

POLICY FOR FAMILIARIZATION PROGRAMME OF INDEPENDENT DIRECTORS

FOR KAY JAY FORGINGS LIMITED

CIN: U74899DL1983PLC029298

Registered Office: A-8, Maya Puri Industrial Area Phase-1, New Delhi- 110 064 Delhi, India.

I. PREAMBLE

1.1 This Policy shall be called the “**Policy for Familiarization Programme for Independent Director of Kay Jay Forgings Limited** (the “**Company**”).

1.2 The Policy is made in compliance with **Regulation 25(7)** of the SEBI (LODR) Regulations, 2015 which stipulates that 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.

1.3 As per **Regulation 46(2) of the SEBI (LODR) Regulations**, the listed entity shall disseminate the details of familiarization programmes imparted to Independent Directors under a separate section on its website.

As per ‘**Schedule IV**’ of the **Companies Act, 2013** i.e., ‘**Code for Independent Directors**’, the Independent Directors shall undertake appropriate induction and regularly update and refresh their skills, knowledge and familiarity with the company.

1.4 The policy has been approved by the Board on August 18, 2025.

II. PURPOSE OF THE POLICY

The Policy is made with an objective to adopt an organized programme for orientation and training of Independent Directors at the time of their joining so as to facilitate them to understand the Company – its business, operations, industry and the environment in which it functions, the laws, rules, regulations and guidelines applicable to the Company and the Independent Directors’ roles, rights and responsibilities and to keep informed the Independent Directors on a continuing basis on any significant changes therein so as to be in a position to take well-informed and timely decisions. The Company shall familiarize the independent directors about the Company, including the following:

1. Nature of the industry in which the Company operates;
2. Business model of the Company;
3. Roles, rights, responsibilities of independent directors;
4. To inform them of all the laws, rules, regulations and guidelines applicable to the Company;
5. To generate and obtain valuable and informed decision from the directors on the matters to be brought or discussed at the Board Meetings; and
6. Any other relevant information.

The Program has been designed considering the specific needs of contemporary Corporate Governance and the expected obligations of Independent Directors in view of the onerous responsibility conferred by the Companies Act, 2013 and the Listing Agreement as amended from time to time.

III. APPLICABILITY

The above Programme will be conducted for new and continuing Independent Directors of the Company. Apart from Independent Directors, Non-Executive Directors are also eligible to attend the familiarization programmes.

IV. FAMILIARIZATION PROCESS

4.1 AT THE TIME OF APPOINTMENT

- A familiarisation pack will be handed over to the newly inducted Independent Director, which will include the Company's corporate profile, its vision, mission and value statement, the Company's organisational structure, the Company's history and milestone, latest annual report, Code of Conduct for Directors and senior management and Code of Conduct for Prevention of Insider Trading along with a summary on do's and don'ts pertaining to Insider Training. It will also include the details of nature of industry and the external environment in which the Company operates.
- A detailed appointment letter incorporating the role, duties and responsibilities will be issued to the Independent Director for his/her acceptance.
- They will also be introduced to the Secretarial Head for understanding the shareholding pattern, Board Structure, Board committees the Board Committees and their functions, policies applicable to the Independent Director, their roles, responsibilities, duties, rights as an Independent Director and the laws applicable to the company, their monitoring and compliance process and the Finance Head for understanding the financial and other related aspects of the company.

4.2 REGULAR FAMILIARIZATION

The Company through its Managing Director / Executive Director / Key Managerial Personnel will conduct programmes / presentations periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company.

- Such programmes /presentations provide an opportunity to the Independent Directors to interact with the Senior Management of the Company and help them to understand the Company's strategy, business model, operations, services, markets, organization structure, finance, human resources, technology, quality, facilities and risk management and such other areas as may arise from time to time.
- The programmes/presentations also familiarise the Independent Directors with their roles, rights and responsibilities. The Company may include such other details and information, as required, during the introductory familiarization programme / presentation, when a new Independent Director comes on the Board of the Company.
- When a new Independent Director comes on the Board of the Company, a meeting will be arranged with the Managing Director & Group CEO, Chief Financial Officer to discuss the functioning of the Board and the nature of the operation of the Company's business activities.
- The programmes essentially have two broad components – technical and behavioural. The technical component shall enable the participants to understand Company business, strategies, industry dynamics and its growth plans and prepare them for an active role in the Company. The behavioural component shall empower the participants to understand board procedures and help them to be effective in board activities. The Programmes also aims to offer a conceptual framework based upon current expectations which require the Independent Directors to adhere to a code of conduct for fulfilment of their responsibilities in a such manner so as to promote confidence of the investor community particularly minority shareholders, regulatory authorities and the stakeholders at large.

- The programme shall be conducted in such manner as to facilitate and convenience the Independent Directors and enable them to attend the same in view of their busy schedules.
- The Company may circulate news and articles related to the Industry on a regular basis and may provide specific regulatory updates from time to time.
- The Company may conduct an introductory familiarization program / presentation, when a new Independent Director comes on the Board of the Company.

V. AMENDMENT

The provisions of this Policy can be amended/ modified by the Board from time to time and all such amendments/ modifications shall take effect from the date stated therein. All Directors and Senior Management Personnel shall be duly informed of such amendments and modifications.

VI. DISCLOSURE

6.1 The Company shall upload its familiarization program on its website and a web link for the same shall be provided in the Company's Annual Report.

6.2 As and when the familiarization program is conducted the same will be disclosed on the website with the following details:

- a.** Number of programs attended by independent directors (during the year and on a cumulative basis till date).
- b.** Number of hours spent by independent directors in such programs (during the year and on a cumulative basis till date).
- c.** Other relevant details.

VII. POLICY

In case of any subsequent changes in the provisions of the Act or any other regulations which makes any of the provisions in the policy inconsistent with the Act or SEBI LODR Regulations, then the provisions of the Act or SEBI LODR Regulations would prevail over the policy and the provisions in the policy would be modified in due course to make it consistent with law.

This policy shall be reviewed by the Nomination and Remuneration Committee, and approved by the Board of directors as and when any changes are to be incorporated in the policy due to change in regulations or as may be felt appropriate by the Committee. Any changes or modification on the policy shall be done with the approval of Board of Directors only.

Date: August 18, 2025

Place: Ludhiana

Note: Approved in the meeting dated August 18, 2025.