



THE HI-TECH GEARS LTD.

CIN - L29130HR1986PLC081555

Corporate Office: Millennium Plaza, Tower-B, Sushant Lok-1, Sector-27, Gurugram -122009,

Haryana, INDIA Tel.: +91(124) 4715100 E-mail: secretarial@thehitechgears.com

Particulars of Familiarization Programme pursuant to Regulation 25(7) of The SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations") for Financial Year 2023-24

The Company regularly conducts various familiarization programmes pursuant to Regulation 25(7) of The SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

In the Familiarization Programme, at the time of appointment of an Independent Director, a formal letter of appointment is given, which inter alia explains the role, functions, duties and responsibilities expected from him/her as an Independent Director of the Company.

Further in case of any changes in the Rules & Regulations or any business development which needs specialized insight, each Director is familiarized with full details and the effects of it.

During such programme, interactive sessions were also conducted, wherein the doubts of Directors were taken up and settled. The programmes were conducted normally at the end of scheduled board meetings, which lasted for considerable time. In the programme Executive Directors & other Directors were also invited, who imparted and shared their experiences as training & Value addition.

The details of familiarization programmes during the F.Y. 2023-24 are as under:-

| Sl No. | Date | Attendance | Areas Covered | Number of hours spent |
|--------|------------|--|---|-----------------------|
| 1 | 14.08.2023 | Mr. Anant Jaivant Talaular Mr. Pranav Kapuria Mr. Anuj Kapuria Mr. Sandeep Dinodia Mr. Krishna Chandra Verma Mr. Vinit Taneja Mr. Subir Kumar Chowdhury Mrs. Malini Sud Mr. Bidadi Anjani Kumar Mr. Rajiv Batra Mr. Anil Kumar Khanna | Directors (Including Independent Directors) & KMP's were familiarized with relaxations / amendments in relation to various provisions of the SEBI(LODR) Regulations, 2015. Mr. Naveen Jain, Company Secretary provided the insight on above topics. | 1.20 hour |

www.thehitechgears.com

Works-I: A-589, Industrial Complex, Bhiwadi - 301019 Rajasthan INDIA Tel: +91(1493) 265000

Regd. Office & Works-II: Plot No. 24, 25, 26 Sector-7, IMT Manesar - 122050 Gurugram, Haryana INDIA Tel: +91 (124) 4715200

Works-III: Plot No. SP-146A, Industrial Complex, Bhiwadi - 301019 Rajasthan INDIA

Subsidiaries: The Hi-Tech Gears Canada, Inc. 361, Speedvale Ave W, Guelph, ON N1H 1C7, CANADA

Teutech LLC, 227, Barton St, Emporium, PA 16804, USA



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| SI No. | Date | Attendance | Areas Covered | Number of hours spent |
|---------------------|------------|------------------------------|---|-----------------------|
| 2 | 07.11.2023 | Mr. Deep Kapuria | Directors (Including Independent Directors) & KMP's were familiarized with relaxations / amendments in relation to various provisions of Companies Act, 2013. Mr. Naveen Jain, Company Secretary provided the insight on above topics. | 1.10 hour |
| | | Mr. Anant Jaivant Talaulicar | | |
| | | Mr. Pranav Kapuria | | |
| | | Mr. Anuj Kapuria | | |
| | | Mr. Sandeep Dinodia | | |
| | | Mr. Krishna Chandra Verma | | |
| | | Mr. Vinit Taneja | | |
| | | Mr. Kawal Jain | | |
| | | Mr. Amresh Kumar Verma | | |
| | | Mrs. Malini Sud | | |
| | | Mr. Bidadi Anjani Kumar | | |
| | | Mr. Anil Kumar Khanna | | |
| Mr. Rajiv Batra | | | | |
| 3 | 13.02.2024 | Mr. Deep Kapuria | Directors (Including Independent Directors) & KMP's were familiarized with relaxations / amendments in relation to various provisions of SEBI(LODR) Regulations, 2015. Mr. Naveen Jain, Company Secretary provided the insight on above topics. | 0.5 hour |
| | | Mr. Pranav Kapuria | | |
| | | Mr. Anuj Kapuria | | |
| | | Mr. Rajiv Batra | | |
| | | Mr. Anant Jaivant Talaulicar | | |
| | | Mr. Anil Kumar Khanna | | |
| | | Mr. Amresh Kumar Verma | | |
| | | Mr. Krishna Chandra Verma | | |
| | | Mr. Vinit Taneja | | |
| | | Mr. Bidadi Anjani Kumar | | |
| | | Ms. Malini Sud | | |
| | | Mr. Ramesh Shankarmal Pilani | | |
| Mr. Kawal Jain | | | | |
| Mr. Sandeep Dinodia | | | | |

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DETAILS OF FAMILIARISATION PROGRAM ATTENDED BY INDEPENDENT DIRECTORS:

| NAME OF DIRECTORS | FINANCIAL YEAR 2023-24 | | CUMULATIVE TILL DATE | |
|------------------------------|------------------------|--------------|----------------------|--------------|
| | NO. OF PROGRAMMES | NO. OF HOURS | NO. OF PROGRAMMES | NO. OF HOURS |
| Mr. Anil Kumar Khanna | 3 | 3 | 11 | 9 |
| Mr. Sandeep Dinodia | 3 | 3 | 14 | 11.5 |
| Mr. Vinit Taneja | 3 | 3 | 14 | 11.5 |
| Mr. Krishna Chandra Verma | 3 | 3 | 14 | 11.5 |
| Mrs. Malini Sud | 3 | 3 | 14 | 11.5 |
| Mr. Rajiv Batra | 3 | 3 | 7 | 6 |
| Mr. Ramesh Shankarmal Pilani | 1 | 0.5 | 1 | 0.5 |

For The Hi-Tech Gears Limited

Naveen Jain
Company Secretary & Compliance Officer
Membership No A 15237

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