

## BOARD MEETINGS PROCEDURE

The Board procedure of the Company ensures structured, efficient and transparent decision-making and follows the below:

➤ **Meeting Schedule and Planning:**

- Board, Committee and Independent Director meetings are pre-scheduled, with an annual calendar circulated to Directors and Committee members a year in advance to allow for proper planning and participation.
- In case of urgent matters, approval is sought through a resolution passed by circulation, as permitted by law and subsequently confirmed in the next meeting.

➤ **Agenda Preparation:**

- The agenda for each meeting is divided into categories such as strategic decisions, operational reviews, governance, approval matters and environmental/social aspects. Relevant items are circulated for the members' information.

➤ **Strategic Discussions:**

- The Board discusses strategic topics including succession planning, governance, regulatory matters, financial status, dividend declarations, ESG commitments and other matters required under applicable laws.

➤ **Annual Reviews:**

- The Board reviews strategy, budgets, business plans, and capital expenditures on an annual basis and provides guidance to management based on economic developments, sector changes, competition and government regulations.

➤ **Access to Information:**

- The Board has unrestricted access to all company-related information, including management and stakeholders.
- The Company Secretary ensures that Board members and Committees receive the necessary information and documents to facilitate effective decision-making.

➤ **Agenda Determination:**

- The Chairperson of the Board/Committees and the Company Secretary, in consultation with the Managing Director and CFO, determine the agenda for each meeting to ensure all relevant matters are addressed.