

TIMES GREEN ENERGY (INDIA) LIMITED

POLICY ON PRESERVATION OF DOCUMENTS

TIMES GREEN ENERGY (INDIA) LIMITED

Policy for preservation of documents under SEBI Listing Regulations (Effective December 1, 2015)

1) Preamble:

This Policy is formulated in terms of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.

2) Documents whose preservation shall be permanent:

The following documents shall be preserved on permanent basis:

| Sl. No. | Name of the Document | Regulation Reference |
|---------|---|---|
| a) | Shareholding Pattern | 31 (1) (b) |
| b) | Half Yearly Financial Results | 33 (3) (a) |
| c) | Annual Financial Results | 33 (3) (d) |
| d) | Annual Report | 34 (1) |
| e) | Shareholding Pattern in case of Capital Restructuring | 31 (1) (c) |
| f) | Voting Results by Shareholders | 44 (3) |
| g) | Draft Scheme of Arrangement | 37 (2) |
| h) | Yearly Disclosure of shareholding of Promoters | 30 (2) of Securities and Exchange Board of India (Substantial Acquisition of Shares and Takeovers) Regulation, 2011 |

3) Preservation of Documents for 8 years:

The following Documents shall be preserved for 8 years:

| Sl. No. | Name of the Document | Regulation Reference |
|----------------|--|-----------------------------|
| a | Statement under Grievance Redressal Mechanism | 13(3) |
| B | Statement of deviation or variation in use of issue proceeds | 32(1) |
| C | Compliance Certificate to the exchange about the share related activities maintained by RTA registered with SEBI | 7(3) |
| D | Compliance Certificate w.r.t. Transfer or transmission or transposition of securities within 30 days | 40(10) |
| E | Listing Fees | 14 |
| f | Intimation of appointment of Share Transfer Agent | 7(5) |

| Sl. No. | Name of the Document | Regulation Reference |
|----------------|---|--|
| h | In-principle approval prior to issue of securities | 28(1) |
| i | Prior Intimations of Board Meeting for financial Result | 29(1)(a) |
| j | Prior Intimations of Board Meeting for Buyback, voluntary delisting etc | 29(1)(b), 29(1) (c), 29(1)(d), 29(1) (e) and 29(1) (f) |
| k | Prior Intimations of Board Meeting for alteration in nature of securities | 29(3) |
| l | Disclosure of Price Sensitive Information | 30(6) |
| m | Shareholding Pattern prior to listing of securities | 31(1)(a) |
| n | Record date or Date of closure of transfer books | 42(2) |
| o | Record date for declaring dividend and /or cash bonus | 42(3) |
| p | Change in name of listed entity | 45(3) |
| q | Disclosure of information or events | 30 |
| r | Reconciliation of Share Capital Audit Report | 55A of SEBI (Depositories and Participants) Regulations, 1996 |
| s | Disclosures under Code of Internal Procedures And Conduct For Regulating, Monitoring And Reporting Of Trading By Insiders | 10 (1) |

4) Preservation of Documents:

The documents specified in Item Nos. 2 & 3 shall be kept in electronic mode.