

POLICY FOR PRESERVATION OF DOCUMENTS

SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015 read with Companies Act, 2013 mandates the companies to frame a policy for the preservation / archival of documents

Accordingly Rainbow Foundations Limited has formulated the policy for preservation / archival of documents which is in compliance with the regulations

The Board of Directors of the company may review and amend the same from time to time.

PREAMBLE

The Documents of company include all records, whether maintained in paper or in electronic form. A record may be in the form of a memorandum, an e-mail, a contract or a case study and includes computerized desk calendar, an appointment book or an expense record etc.

Records and archives form an essential and significant part of company's resources. Records are a basic tool of administration. They are the means by which operational processes and functions are performed.

Accordingly, this Policy has been framed for the purpose of systematic identification, categorization, maintenance, review, retention and destruction of documents received or created in the course of business.

OBJECTIVE

To ensure that the Company allow for continuity in the event of a disaster retains valuable documents and saves time, money and space protects against allegations of selective document destruction; and provides for a routine destruction of non-business, superfluous, and outdated documents

SCOPE

All the information and / or documents created and / or received by the employees in the course of their duties on behalf of the Company, preserved in the form of records, are covered by this policy.

PERIODICITY OF PRESERVATION OF DOCUMENTS

Documents whose preservation shall be permanent in nature

Certificate of Incorporation, Memorandum & Articles of Association, Minutes of Board Meetings and General Meetings, Audited Financial Statements, Excise Returns, Income Tax Returns, Sales Tax Returns, Service Tax Returns, Statutory Registers to be maintained under Companies Act, 2013, Trade Secretes, All acquisitions and merger related papers and as may be

required to be maintained permanently under applicable laws, maintained and preserved from time to time.

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

Sales Documents, purchase documents, Books of Accounts including vouchers and Filings with Stock Exchanges, Registrar of Companies and other statutory authorities;

Customer orders, Records related to Court/ Arbitration/ Judicial/ Quasi-Judicial cases, etc- shall be preserved for a period of not less than 8 years subject to the condition that transaction/ agreement/ cases are not current and have been completed/ expired/ disposed of.

Payroll Records, Employee deduction authorisations, attendance records, employee medical records, leave records, Pension and retiral related Records, etc.

Any other record as may be decided by the Board of Directors from time to time

RESPONSIBILITY

The relevant Head of Departments of the Company shall be responsible to ensure the maintenance and preservation of Documents and Records.

AUTHORITY TO MAKE ALTERATIONS TO THE POLICY

The Board of Directors of the company are authorized to make such alterations to this Policy as considered appropriate, subject to the condition that such alterations shall be in consonance with the provisions of the Rules, Regulations, Notifications etc and other applicable laws issued by the relevant statutory authorities from time to time.

DESTRUCTION OF DOCUMENTS

After retention period, the person responsible shall arrange to destroy the said records of the Company after obtaining the approval of the concerned head.

A list of the documents destroyed shall also be maintained. It shall state the brief particulars of the Documents destroyed, date of destruction, etc.

POLICY ENFORCEMENT

Failure to comply with this Policy may result in disciplinary action against the concerned employee. Questions regarding enforcement of the Policy should be referred to the Department Heads or the Company Secretary of the Company.

INTERPRETATION

In case of any conflict between the provisions of this Policy and of Statutory Provisions, the Statutory Provisions shall prevail over this Policy. Any subsequent amendment/ modification in the Statutory Provisions shall automatically apply to this Policy.

(The above policy was reviewed and approved by the Board of Directors at its meeting held on 30th May, 2019)