



RUDRA GAS ENTERPRISE LIMITED

CIN: U40104GJ2015PLC084419

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POLICY FOR PRESERVATION OF DOCUMENTS

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INTRODUCTION

Corporate Records are one of the most important possessions of the Company and preservation and retention of the same stand as one of the key responsibilities of the employees of the Company. These records may be in either physical mode or in electronic mode and maybe in the form of emails, approvals, letters, certificates, agreements, registers, etc. The Company expects every employee of the Company to take sufficient care of the documents and to strictly follow this policy.

The Policy on Preservation of Documents was approved by the Board of Directors in their meeting held on 04th September, 2023.

(All the Words and expressions used in this Policy, unless defined hereinafter, shall have the meaning respectively assigned to them under the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 i.e. SEBI (LODR) Regulations, 2015 and in the absence of its definition or explanation therein, as per the Companies Act, 2013 and the Rules, Notifications and Circulars made/issued there-under and as amended from time to time).

The Board may subject to the applicable laws amend any provision(s) or substitute any of the provision(s) of this policy with the new provision(s) or replace the Policy entirely with a new Policy.

OBJECTIVE

The Policy has been framed in compliance with the provisions of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 with the main objective to establish guidelines for the Company for preservation and orderly disposal of documents of the Company.

APPLICABILITY

The Policy shall be applicable to all the departments of the Company.

TERMS-PRESERVATION OF DOCUMENTS

Pursuant to the applicability of various rules and regulations, non-preservation of the Documents as per the requirements under various Acts can lead to levy of penalties/fines. Therefore, all such documents that need preservation must be retained properly by the Employees.

The employees are expected to have sufficient knowledge with respect to their work areas regarding preservation and destruction of documents. Employees are strictly instructed to adhere to the applicable rules and regulations.

A limited list of Documents has been illustrated below determining their preservation. In the absence of information with respect to any document, employees are expected to use the

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principle of general understanding and under exceptional circumstances, the employees are advised to consult the respective authority before destroying any relevant document. The policy shall be applicable to the documents maintained both in physical or electronic format.

1. **Secretarial Records:**

The Secretarial Records of the Company like Minutes, Notices, Agenda, Attendance Records, Statutory Registers, Proof of Dispatch, etc. shall be preserved as per the provisions maintained under the Companies Act, 2013 and the Rules made thereunder and as per the amendments that may be notified from time to time.

2. **Books of Accounts Records:**

The Books of Accounts Records of the Company shall be preserved for a period of Eight Years or for a duration as may be specifically mentioned under the respective Acts from time to time. The Books of Accounts includes every document related to the Accounts and Tax Department of the Company.

3. **Intellectual Property Documents:**

The Documents related to Trademark and other Intellectual Properties of the Company must be preserved permanently.

4. **Review of the Policy**

The Policy may be reviewed by the Board of Directors from time to time. Further, all the provisions under this Policy are subject to any amendments or modifications as may be made in the applicable rules and regulations from time to time.
