

# PARAGON FINANCE LIMITED

CIN: L65921WB1986PLC040980

Regd. Office: 4/1 Middleton Street, Sikkim House, 4<sup>th</sup> Floor, Kolkata- 700071

E-mail: [compliancesdesk@gmail.com](mailto:compliancesdesk@gmail.com); Website: <https://www.paragonfinance.in/>

## **FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS**

### **1. Preamble**

Pursuant to Regulation 25(7) read with Regulation 46(2) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“LODR”), Paragon Finance Limited (“the Company”) has formulated this Familiarisation Programme for Independent Directors.

The Programme aims to familiarise Independent Directors with the Company, its business model, industry environment, governance framework and their roles, rights and responsibilities.

### **2. Objective**

The Programme is designed to:

- i. Enable Independent Directors to understand the Company’s business and operations
- ii. Apprise them of their roles, duties and liabilities
- iii. Provide insights into financial performance and risk management
- iv. Update them on regulatory and governance developments
- v. Facilitate effective participation in Board and Committee meetings

### **3. Applicability**

This Programme shall apply to all Independent Directors of the Company.

### **4. Overview of the familiarisation programme**

#### **Familiarisation upon induction of new Independent Director**

- At the time of appointment, an appointment letter incorporating the role and duties, tenure of appointment, evaluation process, availability of directors and officer’s liability insurance, details regarding remuneration is given to the Directors.
- The Company conducts a well-structured induction programme for orientation and training of directors which includes one-to-one interactive sessions with the executive directors, Chief Financial Officer, Company Secretary, Senior Management.
- New independent directors are provided with induction kit which includes Memorandum & Articles of Association, copies of Annual Report of last three years, Financial statements and business overview, Board and Committee structure, Key policies (Code of Conduct, Insider Trading, RPT, Vigil Mechanism), Organisational structure and KMP details, Arrange Site / Business Visits (if applicable).

## **Ongoing Familiarisation Programme**

The Company will follow a structured orientation programme for the independent directors to understand and get updated on the business and operations of the Company on a continuous basis.

Independent Directors shall be periodically updated through presentations and discussions on:

- Business & Industry which includes Industry trends, outlook, Business performance and strategy.
- Financial Matters which includes Quarterly and annual results, Internal financial controls.
- Legal & Compliances related to SEBI LODR requirements, Companies Act, 2013, Insider Trading Regulations, Related Party Transactions.
- Risk Management, which includes Risk framework and Internal audit observations.
- Governance includes Board processes and Committee functioning, Roles and responsibilities of Directors.
- Emerging Areas such as ESG and sustainability, Cyber security, Technological developments.

## **5. Mode of Familiarisation**

The Programme may be conducted through: Board / Committee presentations, Internal briefings and discussions, Circulation of documents and updates, One-to-one meetings, Strategy sessions, External expert sessions.

## **6. Miscellaneous**

This programme shall be uploaded on the website of the Company and a web link of the same shall also be provided in the Annual Report of the Company.

The Nomination and Remuneration Committee shall monitor and periodically review the familiarisation programme and approve changes, if any.

The Company Secretary & Compliance Officer shall Coordinate the Programme, maintain records of participation hours and Ensure regulatory compliance and disclosures.

## **Details of familiarization programs imparted to Independent Directors during the FY 2025-2026 and cumulatively as end of March 31, 2026**

Name Of Independent Director	No. Of Programmes Attended		No. of hours spent in the programmes attended	
	2025-2026	On Cumulative Basis Till Date	2025-2026	On Cumulative Basis Till Date
Anny Jain	19	96	14	91
Parul Rajgaria	17	42	13	38
Anshul Goenka	10	18	10	18