CAPITAL TRADE LINKS LTD.

CIN : L51909ODL1984PLC019622

CAPITAL TRADE LINKS LIMITED

"FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS"

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Preamble

In terms of Regulation 25(7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company is required to familiarize the independent directors with the Company, nature of the industry in which the Company operates, business model of the Company, their roles, rights and responsibilities in the Company, etc. through various programmes or training sessions.

The details of such familiarization programmes shall be disclosed on the Company's website and a web link thereto shall be given in the Annual Report of the Company.

Purpose

Capital Trade Links Limited ("**the Company**") believes that the Board should be continuously empowered with knowledge of latest developments affecting the Company & the industry and apart from regular presentations on Company's business strategies, associated risks relating to the Non-Banking Financial Company (NBFC) sector, updates on relevant statutory and regulatory changes, including RBI guidelines, SEBI Regulations and applicable provisions of the Companies Act, 2013.

The Company believes that an effective familiarization programme helps the Independent Directors not only to have greater insight into the Company's business but also contributes effectively in decision making at Board / Committee meetings. In view of the above, certain programme activities are merged with the Board / Committee meetings for the convenience of the Directors. Also, individual programmes are conducted separately for them as and when required, by the Company.

Overview of Familiarization Programmes in Capital Trade Links Limited

This familiarization of Independent Directors is an ongoing process at Capital Trade Links Limited. The Independent Directors are updated regularly about the Company, its business model and operations, business risks, nature of industry in which it operates, the regulatory challenges apart from their roles, rights, responsibilities in the Company, etc. through these familiarization programmes. Majority of the Independent Directors associated with the Company are well versed with the industry, business operations, policies / practices of the Company and its subsidiaries.

The details of familiarization programmes are as under:

1. When a new Independent Director joins the Board of Directors of the Company, he / she is provided with personal orientation with the senior management of the Company. Further, along with the appointment letter, an 'information kit' is provided which includes an overview of the Company and its business, performance of the Company during the last three years, Code of Conduct and various policies of the Company, information about the subsidiaries and joint ventures of the Company, etc. In addition, the director is also provided

with the relevant provisions of law in respect of his / her / their duties, roles, responsibilities, etc. as independent director of the Company.

The detailed plan for the said programme covers the following aspects:

i. Board Overview:
   - Constitution of the Board of Directors, list of Board members.
   - Role of the Board of Directors.
   - Performance Appraisal Mechanism for the Board of Directors.

ii. Group Overview:
   - Brief about the subsidiary and associate companies, if any.
   - Business activities carried on by each subsidiary and associate companies, if any.

iii. Company Overview:
   - Financial performance.
   - Latest audited annual financial statements & unaudited financial results for immediately preceding quarter(s) during the current financial year.
   - Overview of branch offices, business locations and operational infrastructure, as applicable.

2. Detailed information on the business and operations of the Company including the performance outlook for the year, performance of the subsidiaries and joint ventures, important developments in the industry, business risks, etc. is provided to the Directors on quarterly / annual basis and necessary presentations are also made in the meetings of the Board / Audit Committee, on the matters which inter-alia covers:
   - Loans, Guarantees, Investments made by the Company
   - Contingent Liabilities
   - Related Party Transactions
   - Issues and findings during Internal Audit

3. As and when required, the Company conducts sessions for Independent Directors with the help of in-house team or external experts in order to update and familiarize them about their roles, responsibilities, duties, rights, etc.

4. Further, at various Board and Committees meetings, presentations are made on company policies, changes in the regulatory environment applicable to the corporate sector and to the industry in which it operates, relevant important statutory changes (including those related to their rights, duties, roles & responsibilities) and other relevant issues and are also circulated to the Board and Committee members from time to time.

5. The Company provides Independent Directors complete access to the information within the Company and they have freedom to interact with the Statutory Auditors, Internal Auditors, and Secretarial Auditors appointed by the Company in addition to the interaction with the Company's management.

Disclosure

The details of the familiarization programmes conducted by the Company are uploaded on the Company's website and a web link for the same is regularly being provided by the Company in the Annual Report of the Company.

Sr. No.	Date of Programme	Independent Directors Present	Programme Duration (hr:min) (approx.)	Area Covered
1.	May 27, 2025	• Mr. Mahendra Kumar Sharma • Mr. Sanjeev Kumar Sapra • Mr. Ashish Kapoor • Ms. Parul Singh	00:40	• Overview of Powers and Duties of the Board. • Overview of meaning and obligations of Independent Directors. • Overview of performance evaluation of Executive Directors and Non-Executive Directors • Overview of performance evaluation of Committees of the Board
2.	August 14, 2025	• Mr. Mahendra Kumar Sharma • Mr. Sanjeev Kumar Sapra • Mr. Ashish Kapoor • Ms. Parul Singh	00:30	• Overview of Archival Policy of the company. • Overview of the Policy on Orderly Succession of the Board and Senior Management. • Overview of Preservation of Documents Policy of the company • Overview of Nomination and Remuneration Policy of the company • Overview of appointment and removal of Director, KMP and senior management. • Overview of policy for remuneration to Directors, KMP, Senior management • Overview of Familiarization program • Overview of the composition of Board of Director and related provisions. • Overview of the case study on governance failure of Gensol Engineering Limited (GEL)

3.	November 14, 2025	• Mr. Mahendra Kumar Sharma • Mr. Sanjeev Kumar Sapra • Mr. Ashish Kapoor • Ms. Parul Singh	00:30	• Overview of the Policy for Code of Fair Disclosure SEBI (Prohibition of Insider Trading) Regulations, 2015 of the Company • Overview of the Board Evaluation Policy of the Company. • Overview of the Policy for determination of Materiality of the Company as per Regulation 30 of SEBI Listing Regulations. • Overview of Regulation 33 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 relating to financial results. • Overview of Provisions relating to declaration and payment of Dividend and related statutory compliances.
4.	February 12, 2026	• Mr. Mahendra Kumar Sharma • Mr. Sanjeev Kumar Sapra • Mr. Ashish Kapoor • Ms. Parul Singh	00:25	• Overview of SEBI circular relating to Special Window for re-lodgement of transfer requests of physical shares. • Overview of NFRA observations and strengthening communication between statutory auditors and Those Charged with Governance.

Details of attendance of Independent Directors in Familiarization Programme / Session are as follows:

Sr. No.	Name of Independent Directors	Programmes held during the financial year 2025-26			
		Held during the tenure		Attended during the tenure	
		No.	Duration (hr:min) (approx.)	No.	Duration (hr:min) (approx.)
1.	Mr. Mahendra Kumar Sharma	4	02:05	4	02:05
2.	Mr. Sanjeev Kumar Sapra	4	02:05	4	02:05
3.	Mr. Ashish Kapoor	4	02:05	4	02:05
4.	Ms. Parul Singh	4	02:05	4	02:05