

DURLAX TOP SURFACE LIMITED  
FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS

1. PREAMBLE:

In accordance with Clause 49 of the Equity Listing Agreement, Schedule IV of the Companies Act, 2013 and with the enactment of Securities Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 provides that in order to increase the Board's effectiveness, training needs are identified as being a mandatory requirement now so as to enhance the skills and competencies. 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., through various programmes.

Details of such familiarization programmes also need to be disclosed on the company's website and a web link thereto should be given in the Annual Report.

2. OBJECTIVE:

- To arrange suitable programme for the orientation and training of the independent directors at the time of their joining so as to enable them to understand the Company – its businesses, operations, industry and environment in which it functions.
- To update the directors on a continuous basis on any significant changes therein so as to be in a position to take well-informed and timely decisions.

3. FAMILIARIZATION PROCESS:

The members of the Board of Directors have complete access to information within the Company. The Company from time to time updates the Board members about their roles and responsibilities in the following manner:

- A Director is familiarized about the Company's Profile, its missions, visions and the values, organization structure, the Company's history and milestones, Memorandum and Articles of Association of the Company, latest Annual Report, Code of Conduct applicable to Directors and Senior Executives, Code of Conduct for Prevention of Insider Trading and Code for Fair Disclosures and Conduct etc.
- At the time of joining of the Independent Director, an Appointment letter is issued to the Independent Directors, which broadly outlines their fiduciary duties, roles, responsibilities and the accompanying duties that come with the appointment as an Independent Director. The Independent Directors are also informed of the important policies of the Company including the Directors and Officers Liability and Company Insurance policy, reports and internal policies to enable them to familiarize with the Company's procedures and practices.
- At the time of inducting a newly appointed Director, including Independent Director, a presentation is made by the Senior Executives of the Company including the Managing Directors, CFO & Company Secretary to familiarize the Director with the business model, operational aspects, giving the organizational set up of the Company, the functioning of various divisions / departments, the Company's market share and the markets in which it operates, governance and

internal control processes and other relevant information pertaining to the Company's business. The new inductee is also appraised on the ongoing discussions at the Board meetings to enable him/ her to effectively participate at the Board meetings.

- The induction for Independent Directors includes interactive sessions with Executive Members and other Functional Heads, so as to familiarize them about the import and export industry and other related aspects.
- Important updates on the relevant statutory changes in laws and regulations having an impact on the operations of the Company and key developments which may impact the Company. Such presentations, inter alia, include details of the industry in which company operates, performance of the Company, updates on products of the Company, Company plans and strategies budgets, risk management mechanism, investments, funds flows, operations of subsidiaries and associates, HR policies, management succession planning and such other information as may be required by them.
- The Board members are updated on various regulatory and other amendments and developments either by way of presentations by external experts / consultants or by internal experts.
- The Company encourages and recommends its Independent Directors participation at various programmes being conducted by professional bodies and organizations to stay apprised on various changes and amendments in laws in the changing regulatory environment.

#### 4. DISCLOSURE OF THE POLICY:

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

#### AMENDMENT

The Company reserves its right to amend or modify this Policy in whole or in part, at any time without assigning any reason whatsoever. Unless otherwise specified, such amendments shall come into effect from the date of the meeting of the Board of Directors at which such amendment are approved.

This Policy is approved by the Board of Directors at their meeting held on 20<sup>th</sup> April, 2026.