



Familiarization Programme for Independent Directors

FY22



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 Program 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 Program:**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 Program 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 Familiarisation Programs

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.

Programs Organized and Attended:

Sl.	Name of Independent Directors	Number of programs attended		Number of hours spent	
		during the FY22	cumulative till FY22	during the FY22	cumulative till FY22
1	Mr. Deepak Kapoor	1	1	16	16
2	Mr. Srivatsan Rajan	1	1	16	16
3	Mr. Romesh Sobti	1	1	16	16
4	Mr. Kalpana Jaisingh Morparia	1	1	16	16
5	Mr. Saugata Gupta	1	1	16	16