

DETAILS OF FAMILIARIZATION PROGRAMMES IMPARTED TO 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., through various programmes.

OVERVIEW OF FAMILIARIZATION PROGRAMMES

The Independent Directors are apprised regarding Company's operations, market scenario, governance, internal control processes and other relevant matters. They are also updated on important changes in the regulatory framework and business environment having an impact on the Company.

The Independent Directors are provided with necessary documents, reports and internal policies to enable them to familiarize with the Company's procedures and practices. Periodic presentations are made at the Board and Board Committee Meetings, on business and performance updates of the Company, business strategy and risks involved. Detailed presentations on the duties and responsibilities of Independent Directors and the Company's business were made at the separate meetings of the Independent Directors held during the year.

The Company had organised a programme during the financial year 2023-24 to familiarize the Independent Directors with the recent amendments in the Companies Act, 2013 and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and the duties/responsibilities of the Independent Directors in line with the recent amendments. The details of the familiarization programme imparted to the Independent Directors are given below:

Details of the familiarization programme held in FY 2023-24:

Sl. No	Name of Independent Director	No. of the sessions attended		No. of hours spent in the sessions attended	
		FY 2023-24	Cumulative till date	FY 2023-24	Cumulative till date
1	Ms. Kumkum Gupta	1	10	1.00	9.00
2	Mr. Sanjeev Khandelwal	1	3	1.00	3.00
3	Mr. Sushil Kumar Mor*	1	1	1.00	1.00

*Appointed as Independent Director on May 23, 2023

Details of the familiarization programme held in FY 2022-23:

Sl. No	Name of Independent Director	No. of the sessions attended		No. of hours spent in the sessions attended	
		FY 2022-23	Cumulative till date	FY 2022-23	Cumulative till date
1	Mr. Kunal Bose*	1	9	1.00	8.00
2	Mr. Dip Narayan Mitra**	2	10	2.00	9.00

Sinclairs Hotels Limited

Regd. Office: 147, Block G, New Alipore, Kolkata 700053, t:9007540731
e: cs@sinclairshotels.com, CIN: L55101WB1971PLC028152
A MSME Enterprise : Registration No. UDYAM-WB-10-0004205

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3	Ms. Kumkum Gupta	2	9	2.00	8.00
4	Mr. Sanjeev Khandelwal	2	2	2.00	2.00

*Ceased as Independent Director on September 6, 2022

** Ceased as Independent Director on June 23, 2023

Details of the familiarization programme held in FY 2021-22:

SI No	Name of Independent Director	No. of the sessions attended		No. of hours spent in the sessions attended	
		FY 2021-22	Cumulative till date	FY 2021-22	Cumulative till date
1	Mr Kunal Bose	2	8	2.00	7.00
2	Mr Dip Narayan Mittra	2	8	2.00	7.00
3	Ms Kumkum Gupta	2	7	1.50	6.00

Details of the familiarization programme held in FY 2020-21:

SI No	Name of Independent Director	No. of the sessions attended		No. of hours spent in the sessions attended	
		FY 2020-21	Cumulative till date	FY 2020-21	Cumulative till date
1	Mr Kunal Bose	2	6	1.50	5.00
2	Mr Dip Narayan Mittra	2	6	1.50	5.00
3	Ms Kumkum Gupta	2	5	1.50	4.50

Details of the familiarization programme held in FY 2019-20:

SI No	Name of Independent Director	No. of the sessions attended		No. of hours spent in the sessions attended	
		FY 2019-20	Cumulative till date	FY 2019-20	Cumulative till date
1	Mr Kunal Bose	2	4	2.00	3.50
2	Mr Dip Narayan Mittra	2	4	2.00	3.50
3	Ms Kumkum Gupta	2	3	2.00	3.00

Details of the familiarization programme held in FY 2018-19:

SI No	Name of Independent Director	No. of the sessions attended		No. of hours spent in the sessions attended	
		FY 2018-19	Cumulative till date	FY 2018-19	Cumulative till date
1	Mr Kunal Bose	2	2	(1+0.50)	1.50
2	Mr Dip Narayan Mittra	2	2	(1+0.50)	1.50
3	Ms Kumkum Gupta	1	1	1	1.50

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