

MILKFOOD LIMITED

Regd. Office: P.O. Bahadurgarh, Distt. Patiala (Punjab)- 147021

Ph:0175-2381404/ 2381415 Fax: 0175-2380248

Email : milkfoodltd@milkfoodltd.com, Website: www.milkfoodltd.com

CIN : L15201PB1973PLC003746 GST : 07AAACM5913B1ZY

DETAILS OF FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS

FOR FINANCIAL YEAR 2024-25

BACKGROUND

The Companies Act, 2013, read with Regulation 25(7) of the SEBI Listing Regulations places increased responsibilities on Independent Directors (IDs) of the Company. To enable the Independent Directors to fulfil their responsibilities efficiently and effectively, a company is mandatorily required to form a familiarisation program to assist the directors 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.

DETAILS OF FAMILIARIZATION PROGRAMMES

Milkfood Limited ("the **Company**") believes that a Board which is well informed/familiarised with Company, contributes significantly to the Company. Accordingly, the Company follows a structured familiarisation programme for the IDs as under:

- On joining, IDs are familiarised about the background of the Company, they are made aware of their roles, rights and responsibilities in the Company through a formal letter of appointment, which also stipulates various terms and conditions of their engagement, etc. They are also familiarised with important statutory & regulatory provisions, Code of Conduct, overview on performance evaluation and other policies of Company applicable to them. Newly appointed directors are provided along with their letter of appointment, an introductory kit consisting of highlights of Statutory provisions, various policies and codes including Insider Trading Code, list of committees and other materials as may be required by the directors to gain an insight into the Company;
- Updates on relevant regulatory changes and new developments are presented to the Directors, from time to time;
- Detailed updates on nature of the industry in which the Company operates, along with business model, business and operational updates of the Company (including achievements/new products/expansion/strategy/budgets), technology & financial statements of the Company are regularly provided at Board meetings.

During the financial year 2024-25, two familiarisation programmes was conducted for the Independent Directors wherein the plant(s) visit were organized and a presentation was made to familiarise the Independent Directors with the nature of industry in which the company operates and business model of the Company covering the following:

- Background of the Company and its Business
- Way forward
- Regulatory Updates
- Board Governance & Dynamics
- Expansion, Technology, Research & Development

The detail of programmes attended by the Independent Directors are given below:

S. No.	Name of the Directors	No. of Programs attended		No. of Hours Spent	
		During the year 2024-25	On cumulative basis till date	During the year 2024-25	On cumulative basis till date
1	Mrs. Gita Bawa	2	17	2 Hour	17 Hours
2	Mr. Anil Girotra	2	12	2 Hour	12 Hours
3	Ms. Namita Swain	2	03	2 Hour	03 Hours

Disclosure:

The details of such familiarization programme are disclosed on the Company's website.

Details of familiarisation programmes effective date of LODR 02.09.2015

Financial Year	Date of Appointment of Independent directors	Name of Directors	No. of Programs held	No. of Programs attended by the ID
2015-16		Mrs. Asha Gadi	1	1
		Mr. Anil Girotra	1	1
2016-17	30.05.2016	Mrs. Asha Gadi	2	2
		Mr. Anil Girotra (resigned 12.08.2016)	2	1
		Mrs. Gita Bawa(app)	2	1
2017-18		Mrs. Asha Gadi	2	2
		Mrs. Gita Bawa	2	2
2018-19		Mrs. Asha Gadi	2	2
		Mrs. Gita Bawa	2	2
2019-20	13.02.2020 13.02.2020	Mrs. Asha Gadi	2	2
		Mrs. Gita Bawa	2	2
		Mr. K K Kohli (app)	2	0
		Mr. Anil Girotra (app)	2	0
2020-21		Mrs. Asha Gadi	2	2
		Mrs. Gita Bawa	2	2
		Mr. K K Kohli	2	2
		Mr. Anil Girotra	2	2
2021-22		Mrs. Asha Gadi	2	1
		Mrs. Gita Bawa	2	2
		Mr. K K Kohli	2	2
		Mr. Anil Girotra	2	2
2022-23		Mrs. Asha Gadi (resign	2	0

		04.07.2022)		
		Mrs. Gita Bawa	2	2
		Mr. K K Kohli	2	2
		Mr. Anil Girotra	2	2
2023-24		Mrs. Gita Bawa	2	2
		Mr. K K Kohli (resign 07.07.2023)	2	1
		Mr. Anil Girotra	2	2
	07.07.2023	Ms. Namita Swain (app)	2	1
2024-25		Mrs. Gita Bawa	2	2
		Mr. Anil Girotra	2	2
		Ms. Namita Swain	2	2