

PRE-BOARD MEETING

➤ **Agenda Preparation**

- Company Secretary prepares the agenda in consultation with the CMD, Executive Directors and Chairman of the respective Committee(s).
- Recommendations from the Management, Board and Committees are incorporated.

➤ **Compliance Check**

- Ensure adherence to applicable laws, including the Companies Act, Rules, Listing Regulations and Secretarial Standards (ICSI).
- Include explanatory notes, draft resolutions, legal references, amendments, management proposals and presentations.

➤ **Documentation and Confidentiality**

- Prepare and circulate agenda and explanatory notes securely via a web-based application.
- Ensure that all documents are confidential, leveraging technology to reduce paper consumption.
- The application meets high-security standards for document storage and transmission.

➤ **Pre-Meeting Information Sharing**

- Circulate all material information to the Directors in compliance with legal requirements.
- Ensure that the minimum information required under Part A of Schedule II of the Listing Regulations is included.

➤ **Handling Unpublished Price Sensitive Information (UPSI)**

- With unanimous Board consent, UPSI is shared with the Board and Committees at shorter notice before the meetings.
- Ensure that information regarding key developments is updated continuously to aid effective decision-making.