

TIMES GUARANTY LIMITED
FAMILIARISATION PROCESS FOR INDEPENDENT DIRECTORS

Objective of the Programme

In accordance with requirements of Regulation 25 and 46 of the SEBI (Listing Obligations and Disclosure Requirements) Regulation, 2015 (LODR 2015), the Company shall familiarize the Independent Directors with the Company, their roles, rights, responsibilities in the Company, nature of the industry in which the Company operates, business model of the Company, etc., through various programmes.

The familiarization programmes which may be conducted for Independent Directors from time to time, would aim to provide understanding about the Company's business and its operations, business strategies, management structure, risk management framework, regulatory environment in which the Company operates, among other things.

Familiarisation Process

The Company from time to time updates the Independent Directors about their roles and responsibilities in the following manner:

- At the time of joining, an Appointment letter is issued to the Independent Directors, which broadly outlines their statutory duties, roles, responsibilities as an Independent Director. The Independent Directors are also informed of the important policies of the Company including the Directors and Officers Liability and Company Insurance policy, Code of Conduct for Directors and Senior Management Personnel, Code of Conduct for Prevention of Insider Trading and obligations on disclosures.
- At the time of inducting a newly appointed Independent Director, a presentation is made by the Senior Executives of the Company to familiarize the Independent Director with the business model, operational aspects, management structure and other information about the Company. The new inductee is also appraised on the ongoing discussions at the Board meetings to enable him/ her to effectively participate at the Board meetings.
- The Company keeps Independent Directors updated on the operations of the Company and key developments which may impact the Company and its performance through presentations made at the meetings of Board. Such presentations, inter alia, include details of the industry in which company operates, performance of the Company, plans and strategies budgets, risk management mechanism, investments, funds flows, policies, management succession planning and such other information as may be required by them.
- The Independent Directors are updated on various regulatory and other amendments and developments either by way of presentations by external experts /consultants or by internal experts. The Independent Directors were also given a detailed overview of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Secretarial Standards notified by Ministry of Corporate Affairs.
- The Company encourages and recommends its Independent Directors participation at various programmes being conducted by professional bodies and organizations to stay apprised on various changes and amendments in laws in the changing regulatory environment.

Details of attendance of Independent Directors in Familiarization Programmes are as below:

Date of the Programme (Financial Years)	Ms. Mitu Samar Nath	Dr. Arun Arora
No. of Programmes attended		
2017-18	Monday, 24 th April, 2017	Monday, 24 th April, 2017
	Thursday, 10 th August, 2017	Thursday, 10 th August, 2017
	Monday, 13 th November, 2017	Monday, 13 th November, 2017
	Monday, 12 th February, 2018	Monday, 12 th February, 2018
	Friday, 23 rd March, 2018	Friday, 23 rd March, 2018
2018-19	Monday, 30 th April, 2018	Monday, 30 th April, 2018
	Thursday, 26 th July, 2018	Thursday, 26 th July, 2018
	Tuesday, 30 th October, 2018	Tuesday, 30 th October, 2018
	Tuesday, 29 th January, 2019	Tuesday, 29 th January, 2019
2019-20	Tuesday, 30 th April, 2019	Tuesday, 30 th April, 2019
	Wednesday, 14 th August, 2019	Wednesday, 14 th August, 2019
	Wednesday, 13 th November, 2019	Wednesday, 13 th November, 2019
	Tuesday, 4 th February, 2020	Tuesday, 4 th February, 2020
2020-21	Friday, 26 th June, 2020	Friday, 26 th June, 2020
	Wednesday, 11 th November, 2020	Wednesday, 11 th November, 2020
	Wednesday, 10 th February, 2021	Wednesday, 10 th February, 2021
2021-22	Wednesday, 26 th May, 2021	Wednesday, 26 th May, 2021
	Wednesday, 11 th August, 2021	Wednesday, 11 th August, 2021
	Wednesday, 11 th November, 2021	Wednesday, 11 th November, 2021
	Thursday, 10 th February, 2022	Thursday, 10 th February, 2022
2022-23	Thursday, 28 th April, 2022	Thursday, 28 th April, 2022
	Wednesday, 10 th August, 2022	Wednesday, 10 th August, 2022
	Thursday, 10 th November, 2022	Thursday, 10 th November, 2022
	Wednesday, 8 th February, 2023	Wednesday, 8 th February, 2023
2023-24	Thursday, 18 th May, 2023	Thursday, 18 th May, 2023
	Thursday, 10 th August, 2023	Thursday, 10 th August, 2023
	Friday, 27 th October, 2023	Friday, 27 th October, 2023
	Thursday, 8 th February, 2024	Thursday, 8 th February, 2024
No. of Programmes attended (Cumulative till date)*	28	28
No. of hours spent in the Programmes attended		
No. of hours spent (Cumulative till date)	6 hrs 45 minutes	6 hrs 45 minutes

*The Company had filed its first Corporate Governance Report under LODR, 2015 for the quarter ended 31st March, 2017.

Review

The Familiarization Process shall be reviewed and revised as may be required.

Disclosure

This Familiarization process shall be disclosed on the Company's website and web link thereto shall be provided in the Annual Report.