



Newgen Software Technologies Limited Familiarization Programme for Independent Directors

PREAMBLE:

In accordance with the requirements of provisions of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Schedule IV to the Companies Act, 2013, Newgen Software Technologies Limited (the “Company”) has introduced a program to familiarize the Independent Directors with the Company, their roles, rights and responsibilities in the Company, nature of the industry in which the Company operates, business model of the Company etc.

OBJECTIVES:

1. To adopt a program for orientation and familiarization of Independent Directors so as to enable them to understand the Company, its operations, business, industry and environment in which it functions.
2. To update the Directors on a continuing basis about any significant changes therein so as to enable the Directors to be in a position to take well-informed and timely decisions.

ORIENTATION PROGRAMME UPON INDUCTION OF NEW DIRECTORS:

1. A set of information will be handed over to the new inductee, which includes the latest Annual Report and various policies such as Code of Conduct, Whistle Blower Policy, Nomination & Remuneration Policy, Policy on Related Party Transactions, etc.
2. A detailed Appointment Letter will be issued incorporating the roles, duties and responsibilities, remuneration and performance evaluation process etc.
3. A brief introduction will be provided about the Company, its subsidiaries/associates companies.

OTHER INITIATIVES TO UPDATE THE DIRECTORS ON A CONTINUING BASIS:

1. Meetings with Company’s officials will be arranged as and when necessary to better understand the business and operations of the Company.
2. The presentations at Board meetings include updates on business operations and financial performance, working capital management, senior management changes, compliances, cash flow, operation of the Company’s subsidiaries.