

**RICO AUTO INDUSTRIES LIMITED**

REGD. & CORP. OFFICE : 38 K.M. 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:2018

October 04, 2018

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 - 400051 Scrip Code – RICO AUTO
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Sub: Intimation regarding sending of letters to Shareholders for updation of PAN and Bank Details and Dematerialization of Physical Shares

Dear Sir/Madam,

Pursuant to SEBI Circular No. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20th April, 2018, whereby SEBI has directed all the Listed Companies to record the PAN and Bank Account details of all their Shareholders holding shares in physical made and also vide Notification No. SEBJ/LADNRO/GN/2018/24 dated 8th June, 2018 read with BSE Circular No. LIST/COMP/15/2018-19 dated 5th July, 2018 has directed for compulsory dematerialization of securities.

In connection with the above, we wish to inform you that the Company through letters sent on 09/07/2018, 11/08/2018 and 24/09/2018 has requested the Shareholders holding shares in physical form to update inter alia their PAN and Bank details and also informed them to dematerialize their entire physical shareholding in the Company. The Copy of the final letter sent to the shareholders is attached for your information and record.

Thanking you,

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

B.M. Jhamb
Company Secretary
FCS No. 2446

Encl : As above

RICO RICO AUTO INDUSTRIES LIMITED

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September 24, 2018

Final Reminder

- Sub: **1) Mandatory updation of PAN and Bank Details against your holding
2) Request for Dematerialization of Physical Shares**

Dear Shareholder(s),

In continuation to our earlier letters dated 9th July, 2018 and 11th August, 2018 on the captioned subject, we would like to inform you that, we have not received the PAN and Bank details from you, as mandated by the SEBI vide its Circular No. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20th April, 2018.

We, therefore, once again request you to furnish a self attested copy of your PAN and a cancelled cheque leaf with name (if name is not printed, self attested copy of the first page of bank passbook showing name of first account holder) alongwith a duly filled form appended overleaf to the Company within 21 days from the date of this letter for updation. Please also provide your Phone No. and Email ID for our record and to enable us to send you communication through electronic means from time to time.

Further, as per our record, we have found that you are still holding the shares of the Company in Physical Form. In this connection, we wish to once again draw your kind attention to the SEBI's Notification dated 8th June, 2018, which has mandated the transfer of securities of listed companies in dematerialized form only w.e.f. 5th December, 2018. However, transmission or transposition of the securities will continue to be accepted in physical form. In order to curtail the malpractice relating to physical share transfers and to eliminate the other risks associated with the physical share certificates, we, therefore, request you to kindly get your shareholding converted into Dematerialized Form before 5th December, 2018. In case you do not have any demat account, you may contact nearest Depository Participant (DP) who will guide you in opening the same.

In case you have already furnished the above details and initiated the process of Dematerialization of shares, please ignore this letter.

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

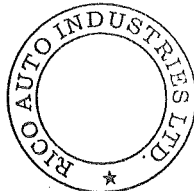
M/s. MCS Share Transfer Agent Limited F-65, Okhla Industrial Area, Phase-I, New Delhi - 110020, India Tel : (011) 41406149, Fax: (011) 41709881 E-mail :- helpdeskdelhi@mcsregistrars.com admin@mcsregistrars.com	M/s. Rico Auto Industries Limited 38 KM Stone, Delhi - Jaipur Highway, Gurugram - 122001, Haryana Tel: (0124) 2824221, (0124) 2824225 E-mail :- bmjhamb@ricoauto.in cs@ricoauto.in
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Assuring you of our best services at all times.

Thanking you,

Yours faithfully,
for Rico Auto Industries Limited

Sd/-
B.M. Jhamb
Company Secretary
FCS : 2446



Bank Details, PAN, Phone No. & Email ID Registration Form

To

M/s. Rico Auto Industries Limited
38 KM Stone, Delhi-Jaipur Highway,
Gurugram - 122001, Haryana
Tel: (0124) 2824225, (0124) 2824221

Dear Sirs,

I/We give my/our consent to update the following details in your records for effecting payment of dividends and sending other communication by electronic means in compliance with the circulars as referred to in the letter dated September 24, 2018 received by me/us.

Folio No.	:	_____
Name of the First/Sole holder	:	_____
Name of the 1 st Joint holder	:	_____
Name of the 2 nd Joint holder	:	_____
Bank Name	:	_____
Branch Address	:	_____ _____ _____
Account No.	:	_____
Account Type (Saving/Current)	:	_____
IFSC Code	:	_____
MICR Code	:	_____
PAN	:	_____
Mobile No.	:	_____
Email Id	:	_____

Date:

Signature of First/Sole Holder
(attested by Bank)

- Encl: 1. Original cancelled Cheque Leaf (with preprinted name)
2. Self attested copy of Pass Book/Bank Statement (if name is not printed on Cheque)
3. Self attested copy of PAN
4. Self attested copy of Aadhar Card

