



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 2022-23

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. 2022-23 are as under:

| Sl No. | Date | Attendance | Areas Covered | Number of hours spent |
|--------|------------|---|--|-----------------------|
| 1 | 30.05.2022 | Mr. Deep Kapuria Mr. Anant Jaivant Mr. Talaulicar Mr. Pranav Kapuria Mr. Ramesh Chandra Jain Mr. Bidadi Anjani Kumar Mr. Sandeep Dinodia Mr. Vinit Taneja Mr. Krishna Chandra Verma Mrs. Malini Sud Mr. Rajiv Batra Mr. Vijay Mathur (CFO) | Directors (Including Independent Directors) & KMP's were familiarized with relaxations / amendments in relation to various provisions of SEBI(LODR) Regulations, 2015, and Companies Act, 2013. Mr. Naveen Jain, Company Secretary provided the insight on above topics. | 0.5 hour |

www.thehitechgears.com

Works I: A-589, Industrial Complex, Bhiwadi - 301 019 Rajasthan INDIA Tel.: +91(1493) 265000

Regd. Office & Works-II: Plot No. 24 - 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

Head Office: C-41/B, Kalkaji, New Delhi - 110019 INDIA

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

Teutech LLC. 227, Barton St. Emporium. PA 15834, USA



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| SI No. | Date | Attendance | Areas Covered | Number of hours spent |
|------------------------|------------|------------------------------|--|-----------------------|
| 2 | 07.11.2022 | Mr. Deep Kapuria | Directors (Including Independent Directors) & KMP's were familiarized with relaxations / amendments in relation to various provisions of the Companies Act, 2013. Mr. Naveen Jain, Company Secretary provided the insight on above topics. | 0.5 hour |
| | | Mr. Anant Jaivant Talaulicar | | |
| | | Mr. Pranav Kapuria | | |
| | | Mr. Anuj Kapuria | | |
| | | Mr. Ramesh Chandra Jain | | |
| | | Mr. Anil Kumar Khanna | | |
| | | Mr. Bidadi Anjani Kumar | | |
| | | Mr. Sandeep Dinodia | | |
| | | Mr. Vinit Taneja | | |
| | | Mr. Krishna Chandra Verma | | |
| | | Mrs. Malini Sud | | |
| | | Mr. Rajiv Batra | | |
| Mr. Vijay Mathur (CFO) | | | | |

| SI No. | Date | Attendance | Areas Covered | Number of hours spent |
|--------|------------|------------------------------|--|-----------------------|
| 3 | 08.02.2023 | Mr. Deep Kapuria | Directors (Including Independent Directors) & KMP's were familiarized with relaxations / amendments in relation to various provisions of SEBI(LODR) Regulations, 2015, and Companies Act, 2013. Mr. Naveen Jain, Company Secretary provided the insight on above topics. | 1 hour |
| | | Mr. Anant Jaivant Talaulicar | | |
| | | Mr. Pranav Kapuria | | |
| | | Mr. Ramesh Chandra Jain | | |
| | | Mr. Anil Kumar Khanna | | |
| | | Mr. Bidadi Anjani Kumar | | |
| | | Mr. Sandeep Dinodia | | |
| | | Mr. Vinit Taneja | | |
| | | Mr. Krishna Chandra Verma | | |
| | | Mrs. Malini Sud | | |
| | | Mr. Rajiv Batra | | |
| | | Mr. Vijay Mathur (CFO) | | |

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DETAILS OF FAMILIARISATION PROGRAM ATTENDED BY INDEPENDENT DIRECTORS:

| NAME OF DIRECTORS | FINANCIAL YEAR 2022-23 | | CUMULATIVE TILL DATE | |
|---------------------------|------------------------|--------------|----------------------|--------------|
| | NO. OF PROGRAMMES | NO. OF HOURS | NO. OF PROGRAMMES | NO. OF HOURS |
| Mr. Anil Kumar Khanna | 2 | 1.5 | 8 | 6 |
| Mr. Sandeep Dinodia | 3 | 2 | 11 | 8.5 |
| Mr. Vinit Taneja | 3 | 2 | 11 | 8.5 |
| Mr. Krishna Chandra Verma | 3 | 2 | 11 | 8.5 |
| Mrs. Malini Sud | 3 | 2 | 11 | 8.5 |
| Mr. Rajiv Batra | 3 | 2 | 4 | 3 |

For and on behalf of The Hi-Tech Gears Limited


Naveen Jain
Company Secretary

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