mr. Kartik Kapur | 1 | 4 | 1 | 5.5 |
| 4 | Mr. Ravi Shanker Singh | 1 | 9 | 1 | 15 |
| 5 | Mr. Prashanth Vellanki | 1 | 1 | 1 | 1 |



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Details of attendance of Independent Directors in Familiarization Sessions are as follows during the financial year 2024-25:

| S.No | Name of Director | No. of the Sessions attended | | No. of hours spent in the sessions attended | |
|------|------------------------|------------------------------|---------------------|---|---------------------|
| | | During FY 2024-25 | On Cumulative Basis | During FY 2024-25 | On Cumulative Basis |
| 1 | Mr. Pankaj Takkar | 1 | 10 | 2 | 17 |
| 2 | Mr. Kiran Kumar Verma | 1 | 10 | 2 | 17 |
| 3 | Mr. Kartik Kapur | 1 | 5 | 2 | 7.5 |
| 4 | Mr. Ravi Shanker Singh | 1 | 10 | 2 | 17 |
| 5 | Mr. Prashanth Vellanki | 1 | 2 | 2 | 3 |

Review of the Program

The familiarization programmes for Independent Directors will be reviewed from time to time and revisions would be made, as and when required.



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Details of attendance of Independent Directors in Familiarization Sessions are as follows during the financial year 2025-26:

| S.No | Name of Director | No. of the Sessions attended | | No. of hours spent in the sessions attended | |
|------|--------------------------------|------------------------------|---------------------|---|---------------------|
| | | During FY 2025-26 | On Cumulative Basis | During FY 2025-26 | On Cumulative Basis |
| 1 | Mr. Pankaj Takkar* | 1 | 11 | 2 | 19 |
| 2 | Mr. Kiran Kumar Verma* | 0 | 10 | 0 | 17 |
| 3 | Mr. Kartik Kapur | 1 | 6 | 2 | 9.5 |
| 4 | Mr. Ravi Shanker Singh* | 1 | 11 | 2 | 19 |
| 5 | Mr. Prashanth Vellanki | 1 | 3 | 2 | 5 |
| 6 | Mr. Bhavesh Mahajan # | 1 | 1 | 2 | 2 |
| 7 | Mr. PreetMohinder Singh Bedi # | 1 | 1 | 2 | 2 |
| 8 | Vinod Kumar Sharma # | 1 | 1 | 2 | 2 |

*Independent Directors of the Company resigned/ term completed during financial year 2025-26.

Independent Directors appointed during the financial year 2025-26.

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