WEBSITE CONTENT
ARCHIVAL POLICY
OF
RICO AUTO INDUSTRIES LIMITED

1. Background

In order to satisfy its business demands, accountability standards, and stakeholder expectations, the company is dedicated to creating and maintaining information.

Through the implementation of this Archive Policy, the Company hopes to create a consolidated repository for historical records that lasting worth. The Policy would include a thorough historical history of the organisation, its governance, its significant advancements, successes, and relationships with stakeholders.

2. Scope & Purpose

In an endeavor to promote transparent and effective communication with both the shareholders and stakeholders, the Listing Regulations *(defined hereinafter)* requires that every Listed Company shall make disclosure of all such Events or Informationon its Website which has been disclosed to the Stock Exchange(s) and such disclosures shall also be hosted on the Website of the Listed entity for a minimum period of five years and thereafter, archived as per the Archival Policy of the Listed entity, as disclosed on its Website.

In accordance with Regulation 30(8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (SEBI Listing Regulations) which requires every listed entity to formulate and make available on its website, an archival policy. The Web Archival Policy of the Company has been prepared and adopted in accordance with the SEBI Listing Regulations.

Accordingly, the Company (*defined hereinafter*) has framed this "Website Content Archival Policy" (hereinafter referred to as the "**Policy**").

3. Objectives

The main objectives of this Policy are:

a) Identification of information, documents, events, etc. which are required to be disclosed on the Website of the Company;

b) To prescribe the policy for archival of disclosures of various events/ information made by the Company to the stock exchanges(s) under

the Listing Regulations and hosted on the Website of the Company, and which are eventually archived and transferred to the Archives Folder of the Website of the Company after the prescribed period of 5 (Five) years from the date of disclosure of the respective event/information; and

c) Certain documents like policies, codes of conduct and other documents which are required to be continuously displayed on the Website in accordance with the applicable provisions of the Act and the Listing Regulations, shall not be archived.

4. Definitions

(i) "**Act**" means the Companies Act, 2013 and includes any re-enactment and statutory modification thereof for the time being in force.

(ii) "**Archives Folder**" is referred to a repository/section where the archived recordsof the Company are kept for future reference which will include details of historic material events and information.

(iii) "**Company**" means Rico Auto Industries Limited.

(iv) "**Board of Directors**" or **"Board**" means the board of directors of the Company,as constituted/re-constituted from time to time.

(v) "**Listing Regulations**" means the Securities and Exchange Board of India, (Listing Obligations and Disclosure Requirements) Regulations, 2015.

(vi) **"Website**" means website of the Company i.e. www.ricoauto.com.

All capitalised words and expressions used in this Policy, unless defined hereinafter, shall have meaning respectively assigned to them under the Listing Regulations and in the absence of its definition or explanation therein, as per the Act.

5. The Policy

The Company regularly sends various information, financial statements, notices and other disclosures, as required under Listing Regulations to the stock exchanges where securities of the Company are listed.

Regulation 46 read with Regulation 62 of the Listing Regulations requires the Company to maintain a functional website containing basic information about theCompany and other prescribed details.

Regulation 30(8) of the Listing Regulations requires the Company to disclose on its Website all such events or information which has been disclosed to stockexchange(s) under this Listing Regulation, and such disclosures shall be hosted on the Website of the Company for a minimum period of **five years** and thereafter records of such events/information is to be maintained as per the **archival policy** of the Company.

The events/information so disclosed and uploaded on the Website from the date of such posting and shall be moved and placed under the 'Archives Folder' for any future reference. The documents/disclosures/information shall be kept under in the Archives Folder till such time as may be required by Act/ Listing Regulations and/or provisions of any other applicable law.

The aforesaid period of 5 (five) years shall be reckoned from the date of such eventsor information being placed on the Website of the Company for the first time.

The Company, in accordance with the provisions of Regulation 46(3)(b) of the Listing Regulations, shall ensure to update any change in the content of the Website within2 (two) working days of such change.

The Head of IT Department of the Company, who is managing the Website, shall be responsible for updating the Website and the Archives Folder on the Website from time to time, by placing the records/documents/information therein in compliance of applicable provisions of the Information Technology Act, 2000.

The Head of IT Department shall also submit a statement as to the records moved in the Archives Folder of the Website, on half yearly basis to the Company Secretary of the Company for placing the same before the Board.

6. Non-Compliance

Non-compliance of the relevant provisions of the Act, read together with the Rules will attract the penal provisions as per the Act.

7. General

a) Review

In case of any subsequent changes in the provisions of the Act and/or Listing Regulations which makes any of the provisions in the Policy inconsistent with the Act and/or Listing Regulations, the provisions of the Act and/or Listing Regulations, as the case may be, shall prevail over the Policy and the provisions in this Policy will be modified in due course to make it consistent with provisions of applicable law (s).This Policy shall be reviewed by the Board as and when any changes are to be incorporated in this Policy, due to change in Listing Regulations or the Act.

The Board of Directors of the Company may, subject to the applicable law, is entitled to amend, modify, suspend or rescind this Policy, at any time, any ambiguities, interpretative issues, difficulties will be resolved by the Board of Directors of the Company in line with the broad intent of this Policy read with the applicable provisions of the Act, rules and regulations made thereunder, and the Listing Regulations.

b) Disclosure of the Policy

The policy will be uploaded on the Company's Website.