



Familiarization Programme for Independent Directors



Delhivery Limited

Corporate Office: Plot 5, Sector 44, Gurugram - 122 002, Haryana, India

Registered Office: N24-N34, S24-S34, Air Cargo Logistics Centre-II,
Opposite Gate 6 Cargo Terminal, IGI Airport, New Delhi – 110037
(Formerly known as Delhivery Private Limited)

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Objective:

As per the Familiarization Programme for Independent Directors approved by the Nomination and Remuneration Committee, the Company conducts periodic familiarization programs for Independent Directors. The program intends to improve awareness of the Independent Directors towards the business and on their roles, rights & responsibilities towards the Company.

Details of the Programme:

A. Upon induction to the Board

The appointment letter issued to newly inducted Independent Director, inter-alia, sets out their fiduciary duties and the accompanying liabilities that come with their appointment as a Director of the Company.

The Familiarization Programme of the Company provides information relating to the Company such as:

- the Logistics Industry,
- business model of the Company,
- business processes & policies,
- geographies in which Company operates,
- financial performance of the Company,
- budget and control processes

B. Annual Familiarization Programme

Every year, through deliberations at the Committee and Board Meetings, the Independent Directors are:

- made aware of the business performance of the Company and
- discuss and note the strategic business plans and the annual financial plan.

The Board also plans to have periodic Board Retreats (on-site or off-site) as part of familiarization programs. Visits to facilities & other premises are also organized for the Directors to understand the company's operations.

Delhivery believes that the board should be continuously empowered with knowledge of latest developments affecting the company and the industry.

Program Leader & Participation:



The Program is led by any one or more of the Executive Directors on the Board and/or by Senior Leadership Team (“SLT”) members.

Familiarization Programme Imparted to Independent Directors of the Company:

Sl.	Name of Independent Director	Number of Programme attended			Number of hours spent		
		During FY23	During FY22	on a cumulative basis till date	During FY23	During FY22	on a cumulative basis till date
1	Mr. Deepak Kapoor	6	1	7	6	16	22
2	Mr. Srivatsan Rajan	7	1	8	7	16	23
3	Mr. Romesh Sobti	6	1	7	6	16	22
4	Mr. Saugata Gupta	6	1	7	6	16	22
5	Ms. Aruna Sundararajan*	5	0	5	12	0	12
6	Ms. Kalpana Jaisingh Morparia#	6	1	7	6	16	22

*appointed w.e.f. July 8, 2022

#ceased w.e.f. February 11, 2023