

SQUARE FOUR PROJECTS INDIA LIMITED

CIN: L24230WB1992PLC192922

Regd. Office: 238A, A.J.C Bose Road, Suite No.2B, Kolkata-700020,

Phone: + 91-33-2290-3185; Fax: + 91-33-2290-3179

Website: www.squarefourgroup.in; Email ID: sq4group@gmail.com

Familiarization programme for Independent Directors

Preamble:

In terms of Regulation 25(7) of SEBI (LODR) Regulations 2015, every Company should familiarize the Independent Directors about 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.

Familiarization process:

A detailed note and presentation on the duties and responsibilities of the Independent Directors were provided to each of the Independent Directors. All Independent Directors are aware and further updated about their roles, rights, responsibilities in the Company from time to time as and when required.

A New Independent Director, as and when appointed, is welcomed to the Board of the Company by sharing the following documents of the Company for his / her references which are also available on the website of the company:

- Memorandum and Articles of Association of the Company
- Annual Reports along with corporate presentations
- Codes & Policies applicable to the Directors
- In case the Independent Director is also inducted in the Board Committee(s), he should be provided with the Terms of reference of Committee(s)

The appointment letter issued to Independent Directors inter alia sets out the expectation of the Board from the appointed director, their fiduciary duties and the accompanying liabilities that come with the appointment as director of the Company.

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Periodic presentations are being made at the Board and Board Committee Meetings, on business and performance updates of the Company, its subsidiary companies and new launch, business strategy and risks involved. Corporate presentations are regularly circulated to all the Directors including independent Directors. Each director of the Company has complete access to any information relating to the Company. Independent Directors have the freedom to interact with the Company's management as and when required. They are given all the documents sought by them for enabling a good understanding of the Company, its various operations, and the industry segments of which it is a part. Our Familiarization Programmes also includes visit to company's manufacturing unit and showrooms to enable them to understand the operations of the Company.

Details of familiarization programmes attended by Independent Directors **during the Financial Year 2025-26**

(No. of Hours)

Sl. No.	Programmes details	Name of the Independent Directors	
		Mr. Ravish Kumar Sharma	Mrs. Ankita Agarwal
1.	Review of the Operating Plan of various functions of the Company during Meetings	2	2
2.	Learning & development sessions	2	2
Total Duration		4	4

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Cumulative Basis

Particulars	During the Financial Year 2025-26	Cumulative till 2025-26
Number of Familiarization programmes	2	22
Time spent (approx.) by the Independent Directors in such programmes in the aggregate	4 Man hours	44 Man hours