

KILBURN OFFICE AUTOMATION LIMITED

CIN: L27106WB1980PLC033140

Registered Office: VASUNDHARA BUILDING,
2nd Floor Space No.5 And 6, 2/7, Sarat Bose Road,
Kolkata – 700017, West Bengal
www.kilburnoffice.in

FAMILIARIZATION PROGRAM FOR INDEPENDENT DIRECTORS

1. Purpose

The Program aims to provide insights into the Company to enable the Independent Directors to understand its business strategies in depth and contribute significantly to the Company.

2. Familiarization Process

- The Company shall through its Executive Directors/Key Managerial Personnel conduct programs / presentations periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company;
- Such programs/presentations will provide an opportunity to the Independent Directors to interact with the senior leadership team of the Company and help them to understand the Company's strategy, business model, operations, service and product offerings, markets, organization structure, finance, human resources, technology, quality, facilities and risk management and such other areas as may arise from time to time;
- The programs/presentations shall also familiarize the Independent Directors with their roles, rights and responsibilities;
- The Company circulated news and articles related to the Company/industry on a regular basis and may provide specific regulatory updates from time to time;
- The Company has conducted an introductory familiarization program/presentation, when a new Independent Director comes on the Board of the Company; and
- The Statutory Auditors of the Company have made presentation to the Board of Directors with regard to provisions of the Companies Act, 2013, SEBI (Listing Obligations and Disclosures Requirements) Regulations, 2015 and its impact on the Company. Further Statutory Auditors and Senior Management will make a presentation to the Board of Directors on regulatory changes while approving the Quarterly/yearly Financial Results.

KILBURN OFFICE AUTOMATION LIMITED

CIN: L27106WB1980PLC033140

Registered Office: VASUNDHARA BUILDING,
2nd Floor Space No.5 And 6, 2/7, Sarat Bose Road,
Kolkata – 700017, West Bengal
www.kilburnoffice.in

DETAILS OF FAMILIARISATION PROGRAMMES IMPARTED TO DIRECTORS

[Pursuant to Regulation 46 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015]

S. No.	Name of the Independent Director	No. of Presentations/Programmes imparted (During FY ended March 31, 2026)	No. of Programmes imparted (Cumulative FY 2024-25 to 2025-26)	Number of programmes attended (During FY ended March 31, 2026)	Number of programmes attended (Cumulative FY 2024-25 to 2025-26)	Number of hours spent (During FY ended March 31, 2026)	Number of hours spent (Cumulative FY 2024-25 to 2025-26)
1	Neha Punit Agrawal	4	6	4	6	4	6
2	Pratiksha Sontosh Rathi	4	6	4	6	4	6

Updated till 31st March 2026