



The Waterbase Limited Familiarisation Programmes for Independent Directors (In terms of Regulation 25 (7) read with 46 (2) (i) of SEBI (Listing Obligations and Disclosure Requirements), 2015)

1. Preamble

Regulation 25 (7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“SEBI LODR Regulations”) inter-alia stipulates that the Company shall familiarize the Independent Directors of 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. In addition to the requirements of SEBI LODR Regulations, the Code for Independent Directors under Schedule IV of the Companies Act, 2013 stipulates that the independent directors shall undertake appropriate induction and regularly update and refresh their skills, knowledge and familiarity with the Company. The Company recognizes the importance of institutionalizing a familiarization programme for its Directors so that they can keep themselves well informed about the Company and the external environment in which it operates

2. Objective

The familiarization programme of The Waterbase Limited (“The Company”) aims to provide opportunities to familiarize the independent directors (“ID”) with the Company, its management and operations and the industry in which it operates.

3. Familiarization Programme

The Company follows the practices for a familiarisation on a continuous basis. Some of the practices in the familiarisation programme are conducted on a continuous basis and some on case to case basis. Further there are specific practices which the Company follows at the time of induction of a new director. The familiarisation programme at the Company broadly encompasses the following. The Company issues letter of appointment to each ID at the time of his/her appointment. The said letter of appointment contains the ID’s role, function, duties and responsibilities vis-a-vis the Company. They are also made aware of the Company’s policies and procedures.

On an on-going basis, the Chief Executive Officer, Chief Financial Officer and the Senior Management team make a detailed presentations on the industry scenario, strategy, operations and performance of the business/Company.

The IDs interact with the senior management team during these presentations. Directors are also informed of the various developments in the Company through Press Releases, Newsletter etc. The Board agenda, Minutes and Presentations were circulated to all the directors of the Company. The Board members are informed on the updates on relevant statutory changes on laws concerning the Company at regular intervals.

The details of the familiarization programme(s) imparted to Directors including the IDs for the FY 2018-19 are given below:

Details of specific programmes	Frequency	Total number of hours spent during 2018-19	Attendance by IDs
Industry updates of each of the businesses of the Company	Quarterly and at the time of presentation of Business Plan.	Approx. 1 hour	Based on attendance at the Meeting.
Operational matters of each of the businesses of the Company	Quarterly at the Board Meeting	Approx. 1 hour	Based on attendance at the Meeting.
Detailed Business Plan of each of the businesses of the Company along with specific strategy for each of the functions	Once in a year and Quarterly at the Board Meeting.	Approx. 1 hour	Based on attendance at the Meeting.