

**ASTRA MICROWAVE PRODUCTS LIMITED**  
**Registered Office: 'ASTRA TOWERS', Survey No:12 (Part),**  
**Kothaguda Post, Kondapur, Hitech City,**  
**Hyderabad – 500084.**  
**CIN: L29309TG1991PLC013203**

---

**Familiarisation Programme for Independent Directors**

**Preamble:**

Regulation 25(7) of SEBI (LODR) Regulation stipulates that:

The Company shall familiarize the Independent Directors with the Company, nature of the industry in which the Company operates, business model of the Company, their roles, rights, responsibilities in the Company, any other relevant information, through various programmes.

**Purpose:**

The purpose of the familiarization programme is to enable Independent Directors to understand the Company's business and contribute to the achievement of Company's goals and objectives.

**Familiarization Process:**

In order to familiarize the independent directors with the Company and to inform them about their roles, rights and responsibilities, the Company follows the following program:

- A. Orientation Programs are conducted by the following departments and the heads of the respective departments are introduced to the independent director.

**Finance:** Covering details of the Company, its history, the Board structure, the Board committees and their functions, business model of the company, financial details and risk management, policies applicable to director, their roles, responsibilities, duties, rights as a director.

**Marketing:** Covering details of nature of industry, types of products, brands, position of the Company in the industry, sales and marketing channel, etc.,

**Technical:** Tour of the different units and explaining about projects, R&D center, 100% EOU unit and the production capacity etc.

B. In addition to the above, in case the director is interested in meeting any specific department or function or getting any further details, the same is also arranged.

The details as required under Regulation 46(2)(i) of the SEBI (LODR) Regulations, 2015 are as under:

Number of familiarization programmes attended by the Independent Directors	No. of hours spent during 2021-22 on familiarization	Cumulative hours spent on familiarization*
5	2.5	17

\*Notes:

1) All the Independent Directors associated with the Company are well versed with the Company's business, the products and services supplied by the Company, the nature and dynamics of the industry in which it operates.

2) Since the SEBI (LODR) Regulations, 2015 have come into effect during the year 2015-16, the details of cumulative hours spent on familiarization mentioned hereinabove is from FY 2015-16.

3) It is presumed that at least 30 minutes can be said to have been apportioned for the purpose of familiarization in every Board Meeting, apart from specific familiarization programme from time to time.

\*\*\*\*\*

**Cumulative hours calculation:**

<b>Year</b>	<b>No. of Board meetings held</b>	<b>No. of hours</b>	<b>Cumulative hours spent</b>
2015-16	7	3.5	3.5
2016-17	5	2.5	6.0
2017-18	5	2.5	8.5
2018-19	7	3.5	12
2019-20	5	2.5	14.5
2020-21	5	2.5	17
2021-22			