



RAIL:SEC:2020

July 07, 2020

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 : **Notice to Shareholders**

Dear Sir/Madam,

Please find enclosed the copies of the Notice to Shareholders as published in the following Newspapers requesting them to register their email addresses etc. to enable them to receive the Notice of General Meetings, Annual Report and other communications instantly in electronic form, pursuant to the MCA circular dated 5th May 2020:

- i) Business Standard (English Newspaper), New Delhi - 07/07/2020
- ii) Business Standard (English Newspaper), Mumbai - 07/07/2020
- iii) Business Standard (English Newspaper), Lucknow - 07/07/2020
- iv) Business Standard (English Newspaper), Pune - 07/07/2020

Copy of the said Publications are submitted for your reference and record.

Thanking you,

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


B.M. Jhamb
Company Secretary
FCS : 2446

Encl : As above

RIKO AUTO INDUSTRIES LIMITED

Regd. & Corp. Office: 38 KM Stone, Delhi-Jaipur Highway, Gurugram-122001, Haryana

Email: cs@ricoauto.in, Website: www.ricoauto.in

Tel: 0124 2824000, Fax: 0124 2824200, CIN: L34300HR1983PLC023187

NOTICE TO SHAREHOLDERS

In view of the disruptions caused by continuing COVID-19 pandemic, the Ministry of Corporate Affairs (MCA) had vide Circular dated May 5, 2020 read with Circulars dated April 8, 2020 and April 13, 2020 and SEBI have vide Circular dated May 12, 2020 (collectively referred to as 'the said Circulars') permitted holding of the General Meetings through Video Conferencing (VC) or Other Audio Visual Means (OAVM) including passing of certain items through Postal Ballot without convening a General Meeting.

In compliance with the said Circulars and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Notice of Annual General Meeting (AGM) alongwith Annual Report for the Financial Year 2019-2020 shall be sent only by electronics mode to those Members whose email addresses are registered with the Company/Depository Participants (DP)/ Registrar and Share Transfer Agent. Members may note that the Notice of the AGM alongwith Annual Report as and when issued will be made available on the Company's website www.ricoauto.in and website of the Stock Exchanges at www.bseindia.com and www.nseindia.com

Therefore, Members who have not registered/updated their email address and bank details with the Company/Depositories/Share Transfer Agent are hereby advised to follow the below instructions to register/update the same. Updating the email addresses and Bank details will enable the Company to provide you with a copy of Notice for AGM alongwith Annual Report instantly in electronic form and to participate and vote in Resolutions and to also get the dividends declared by the Company from time to time directly to their respective bank accounts:

Instructions to register/update the email address and Bank Account details

The Shareholders holding shares in Physical Form : Send a mail to the Company at cs@ricoauto.in quoting the Folio No. and name of shareholder, alongwith the scanned copy of the request letter duly signed by the sole/first shareholder, self-attested scanned copy of PAN card, self-attested scanned copy of Aadhar Card and scanned copy of cancelled cheque with name or first page of passbook for registering email address and bank account particulars.

The Shareholders holding shares in Demat Form : Please contact your Depository Participant (DP) and register your email address and bank account details in your demat account, as per the process advised by your DP.

For further information/clarification/assistance, concerned shareholders may contact to the Registrar and Share Transfer Agent of the Company and/or the Company at below mentioned address:

M/s. MCS Share Transfer Agent Limited
F-65, Okhla Industrial Area, Phase I,
New Delhi - 110020
Tel: (011) 41406149, Fax: (011) 41709881
E-mail: helpdeskdelhi@mcsregistrars.com
admin@mcsregistrars.com

M/s. Rico Auto Industries Limited
38 KM Stone, Delhi-Jaipur Highway,
Gurugram - 122001, Haryana
Tel: (0124) 2824221, (0124) 2824225
E-mail: bmjhamb@ricoauto.in
cs@ricoauto.in

for Rico Auto Industries Limited

Sd/-

Dated: July 06, 2020
Place: Gurugram

B.M. Jhamb
Company Secretary, FCS No. 2446

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