



NOMINATION & REMUNERATION POLICY

ideaForge Technology Limited

1. Preamble

This Nomination and Remuneration Policy (the “**Policy**”) has been formulated by ideaForge Technology Limited (“**Company**”) in compliance with Section 178 of the Companies Act, 2013, read with applicable rules made thereunder and in compliance with Regulation 19 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“**SEBI Listing Regulations**”) whenever applicable.

2. Objective and purpose of the Policy

The Company has formulated the Nomination and Remuneration Policy to provide guidance on (a) selection and nomination of Directors to the board of the Company ;(b) appointment of the senior managerial personnel of the Company and (c) remuneration of Directors, key managerial personnel (“**KMP**”) and other employees of the Company. Head of human resources will discuss the remuneration philosophy of the group with the nomination and Remuneration committee at least once in a year before making the increment effective and payment of incentives.

3. Scope of the Policy

The policy shall be applicable to the following in the Company:

- 3.1 Directors;
- 3.2 KMPs; and
- 3.3 Other employees of the Company in senior management positions.

Provided,

“Key Managerial Personnel” means key managerial personnel as defined under sub-section (51) of section 2 of the Companies Act, 2013 as under:

- a) the Chief Executive Officer or the Managing Director or the Manager;
- b) the Company Secretary;
- c) the Whole-time Director;
- d) the Chief Financial Officer;
- e) such other officer, not more than one level below the Directors who is in whole-time employment, designated as KMP by the Board; and
- f) such other officer as may be prescribed.

This Policy provides a framework for:

- a) Identifying persons who are qualified to become Directors, persons who may be appointed as KMPs and in senior management positions in accordance with the criteria laid down, and recommend to the Board for their appointment and removal and carrying out evaluation of every Director’s performance (including independent Director);
- b) Identifying the criteria for determining qualifications, positive attributes and independence of a Director;
- c) Determining remuneration of Directors and KMPs and persons in senior management positions, based on factors including the Company’s size, financial position, trends and practices on remuneration prevailing in peer companies in the similar industry;
- d) Specifying the manner for effective evaluation of performance of the Board, Directors, KMPs and persons in senior management positions to be carried out either by the Board, by the Committee (*defined below*) or by an independent external agency;
- e) Assessing the independence of independent Directors;

- f) Providing them rewards, linked directly to their efforts, performance, dedication and achievements relating to the Company's operations;
- g) Retaining, motivating and promoting talent and to ensure long term sustainability of talented persons and create competitive advantage; and
- h) Such other key issues/matters as may be referred by the Board or as may be necessary in view of the provision of the Companies Act 2013 and rules thereunder and the SEBI Listing Regulations, whenever applicable.

4. Constitution of the Nomination and Remuneration Committee

Pursuant to the provisions of Section 178 and other applicable provisions, if any, of the Companies Act, 2013 including the rules framed thereunder and Regulation 19 of the SEBI Listing Regulations, the Nomination and Remuneration Committee ("**Committee**") of the Company will be constituted as hereunder:

- a) The Board shall determine the membership of the Committee.
- b) The Committee shall comprise of at least three members, all of whom shall be non- executive Directors, and at least fifty percent of whom shall be independent Directors.
- c) One of the independent non-executive Directors shall be designated by the Board to serve as the Committee's Chairman. Provided that the chairperson of the listed entity, whether executive or non-executive, may be appointed as a member of the Committee and shall not chair the Committee.

5. Letter of appointment

Letter of appointment shall be issued by the Company to each Director, KMP and employees of the Company in senior management positions based on the recommendations of the Committee on the basis of the guidelines for the same under the Companies Act, 2013 and this Policy and shall be accepted and signed by the concerned person.

6. Matters to be dealt with, perused and recommended to the Committee

The following matters shall be dealt with by the Committee:

- (a) **Size and composition of the Board:** Periodically reviewing the size and composition of the Board to ensure that it is structured to make appropriate decisions, with a variety of perspectives and skills, in the best interests of the Company as a whole;
- (b) **Directors:** The Committee shall consider the following aspects while recommending the appointment of a person to the Board as a Director
 - The candidate shall have the appropriate skill, qualifications, experience, positive attributes and independence
 - The number of companies in which the candidate holds directorship which should be as per applicable laws
 - The candidate to have the ability to exercise sound business judgment, willingness to devote time
 - Good Moral reputation
- (c) **Senior Management:** Senior Management shall mean the following employees.
 - (i) Managing Directors, Whole Time Directors,
 - (ii) Chief Executive Officer (CEO), Chief Technology Officer (CTO), Chief Operating Officer (COO) and one level below CEO, CTO and COO,
 - (iii) Chief Financial Officer (CFO) and one level below CFO
 - (iv) Company Secretary

(d) Succession plans:

Establishing and reviewing Board and senior executive succession plans in order to ensure and maintain an appropriate balance of skills, experience and expertise on the Board and Senior Management;

(e) Evaluation of performance:

Make recommendations to the Board on appropriate performance criteria for the Directors as and when required. Formulate the criteria and framework for the evaluation of the performance of every Director on the Board of the Company. Identify training and education programs for the Board to ensure that Non-Executive Directors are provided with adequate information regarding the options of the business, the industry and their legal responsibilities and duties. To extend or continue the term of appointment of the independent Director, on the basis of the report of performance evaluation of independent Directors.

The evaluation/assessment of the Directors is conducted on an annual basis. The following criteria assists in determining how effective the performances of the Directors have been:

i. Vision and clarity of roles & responsibility:

The Individual Director should have awareness of fiduciary and statutory requirements and a clearly articulated vision. This includes clarity of role as a member of the Board of the Company.

ii. Board Processes:

The quality of board processes such as decision making (i.e. how directors ensure they are well informed to be able to make the decisions in the best interest of the Company and its stakeholders) selection and induction etc.

iii. Engagement with Management:

How well the board engages with the management to ensure it is well supported and able to meet the needs of its members.

iv. Board dynamics:

At the heart are the board dynamics. It is the quality of individual relationships and dialogues that directly influences the quality of decision making and relationships with key stakeholders.

v. Frequency of participation:

The Individual should make him /her available for attending the Board meetings of the Company and be available for providing his/her guidance and support in case of need.

(f) Board diversity:

The Board shall consist of such optimum number of Directors as per the requirements of the Act and Listing Regulations, including at least one Women Director. The Committee is to assist the Board in ensuring Board nomination process with the diversity of gender, thought, experience, knowledge, skill, and perspective in the Board, in accordance with the Board Diversity Policy which is as under:

- 1) The Committee shall address Board vacancies by actively considering candidates that bring a diversity of background and industry experience or related expertise. The candidates will be considered against objective criteria having due regard to the benefits of diversity on the Board.
- 2) Additionally, the Committee may consider appointment of experts from various specialized fields such as defense, finance, law, information technology, corporate strategy, marketing, business development, international business, operations management or any other professional area, so as to bring diversified skill sets on Board or succeed any outgoing Director with the same expertise. Accordingly, the Committee shall:
 - a. assess the appropriate mix of diversity, skills, experience and expertise required on the Board and assess the extent to which the required skills are represented on the Board,

- b. make recommendations to the Board in relation to appointments, and maintain an appropriate mix of diversity, skills, experience and expertise on the Board, and
 - c. periodically review and report to the Board requirements, if any, in relation to diversity on the Board.
- 3) The Committee will review the Board Diversity Policy periodically and recommend appropriate revisions to the Board as Committee may deem fit.

(g) Remuneration framework and policies:

The Committee is responsible for reviewing and making recommendations to the Board on:

- (a) the remuneration of the Managing Director, Whole-time Directors and KMPs
- (b) the total level of remuneration of Non-Executive Directors and for individual remuneration for Non- Executive Directors and the Chairman, including any additional fees payable for membership of Board committees;
- (c) the remuneration policies for all employees including KMPs, senior management and other employees including base pay, incentive payments, equity awards, retirement rights and service contracts having regard to the need to
 - (i) attract and motivate talent to pursue the Company's long-term growth;
 - (ii) demonstrate a clear relationship between executive compensation and performance; and
 - (iii) be reasonable and fair, having regard to best governance practices and legal requirements.
- (d) the Company's superannuation arrangements and compliance with relevant laws and regulations in relation to superannuation arrangements;

7. Appointment criteria and qualifications

- a) The Committee shall identify and ascertain the integrity, qualification, expertise and experience of the person for appointment as Director, KMP or senior management level and recommend to the Board his / her appointment. The Committee shall also review the ethical and moral qualities possessed by such person, commensurate to the requirement for the position.
- b) A person to be appointed as Director, KMP or senior management level should possess the adequate qualification, expertise, and experience for the position he/she is considered for appointment. The Committee has the discretion to decide whether the qualification, expertise, and experience possessed by a person is sufficient/satisfactory for the concerned position.
- c) A person, to be appointed as Director, should possess an impeccable reputation for integrity, deep expertise and insights in sectors/areas relevant to the Company, ability to contribute to the Company's growth, and complementary skills in relation to the other Board members.
- d) The Committee shall determine the suitability of appointment of a Director by ascertaining the 'fit and proper criteria' of the candidate. The candidate shall, at the time of appointment, as well as at the time of renewal of directorship, fill in such form as approved by the Committee to enable the Committee to determine the 'Fit and Proper Criteria'. Further, the proposed person are assessed against a range of criteria which includes but are not limited to:
 - Personality, skills and professional knowledge
 - Knowledge and experience relevant to the business of the Company
 - Understanding of and experience in performing his roles and responsibilities
 - Independence of judgment
 - Educational and professional qualification(s)
 - Past performance and credentials, behavior &conduct
 - Ability to work individually as well as a member of team

- Ability to represent the Company
 - Interaction and relationship with the other members of the Board, KMPs and key stakeholders
 - Board room conduct
 - Communication skills
 - Ethics and Values
- e) A whole-time KMP of the Company shall not hold office in more than one company except in its subsidiary company at the same time. However, a whole-time KMP can be appointed as a Director in any company, with the permission of the Board of Directors of the Company.
- f) Independence of Directors is decided on the basis of criteria provided under the relevant provisions of the Companies Act, 2013, read with rules made thereunder, and any modification/amendments done from time to time and as envisaged under SEBI Listing Regulations. A declaration of independence is taken from the independent Directors at the first meeting of the Board in which he participates as a Director and thereafter at the first meeting of the Board in every financial year or whenever there is any change in the circumstances which may affect his status as an independent Director.
- g) The Company shall not appoint or continue the employment of any person as Whole-Time Director/ Managing Director/Manager who has attained the age of 70 (seventy) years. Provided that the term of the person holding this position may be extended beyond the age of 70 (seventy) years with the approval of Shareholders by passing a Special Resolution based on the explanatory statement annexed to the notice for such motion indicating the justification for the extension of appointment beyond 70 (seventy) years.
- h) The Committee shall ensure that there are appropriate induction and training programs in place for newly appointed Directors and KMPs.
- i) The Committee shall make recommendations to the Board concerning any matters relating to the continuation in office of any Director at any time including the suspension or termination of service of an executive Director as an employee of the Company subject to the provision of the law and their service contract.

8. Retirement

The Directors, KMP and any other person in senior management personnel shall retire as per the applicable provisions of the Companies Act, 2013 and the prevailing policy of the Company. The Board will have the discretion to retain the Directors, KMP, and any other person in senior management personnel in the same position/remuneration or otherwise, even after attaining the retirement age, for the benefit of the Company.

9. Removal

Due to reasons for any disqualification mentioned in the Companies Act, 2013 and rules made there under or under any other applicable law, the Committee may recommend to the Board with reasons recorded in writing, removal of a Director, KMP or any other person in senior management position, subject to the provisions and compliance of the Companies Act, 2013 and other applicable law.

10. Term / Tenure

- a) Managing Director/Whole-time Director
- i) The Company shall appoint or re-appoint any person as its Chairman & Managing Director for a term not exceeding five years at a time.
 - ii) No re-appointment shall be made earlier than one year before the expiry of term of the Director appointed.
- b) Independent Director
- i) An Independent Director shall hold office for a term up to five years on the Board of the

Company and will be eligible for re-appointment on passing of a special resolution by the Company and disclosure of such appointment in the Board's report.

- ii) No Independent Director shall hold office for more than two consecutive terms, but such Independent Director shall be eligible for re- appointment in the Company as Independent Director after the expiry of three years from the date of cessation of the previous directorship as such in the Company. The Committee shall take into consideration all the applicable provisions of the Companies Act, 2013 and the relevant rules, as existing or as may be amended from time to time.

II. Remuneration & Perquisites

General

- a) The remuneration/compensation/commission etc. to any Director will be determined by the Committee and recommended to the Board for approval and the same shall be in accordance with the provisions of the Companies Act, 2013 & the rules made thereunder, and the Listing Regulations.
- b) If any insurance is taken by the Company on behalf of its Directors, Managing Directors, Whole Time Director, Chief Executive Officer, Chief Technology Officer, Chief Operating Officer, Chief Financial Officer, Company Secretary and/or any other employees for indemnifying them against any liability, the premium paid on such insurance shall not be treated as part of the remuneration payable to any such personnel. Provided that if such a person is proved to be guilty, the premium paid on such insurance shall be treated as part of the remuneration.

Remuneration to KMPs and other employees

The policy on remuneration for KMPs and other employees is as below: -

The Committee would determine the remuneration of the Directors and formulate guidelines for remuneration payable to the KMPs, Senior Management Personnel, and other employees.

These guidelines are as under:

a) Annual Remuneration

Annual Remuneration refers to the annual compensation payable to the employees of the Company. This comprises two parts - a fixed component, and a performance-linked variable Component, if any, based on the extent of achievement of the individual's objectives and performance of the business unit.

The objective is to set the total remuneration at levels to attract, motivate, and retain high-caliber, and high-potential personnel in a competitive global market. The total remuneration level is to be reset annually based on a comparison with the relevant peer group globally, established through independent compensation surveys, from time to time.

b) Remuneration to Non-Executive / Independent Directors

The remuneration payable to each Non-Executive Director is based on the remuneration structure as determined by the Board and as mentioned in the Articles of Association, which is revised from time to time, depending on individual contribution, the Company's performance, and the provisions of the Companies Act, 2013 and the rules made thereunder.

- (i) **Sitting Fees:** The non-executive/ independent Director may receive remuneration by way of fees for attending meetings of the Board or committees of the Board to which they are appointed from time to time thereof. Provided that the amount of such fees shall not exceed the limits prescribed under the Companies Act, 2013. The board of Directors shall recommend all fees or remuneration, if any, paid to non-executive Directors, including independent Directors, and shall require approval of shareholders in the general meeting. The requirement of obtaining approval of shareholders in general meetings shall not apply to the payment of sitting fees to non-executive Directors, if made within the limits prescribed under the Companies Act, 2013 for payment of sitting fees without the approval of the Central Government.

- (ii) **Commission:** Commission may be paid within the monetary limit approved by shareholders subject to the limits prescribed under the Companies Act, 2013.
- (iii) **Annual Remuneration:** The approval of shareholders by special resolution shall be obtained every year, in which the annual remuneration payable to a single non-executive Director exceeds the limits prescribed under the Listing Regulations.
- (iv) **Stock Options:** The Independent Directors shall not be entitled to any stock option of the Company.

12. **Familiarization Programs**

The Committee shall familiarize the Independent Directors through various programs about the Company, including the following:

- (a) nature of the industry in which the Company operates;
- (b) business model of the Company;
- (c) roles, rights, responsibilities of Independent Directors; and
- (d) any other relevant information.

13. **ESOP & other functions**

Perform such functions as are required to be performed by the Nomination and Remuneration Committee under the Securities and Exchange Board of India (Share Based Employee Benefits and Sweat Equity) Regulations, 2021

14. **Minutes of Committee Meeting**

Proceedings of all meetings must be recorded as minutes and signed by the chairman of the Committee at the subsequent meeting. Minutes of the Committee meetings will be tabled at the subsequent Board and Committee meeting.

15. **Disclosure of this Policy**

- a. The Policy shall be disclosed in the annual report of the Company, as required under Companies Act, 2013, rules made there under and the SEBI Listing Regulations, as amended from time to time and as may be required under any other law for the time being in force.
- b. The Policy shall be placed on the website of the company and the salient features of the Policy and changes therein, if any, along with the web address of the Policy shall be disclosed in the Board's report.
- c. The Company shall publish its criteria of making payments to non-executive Directors in its annual report. Alternatively, this may also be put up on the Company's website and reference be drawn in the annual report.

16. **Review**

The Policy shall be reviewed by the Committee at appropriate intervals and based on its recommendations; the Board may revise the same from time to time.

17. **Scope and limitation**

In the event of any conflict between the provisions of this Policy and the Companies Act, 2013, rules made there under, the SEBI Listing Regulations or any other statutory enactments or rules as maybe applicable, the provisions of Companies Act, 2013, rules made there under, the SEBI Listing Regulations or any other statutory enactments or rules shall prevail over this Policy and the part(s) so repugnant shall be deemed to be severed from the Policy and the rest of the Policy shall remain in force.

This Policy is approved by the Board at its meeting held on December 14, 2022