

K.Z.LEASING & FINANCE LTD.

REGD. OFFICE: DESHNA CHAMBERS, B/H. KADVA PATIDAR VADI, USMANPURA, ASHRAM ROAD,
AHMEDABAD-380014. (GUJARAT)
CIN L 65910 GJ 1986 PLC 008864

FAMILIARISATION PROGRAMMES FOR INDEPENDENT DIRECTORS

Preamble

Regulations 25(7) and 46(2) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, stipulates that the Company shall familiarize the independent directors with the nature of the industry in which the Company operates, business model of the Company, their roles, rights, responsibilities in the Company, etc., through various programmes and the details of such familiarisation programmes shall be disseminated on the website of the Company.

Overview of the Familiarisation process

All Independent Directors are aware and further updated about their roles, rights, responsibilities in the Company. A Directors' kit containing information about the Company, Memorandum and Articles of Association, Annual Reports for previous 3years, etc. is handed over to the director. The appointment letter issued to Independent Directors, *inter-alia*, sets out the expectation of the Board from the appointed director, their fiduciary duties and the accompanying liabilities that come with the appointment as a director of the Company.

Independent Directors are provided with applicable documents, reports and internal policies to enable them to familiarize with the Company's procedures and practices.

Periodic presentations are made at the Board and Board Committee Meetings, on business and performance updates of the Company, business strategy and risks involved.

Quarterly updates on relevant statutory changes and landmark judicial pronouncements encompassing important laws are regularly circulated to the Directors.

Each director of the Company has complete access to any information relating to the Company. Independent Directors have the freedom to interact with the Company's management. They are given relevant documents for enabling them to have a good insight of the Company's operations. Further, they meet without the presence of the Company's management to discuss matters pertaining to the Company's affairs and put forth their combined views to the Chairman of the Board.

Visits to the Company's sites are organized for the Directors to enable them to have a better understanding of the activities of the Company.

K.Z.LEASING & FINANCE LTD.

REGD. OFFICE: DESHNA CHAMBERS, B/H. KADVA PATIDAR VADI, USMANPURA, ASHRAM ROAD,
AHMEDABAD-380014. (GUJARAT)
CIN L 65910 GJ 1986 PLC 008864

Familiarisation Programmes imparted by the Company to Independent Directors are detailed below:

Name of Director	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	On cumulative basis till date	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	On cumulative basis till date
Shri Babulal Maganlal Patel	4	4	5	5	5	23	2:00	2:00	1:30	2:40	12:30	20.00
Shri Kantibhai Sendharam Patel	4	3	5	5	5	22	11:00	11:15	12:00	12:10	1:30	47.55
Shri Arunbhai Shankerlal Patel	-	-	3	5	5	13	-	-	1:00	11:15	11:30	23.45

Particulars of Programs	
FY 2020-2021	
1	To approve the unaudited financial results and take note of the shareholding pattern and reconciliation of share capital audit report.
2	To take note of the shareholding pattern, share capital audit report, investor complaints, and compliance with Regulation 30(2) of SEBI (Substantial Acquisition of Shares and Takeovers) for the periods ended March 31, 2021
3	the meeting of The Board / Management Committee held on 30/06/2020 for keeping FDOD Account in the name and styled as K. Z .LEASING AND FINANCE LTD.
4	The chairman informed the Board that Company needs to make investment in mutual funds and for which following resolution has been passed.

Particulars of Programs	
FY 2021-2022	
1	review of business activities and business performance of the company
2	Cessation of Director due to his demise
3	Discuss Appointment of Secretarial Auditor for 2021-22
4	Discuss Appointment of Internal Auditor
5	Disclosure of Interest of directors

K.Z.LEASING & FINANCE LTD.

REGD. OFFICE: DESHNA CHAMBERS, B/H. KADVA PATIDAR VADI, USMANPURA, ASHRAM ROAD,
AHMEDABAD-380014. (GUJARAT)
CIN L 65910 GJ 1986 PLC 008864

	Particulars of Programs
	FY 2022-2023
1	To take note of Compliance certificates under Regulation 40(9) and 7(3) for the half-year ended March 31, 2022, along with the Statement of Investor Complaints under Regulation 13 for the quarter and year ended March 31, 2022
2	To approve the unaudited financial results and take note of the shareholding pattern and reconciliation of share capital audit report for the quarter ended June 30, 2022.
3	To determine the director liable to retire by rotation and to consider and approve the Directors' Report for the 2021-22 fiscal year.
4	To take note of quarterly RBI returns for the period ended September 30, 2022, and consider the conversion of the company from a Category "A" to a Category "B" NBFC in accordance with RBI directives.
5	To approve the unaudited financial results and take note of the trading window closure, shareholding pattern, share capital audit report, and investor complaints for the periods ended March 31, 2023.

	Particulars of Programs
	FY 2023-2024
1	To take note of resolutions regarding the maintenance of an FD OD account and the investment of available surplus funds as decided in the board/management committee meeting held on May 31, 2023.
2	Holding of board meeting as on 14th August 2023 for consideration of Unaudited results for quarter ended 30th June 2023
3	To determine name of Director liable to retire by rotation
4	quarterly returns filed with RBI for quarter ended 30.09.2022
5	To take note of the shareholding pattern, share capital audit report, investor complaints, and compliance with Regulation 30(2) of SEBI (Substantial Acquisition of Shares and Takeovers) for the periods ended March 31, 2023.

	Particulars of Programs
	FY 2024-2025
1	This list records the company's compliance with SEBI regulations and the formal review of audited financial results and board meeting outcomes for the period ending March 31, 2024.
2	This document records the formal approval and review of meeting minutes and financial submissions from 2023 and 2024.
3	These items record the formal notification and approval of key corporate events, including the Annual General Meeting (AGM) logistics, financial reporting for June 2024, and the year-end audit report.
4	This document summarizes the review of investor grievance committee minutes and the company's compliance with specific SEBI regulatory filings and meeting notices for late 2024.
5	Holding the board meeting as on 4th February 2025 for the Consideration of Unaudited Results for the quarter ended 31st December 2024.