

PRESERVATION OF DOCUMENT CUM **ARCHIVAL POLICY**

I. PRESERVATION OF DOCUMENT POLICY

1. LEGAL FRAMEWORK

Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”) imposed certain obligations and disclosure requirements on all listed entities, one of the common obligations for all listed entities pursuant to Regulation 9 being to formulate and put in place a policy for preservation of documents.

The Board of Directors of Times Guaranty Limited (“the Company”) is required to formulate a policy for “Preservation of Documents” to comply with the requirements of Regulation 9 of the Listing Regulations.

2. DEFINITIONS

“Board of Directors” or “Board”

Board of Directors or Board shall mean the Board of Directors of Times Guaranty Limited, as constituted from time to time.

“Company”

Company shall mean **“Times Guaranty Limited”**.

“Documents”

Documents shall mean all papers, records, files, books, tapes, CDs, DVDs, electronic storage devices etc., and the like as required to be maintained under any law or regulation for the time being in force.

“Listing Regulations”

Listing Regulations shall mean Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”).

This policy sets the standards for managing, storing and preservation of documents of the Company broadly classified in the following two categories:

A. The documents of a permanent nature (listed in **Annexure 1**) shall be maintained and preserved permanently by the Company subject to the modifications, amendments, additions, deletions or any changes made therein from time to time.

Provided that all such modifications, amendments, additions, deletions in the documents shall also be preserved permanently by the Company.

B. The documents to be maintained and preserved for a specified time period after completion of the relevant transactions (listed in **Annexure-2**) shall be preserved by the Company for the term not less than eight years after completion of the relevant transactions subject to the modifications, amendments, additions, deletions or any changes made therein from time to time.

Provided that all such modifications, amendments, additions or deletions in the documents shall also be preserved for a term not less than eight years.

Provided further that the Company may keep the documents as specified above in an electronic mode.

4. Authority to make alteration to the policy

The Director and the Company Secretary is authorized to make such alteration to this policy as consider appropriate, subject, however, to the condition that such alteration shall be consonance with the provision of the Act and Regulations.

5. Destruction of Records

The records/documents preserved shall be reviewed every year or according to need by the respective department and action taken to destroy those records which are due for disposal.

6. Mode of preservation

Records/documents may be preserved either physically or in electronic form

7. Policy Review

This Policy is framed based on the requirements of Regulation 9 of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015. In case of any subsequent changes in the Companies Act, 2013 or Regulations which makes any of the provisions in the Policy inconsistent with the Regulations, the provisions of the Act or Regulations would prevail over the Policy and the provisions in the Policy would be modified in due course to make it consistent with law.

II. ARCHIVAL POLICY

I. BACKGROUND

Regulation 30(8) (Chapter IV) of SEBI (Listing Obligation and Disclosure Requirement) Regulation, 2015 (“Regulations”) requires every Listed Entity to make available an Archival policy on the website. In this context, the following policy has been framed by the Board of Directors (“Board”) of Times Guaranty Limited (“TGL”/ “Company”).

II. ARCHIVAL POLICY

In line with TGL’s Policy on Determination of Materiality of Events and as per the Regulations, the Company shall disclose all such events to the Stock Exchanges and such disclosures shall be hosted on the website of the Company for a period of 5 years and thereafter the same shall be archived so as to be available for retrieval for a further period of three years by storing the same on suitable media. Thereafter the said information, documents, records may be destroyed as per the policy on preservation of documents.

Annexure 1

Documents whose preservation shall be permanent in nature

Sr. No	Nature of Document(s)
1.	Registration Certificate
2.	Memorandum and Articles of the Company
3.	Affidavit from the subscribers to the memorandum and from person named as the first directors
4.	Statutory Registers required under applicable laws
5.	Audited financial statements
6.	Minutes of Board/General/Committee Meetings
7.	Material Agreement/Contract
8.	Order issued by Courts/Statutory Bodies
9.	Any other documents as may be require to maintain permanently in terms of applicable law(s), maintained and preserved from time to time

Annexure 2

Documents with preservation period of not less than eight years after completion of relevant transaction

Sr. No	Nature of Documents(s)
1.	Books of Accounts
2.	Annual Return(s)
3.	Personnel Documents
4.	Insurance Policies/Claims under various
5.	All notices pertaining to disclosure of interest of directors
6.	Correspondence with Department/Shareholders
7.	Non-Statutory Registers/Documents
8.	Certificates surrendered to a Company
9.	Instrument creating a charge or modification
10.	Films, Video, CDs, DVDs, etc
11.	Any other documents as may be require to maintain permanently in terms of applicable law(s), maintained and preserved from time to time