

Rays of Belief Limited

RAYS OF BELIEF LIMITED
(Formerly known as "Rays of Belief Private Limited ")

POLICY FOR PRESERVATION OF DOCUMENTS AND ARCHIVAL

1. Background

Rays of Belief Limited (hereafter referred to as "ROBL" or "Company" in this document) believes in promoting a fair, transparent, ethical and professional work environment. This Policy aims to preserve Documents /Records maintained by the Company either in Physical Mode or Electronic Mode (hereinafter referred to as "the Documents"). This Policy has been formulated in accordance with the Regulation 9 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Listing Regulations).

2. Purpose

Regulation 9 of the Listing Regulations mandates that a listed entity shall have a policy for preservation of documents, approved by its board of directors, classifying them in at least two categories as follows:

- a. documents whose preservation shall be permanent in nature ;
- b. documents with a preservation period of not less than eight years after completion of the relevant transactions.

Provided that the listed entity may keep documents specified in clauses (a) and (b) in electronic mode.

Further Regulation 30 (8) of the Listing Regulations also refers to an archival policy as per which all events or information which has been disclosed to stock exchange(s) under regulation 30 shall be hosted on the website of the Company for a minimum period of five years and thereafter as per the archival policy of the company, as disclosed on its website.

Besides the above, as per applicable provisions of Companies Act, 2013 certain documents must be preserved permanently or up to a certain prescribed time. Accordingly this policy has been framed keeping in view particularly the requirements of Listing Regulations and the provisions of Companies Act, 2013.

3. Definitions

"Applicable laws" means securities laws defined under Regulation 2(1) (zf) of the Listing Regulations and other laws and statutes applicable to the Company, mandating preservation of documents.

"Board" means Board of directors of the Company as constituted from time to time.

"Company" means Rays of Belief Limited.

"Company Secretary and Compliance Officer" means the company secretary and compliance officer appointed by the Board.

"Document/s" includes all papers, documents, agreements, filings, forms, memos, correspondences, records, files, books, etc., of the Company in physical or electronic forms.

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Corp office - 18/1, T Block, Near DLF City Club, DLF Phase III, Sector 24, Gurugram 122001,INDIA

Tel: [0124-4075498](tel:0124-4075498); Email: contact@momsbelief.com

Regd. Office – J-1919, Basement, Chitranjan Park, New Delhi – 110 019;

CIN: U85110DL2017PLC322623

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“Managing Director” means the Managing Director appointed by the Board and the shareholders of the Company.

“Effective Date” means the date on which such Policy shall become effective i.e. May 19, 2025.

“Policy” means this policy on archival of the disclosures made for on the website for information and events communicated to stock exchanges formulated by the Company.

“Registrar and Share Transfer Agent” means Kfin Technologies Limited.

“Document” means any documentary material approved by Board of Directors in either paper or electronic form, generated or received by the Company including but not limited to electronic document, CD-ROM, hard disk, email, microfilm, x-ray film, video tape, floppy disk, USB memory etc.

“Register” means register of various documents maintained by the Company on paper or in electronic form of various documents.

4. POLICY

4.1 PRESERVATION OF DOCUMENTS

(A) Preservation of Documents with Specific reference to the Companies Act, 2013 and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015

1) The documents whose preservation shall be permanent in nature

- All those documents which are required to be preserved permanently in accordance with the provisions of applicable Act, Rules, Regulations, Guidelines, Circulars, Notifications etc. as may be applicable on the Company from time to time shall be preserved permanently. (Listed in Annexure-1)

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

- All those documents which are required to be preserved in accordance with the provisions of applicable Act, Rules, Regulations, Guidelines, Circulars, Notifications etc. as may be applicable on the Company for a period of not less than eight years after completion of the relevant transaction shall be preserved accordingly. (Listed in Annexure-2)

3) Documents with preservation period other than those mentioned in 1) and 2) above

- All those documents which are required to be preserved in accordance with the provisions of applicable Act, Rules, Regulations, Guidelines, Circulars, and Notifications etc. for a preservation period of other than those mentioned in 1) & 2) above shall be preserved accordingly.

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- 4) Registrar and Share Transfer Agent shall ensure that the correct procedures are followed for maintenance of the Listing Records required to be maintained by them and provide an annual undertaking to the Company in this regard.

4.2 ARCHIVAL

In accordance with the provisions of the aforesaid Regulation, the Company shall ensure that all the information shall be hosted on the Company's website for a period of 5 years and thereafter will be archived for a period of 2 year.

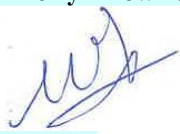
5. AMENDMENTS

The Company may review and revise this Policy from time to time. The Board of Directors of the Company shall have the right to review or amend this Policy from time to time so that the Policy remains complied with applicable legal requirements.

6. DISCLOSURE ON WEBSITE

The policy shall be continuously hosted on the website of the Company after the approval of the Board of Directors and after every amendment/ updating thereof.

For **Rays of Belief Limited**
(Formerly Known as Rays of Belief Private Limited)



Mayank Bhargava
Company Secretary
ICSI Mem. No. A53418

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