Familiarization Program for Independent Directors

PREAMBLE

In accordance with the requirements of Regulations 25 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company shall familiarize the Independent Directors with the Company, its management, their roles, rights, responsibilities in the Company, nature of the industry in which the Company operates, business model of the Company, etc. through various programmers. They are made to interact with senior management personnel and proactively provided with relevant news, views and updates on the company and sector.

In addition to the above, the company has an exclusive website, which is available to all directors. This has sections on company matters, laws & regulations, sustainability aspects, company's quarterly progress, etc.

PURPOSE AND OBJECTIVE

The program aims to provide insights into the Company to enable the Independent Directors to understand its business in depth and contribute significantly to the Company. In addition, the following information inter alia are obtained by independent directors from time to time from themanagement of the company on the following subjects:

- Customer affection
- Competition update
- Sustainability
- Affirmative action
- Corporate governance
- Innovation
- Technology

OVERVIEW OF THE FAMILIARIZATION PROGRAM

1. The company shall through its Executive directors / senior managerial personnel conduct program / presentations periodically to familiarize the Independent Directors with the strategy, operations and functions of the company.

2. Delivery Center exposure: The Company hosts visits the Independent Directors to its Development Center to give exposure of delivery capabilities and operations of the Company.

3. Ongoing programs: The Company, on a regular basis, makes detailed presentations to the entire Board including Independent Directors on the Company's operations, business model, strategy, service and product offerings, markets, organization structure, finance, human resources, technology, quality, facilities and risk management and such other areas as may arise from time to time. Such presentations are made by the senior management / leadership team/function heads so that the Independent Directors can have direct interaction with them.

4. Customer Experience: The Company hosts customer summits at regular intervals, which bring together Lee & Nee Software's Exports Ltd. clients, senior business and technology leaders and expert speakers from different industries. These customer summits are designed to encourage brainstorming and interaction among CXO-level delegates, leadership team from the Company and global thought leaders. Independent Directors are invited and hosted in one of such major customer event.

5. The Independent Directors of the Company are made aware of their role, responsibilities and liabilities at the time of their appointment / reappointment through a formal letter of appointment, which also stipulates various terms and conditions of their engagement apart from clarifying their roles and responsibilities.

6. 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 and

7. The company may conduct an introductory familiarization program/presentation, when a new independent director comes on the board of the company.

DISCLOSURE OF THE POLICY

This policy shall be uploaded on the company's website for public information and a web link for the same shall also be provided in the Corporate Governance section of the Annual Report of the company.
Following information will also be disclosed on the website of company:

- Details of familiarization programs imparted to independent directors.
- Number of programs attended by the independent directors (during the year and on cumulative basis till date)
- Number of hours spent by the independent directors in such programs
- Other relevant details.