

Sophia Exports Limited

DETAILS OF FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS

BACKGROUND

The Companies Act, 2013, read with Regulation 25(7) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 places increased responsibilities on Independent Directors (IDs) of the Company. To enable the Independent Directors to fulfil their responsibilities efficiently and effectively, a company is mandatorily required to form a familiarisation program to assist the directors understand details 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.

DETAILS OF FAMILIARIZATION PROGRAMMES

Sophia Exports Limited (“the **Company**”) believes that a Board which is well informed/familiarised with Company, contributes significantly to the Company. Accordingly, the Company follows a structured familiarisation programme for the IDs as under:

- On joining, IDs are familiarised about the background of the Company, they are made aware of their roles, rights and responsibilities in the Company through a formal letter of appointment, which also stipulates various terms and conditions of their engagement, etc. They are also familiarised with important statutory & regulatory provisions, Code of Conduct, overview on performance evaluation and other policies of Company applicable to them. Newly appointed directors are provided along with their letter of appointment, an introductory kit consisting of highlights of Statutory provisions, various policies and codes including Insider Trading Code, list of committees and other materials as may be required by the directors to gain an insight into the Company;
- Updates on relevant regulatory changes and new developments are presented to the Directors, from time to time;
- Detailed updates on nature of the industry in which the Company operates, along with business model, business and operational updates of the Company (including achievements / new products / expansion / strategy / budgets), technology & financial statements of the Company are regularly provided at Board meetings.

During the financial year 2024-25, familiarisation programme was conducted for the Independent Directors wherein the plant(s) visit was organized and a presentation was made to familiarise the Independent Directors with the nature of industry in which the company operates and business model of the Company covering the following:

- Background of the Company and its Business

Sophia Exports Limited

- Way forward
- Regulatory Updates
- Board Governance & Dynamics
- Expansion, Technology, Research & Development

The detail of programmes attended by the Independent Directors are given below:

S. No.	Name of the Directors	No. of Programs attended		No. of Hours Spent	
		During the year 2024-25	On cumulative basis till date	During the year 2024-25	On cumulative basis till date
1	Ms. Divya Chawla	3	3	3 Hours	3 Hours
2	Ms. Ankita Mathpal	1	1	1 Hour	1 Hour
3	Mr. Ramesh Kumar Bissa	2	11	2 Hours	11 Hours

DISCLOSURE

The details of such familiarisation programme are disclosed on the Company's website and a weblink thereto shall be given in the Annual report.
