

RICO RICO AUTO INDUSTRIES LIMITED

REGD. & CORP. OFFICE : 38 KM STONE, DELHI-JAIPUR HIGHWAY, GURUGRAM - 122001, HARYANA (INDIA)
EMAIL : rico@ricoauto.in WEBSITE : www.ricoauto.in TEL : +91 124 2824000 FAX : +91 124 2824200
CIN : L34300HR1983PLC023187

RAIL:SEC:2023

May 31, 2023

BSE Limited Phiroze Jeejeebhoy Towers Dalal Street Mumbai - 400001 Scrip Code – 520008	National Stock Exchange of India Limited Exchange Plaza, 5 th Floor, Plot No.C/1, G Block Bandra-Kurla Complex, Bandra (E) Mumbai - 400 051 Scrip Code - RICOAUTO
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Sub: **Disclosure under Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015**

Dear Sir/Madam,

As mandated by SEBI vide its Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 for on-going measure to enhance the ease of doing business for investors, the Company has despatched on 17th May, 2023 a letter dated May 15, 2023 to the 530 shareholders holding shares in physical mode for furnishing their KYC documents and PAN to the Registrar and Share Transfer Agent (RTA) of the Company. A copy of the said letter is attached herewith.

Also enclosed herewith the Despatch Certificate dated 17th May, 2023 received from M/s. Tirupati Services, Mailer for dispatching the letters to shareholders.

We request you to take the above on your record in accordance with Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 read with the SEBI Circular CIR/CFD/CMD/4/2015 dated September 9, 2015.

Thanking you,

Yours faithfully,
for **Rico Auto Industries Limited**

B.M. Jhamb
Company Secretary
FCS: 2446

Encl : As above



RICO AUTO INDUSTRIES LIMITED

REGD. & CORP. OFF. : 38 K.M. STONE, DELHI-JAIPUR HIGHWAY, GURUGRAM-122001 HARYANA (INDIA)
E-MAIL : cs@ricoauto.in WEBSITE : www.ricoauto.in TEL. : +91 124 2824221, +91 124 2824000
FAX : +91 124 2824200 CIN : L34300HR1983PLC023187

RAIL:SEC:2023

15th May, 2023

Dear Shareholder,

RE: To Furnish PAN, KYC, Nomination and Bank details

Please take note that the Securities and Exchange Board of India ('SEBI') vide its Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated March 16, 2023 read with Circular nos. SEB/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 3, 2021 & SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/687 dated December 14, 2021 mandated to shareholders holding securities in physical mode for furnishing the following details to the Registrar and Share Transfer Agent ('RTA') of the Company. This is an on-going measure to enhance the ease of doing business for investors in the securities market pertaining to common and simplified norms for processing any service request from the shareholder/investors.

- Permanent Account Number (PAN);
- Nomination details;
- Contact details (Postal address with PIN, Mobile Number and e-mail ID);
- Bank Account details (Bank Name & branch, Bank Account Number, MICR, IFSC); and
- Specimen Signature through Form ISR-2

As the aforesaid details with respect to the physical share(s) held by you in the Company are not present in the database of the Company's RTA - M/s. MCS Share Transfer Agent Limited, we request you to kindly furnish the same to the Company's RTA through the Form ISR-1, alongwith the necessary attachments/documents as stated in the form itself. A copy of the said Form can be downloaded from the website of the Company at <https://ricoauto.com/files/Form%20ISR-1-2-3-and-SH-13-14.pdf> or from the website of the Company's RTA at www.mcsregistrars.com.

Please note that the PAN to be furnished by you should be linked with Aadhaar. In case the same is not so linked you are requested to do the same by June 30, 2023. In the event such linkage is not done within the specified date, then your PAN will be deemed to be invalid and consequently your folio will be treated in the same manner as applicable in case of folios for which no PAN has been furnished.

For appointing a nominee, you are requested to furnish the Form SH-13. The said form can be downloaded from the website of the Company at <https://ricoauto.com/files/Form%20ISR-1-2-3-and-SH-13-14.pdf> or from the website of the Company's RTA at www.mcsregistrars.com.



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In case you do not wish to nominate any person with respect to the physical share(s) held by you then, please furnish the Form ISR -3. The said Form can be downloaded from the website of the Company at <https://ricoauto.com/files/Form%20ISR-1-2-3-and-SH-13-14.pdf> or from the website of the Company's RTA at www.mcsregistrars.com.

In case you wish to cancel / change nomination at a later date with respect to the physical share(s) held by you then, please furnish the Form SH-14. The said Form can be downloaded from the website of the Company at <https://ricoauto.com/files/Form%20ISR-1-2-3-and-SH-13-14.pdf> or from the website of the Company's RTA at www.mcsregistrars.com.

In compliance of the above said Circular dated March 16, 2023, if the aforesaid details are not furnished, then your folio will be frozen by the Company's RTA on and after October 1, 2023. Such frozen securities shall be referred by the Company's RTA or the Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and or Prevention of Money Laundering Act, 2002, if it continues to remain frozen as on December 31, 2025.

Please note the following contact details of our RTA to enable you to submit your PAN/KYC/Nomination/ Bank details and to seek any assistance/information/clarification:

MCS Share Transfer Agent Limited
Unit: Rico Auto Industries Limited
F-65, 1st Floor, Okhla Industrial Area, Phase-1
New Delhi - 110020
Tel: (011)41406149-52
E-mail: helpdeskdelhi@mcsregistrars.com

Thanking you,

Yours faithfully,

for **Rico Auto Industries Limited**

Sd/-

B.M. Jhamb
Company Secretary
FCS: 2446

TIRUPATI SERVICES

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E-mail : tirupati_services@rediffmail.com



Since 1983

17.05.2023

Mr. B.M. Jhamb
Company Secretary
Rico Auto Industries Limited
38 KM Stone, Delhi Jaipur Highway
Gurgaon-122 001


Dear Sir

We hereby confirm that we have completed the job for mailing of 530 envelopes containing letters in respect of updation of Pan, KYC and nomination bank details etc. in terms of SEBI circular No.SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16th March 2023 through un-registered post to the Share-Holders of your company by today itself i.e. 17.05.2023

Thanking you,

Yours Sincerely,

For TIRUPATI SERVICES


Ajay Bindlish
Authorised Signatory