



RUDRA GAS ENTERPRISE LIMITED

CIN: U40104GJ2015PLC084419

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DOCUMENT RETENTION AND ARCHIVAL POLICY

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DOCUMENT RETENTION AND ARCHIVAL POLICY

INTRODUCTION

Corporate Records are one of the most important possessions of the Company and preservation and retention of the same stands 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 of document retention and archival.

(All the Words and expressions used in this Policy, unless defined hereinafter, shall have meaning respectively assigned to them under the 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 Companies Act, 2013 and Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Regulations) with the main objective to establish guidelines for the Company for preservation and archival of documents and orderly disposal of documents of the Company covered under this Policy.

DEFINITIONS

1. **“Act”** shall mean the Companies Act, 2013 and the Rules framed there-under, including any modifications, clarifications, circulars or re-enactment thereof.
2. **“SEBI”** means the Securities and Exchange Board of India.
3. **“Company”** means Rudra Gas Enterprise Limited.
4. **“Document”** means any register, record or other document mandatorily required to be maintained by the Company as per the provisions of the Companies Act, 2013 and the rules made there-under, the Securities and Exchange Board of India Act, 1992 and the

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regulations issued by the Securities and Exchange Board of India including any statutory modification and amendments or re-enactments thereof or under any other law for the time being in force whether maintained physically or electronically.

5. **“Policy”** means this Policy for Document Retention and Archival.

APPLICABILITY

This policy shall apply to all the documents that are required to be maintained and preserved under the applicable provisions of the Act, the SEBI Act, the SEBI Regulations and any other acts, rules and regulation for the time being in force.

CATEGORIZATION OF THE DOCUMENTS

The Documents of the Company are categorized as follows:

a) Statutory and Regulatory Documents

All the statutory and regulatory documents that are required to be maintained and preserved by the Company shall be maintained and preserved for such duration as may be specified by the relevant statute or regulation, as the case may be, governing the maintenance of the particular document.

b) Other Documents

Other documents shall be preserved either permanently or for such period as may be specified by the company from time to time.

WEBSITE

All the documents, records that are statutorily required to be hosted on the website of the Company as per SEBI regulations or other applicable law, shall be hosted on the website for a minimum period of five (5) years and thereafter shall be archived for a period of three years.

DISPOSAL OF THE DOCUMENTS

All the registers, records, documents, covered under this policy, may be destroyed after the expiration of the applicable preservation period as may applicable from time to time including any statutory amendment or modification made thereof.
