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)	No. of Programmes attended by respective Independent Director		No. of Programmes attended by Independent Directors
2017-18	**Ms. Mitu Samar Nath**	**Dr. Arun Arora**	Five Programmes during the FY 2017-2018
	Monday, 24th April, 2017	Monday, 24th April, 2017	
	Thursday, 10th August, 2017	Thursday, 10th August, 2017	
	Monday, 13th November, 2017	Monday, 13th November, 2017	
	Monday, 12th February, 2018	Monday, 12th February, 2018	
	Friday, 23rd March, 2018	Friday, 23rd March, 2018	
2018-19	**Ms. Mitu Samar Nath**	**Dr. Arun Arora**	Four Programmes during the FY 2018-2019
	Monday, 30th April, 2018	Monday, 30th April, 2018	
	Thursday, 26th July, 2018	Thursday, 26th July, 2018	
	Tuesday, 30th October, 2018	Tuesday, 30th October, 2018	
	Tuesday, 29th January, 2019	Tuesday, 29th January, 2019	
2019-20	**Ms. Mitu Samar Nath**	**Dr. Arun Arora**	Five Programmes during the FY 2019-2020
	Tuesday, 30th April, 2019	Tuesday, 30th April, 2019	
	Wednesday, 14th August, 2019	Wednesday, 14th August, 2019	
	Wednesday, 13th November, 2019	Wednesday, 13th November, 2019	
	Tuesday, 4th February, 2020	Tuesday, 4th February, 2020	
2020-21	**Ms. Mitu Samar Nath**	**Dr. Arun Arora**	Three Programmes during the FY 2020-2021
	Friday, 26th June, 2020	Friday, 26th June, 2020	
	Wednesday, 11th November, 2020	Wednesday, 11th November, 2020	
	Wednesday, 10th February, 2021	Wednesday, 10th February, 2021	
2021-22	**Ms. Mitu Samar Nath**	**Dr. Arun Arora**	Four Programmes during the FY 2021-2022
	Wednesday, 26th May, 2021	Wednesday, 26th May, 2021	
	Wednesday, 11th August,2021	Wednesday, 11th August,2021	
	Wednesday, 11th November,2021	Wednesday, 11th November,2021	
	Thursday, 10th February, 2022	Thursday, 10th February, 2022	
2022-23	**Ms. Mitu Samar Nath**	**Dr. Arun Arora**	Four Programmes during the FY 2022-2023
	Thursday, 28th April, 2022	Thursday, 28th April, 2022	
	Wednesday, 10th August, 2022	Wednesday, 10th August, 2022	
	Thursday, 10th November, 2022	Thursday, 10th November, 2022	
	Wednesday, 8th February, 2023	Wednesday, 8th February, 2023	

2023-24	**Ms. Mitu Samar Nath**	**Dr. Arun Arora**	Four Programmes during the FY 2023-2024
	Thursday, 18th May, 2023	Thursday, 18th May, 2023	
	Thursday, 10th August, 2023	Thursday, 10th August, 2023	
	Friday, 27th October, 2023	Friday, 27th October, 2023	
	Thursday, 8th February, 2024	Thursday, 8th February, 2024	
2024-25	**Ms. Mitu Samar Nath**	**Dr. Arun Arora**	Two Programmes during the FY 2024-2025
	Thursday, 23rd May, 2024	Thursday, 23rd May, 2024	
	Friday, 09th August, 2024	Friday, 09th August, 2024	
	Ms. Mitu Samar Nath	**Mr. Vikesh Wallia**	One Programme during the FY 2024-2025
	Thursday, 05th September, 2024	Thursday, 05th September, 2024	
	Mr. Ashok Paranjpe	**Ms. Sreedevi Pillai**	Three Programmes during the FY 2024-2025
	Thursday, 07th November, 2024	Thursday, 07th November, 2024	
	Thursday, 14th November, 2024	Thursday, 14th November, 2024	
	Wednesday, 12th February, 2025	Wednesday, 12th February, 2025	
No. of hours spent (Cumulative till date)	8 hours	8 hours	

*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.