



Policy on Familiarization Program for Independent Directors

KNACK PACKAGING LIMITED

CIN: U25200GJ2013PLC073847

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Name of the Document	Policy on Familiarization Program for Independent Directors
Approval Date	25 August, 2025
Effective Date	From the date of Listing

PREAMBLE

This policy shall be called the ‘Familiarization Program for Independent Directors’.

OBJECTIVES

In accordance with Schedule IV of the Companies Act, 2013, read with the rules thereunder, read with Regulation 25(7) & 46 (2) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 as amended (“**SEBI (LODR) Regulations**”) from time to time, places increased responsibilities on Independent Directors of the Company. In order to enable the independent directors to fulfil their responsibilities efficiently and effectively, a Familiarization Programme (“**Programme**”) has been put in place by Knack packaging Limited (the “**Company**”) to assist them to 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. The Board Approved the Policy on Familiarization Programme at its meeting held on 25 August, 2025 and shall become effective from From the date of Listing.

FAMILIARIZATION PROCESS

- The Company shall conduct a structured orientation & training programme / presentations, periodically at regular intervals to familiarize Independent Directors with the strategy, operations and functions of the Company.
- Such orientation programmes / presentations / training sessions provide an opportunity to the independent directors to interact with the senior leadership team of the Company and facilitate their understanding of the Company’s strategy, business model, group structure, operations, service and product offerings, markets, organization structure, finance, human resources, technology, quality, facilities, risk management strategy, governance policies, designated channels for flow of information and such other areas as
- deemed necessary.
- Such orientation programmes / presentations / training sessions aims to provide insights of the Company which enables the Independent Directors understand their roles, rights and responsibilities.

ORIENTATION PROGRAMME OF UPON INDUCTION FOR NEW DIRECTORS

- The new inductee is provided a familiarization pack consisting of the Company’s corporate profile, a brief introduction to the Company and its subsidiaries, Joint Ventures & Associates Business operations, its mission, vision & values statement, organization structure, Corporate strategy, annual budgets, latest Annual Report, Document related to Code of Conduct applicable to Directors / employees of the Company, ‘Prevention of Insider Trading & Code of Corporate Disclosure Practices’ along with a summary of ‘do’s and don’ts’ pertaining to insider trading issues, Annual Reports, Document on Corporate Social Responsibility and Sustainability, Audit Committee and Whistle Blower Policy.
- A detailed appointment letter incorporating the role, duties and responsibilities, remuneration and performance evaluation process is issued for their acceptance.
- Visits to the Company’s business locations and manufacturing units and to generate and obtain valuable and informed decision from the directors on the matters to be brought or discussed at the Board Meetings and

Orientation Module for new directors upon induction	Business overview and an outline of corporate plan and annual targets	2 hours	Director
	Nature of the industry in which the Company operates and other relevant information		
	Overview of sales and marketing: Business Development Team	1 hour	Functional Heads
	Introduction to ongoing projects and visit to top 3/ sample/ crucial projects: Project In-charge	1 day	
	Operations overview	2 hours	
	Financial performance and budget and control processes	2 hours	
	Orientation on statutory compliances as a board member	1 hour	

ON GOING ORIENTATION

The Company shall also have a regular updation programme for its Independent Directors to help them keep abreast of the regulatory and other changes, as follows:

1. Internal presentations on topics of relevance, changes in the regulatory / tax laws etc.
2. Presentations by external faculties on the topic of relevance
3. Changes in policies of the Company

On-going inputs on business and operational performance	Comprehensive rolling corporate plan – presentation and discussions with Managing Director and leadership team	[2 days in April each year]
	Annual management plan and budget – a formal review and discussion at the board with Chairman, Managing Director, Board of Directors and leadership team	[First quarter of each financial year]
	Functional excellence presentation by a conceived team in quarterly board meets	[Each quarter on a roster]
	Off-site meetings with leadership team across the Company at 1 or 2 levels below top management	[Once or twice a year]
	Monthly information pack on economy business trends and performance	[Monthly]
Feedback on Board effectiveness	Independent survey by an external agency on effectiveness of board processes and follow up	[Once a year]

PROGRAMME AND DISCLOSURE

1. Programme will be conducted on “as need” basis during the Year.
2. The details of the Familiarization Programme shall be disclosed on the Company’s website and a web link thereto shall also be given in the Annual Reports of the Company.

REVIEW AND AMENDMENT

The Board of Directors will review the Programme and make suitable revisions as and when required.
