

Policy for preservation of documents and Archival

Introduction

In terms of Regulations 9 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ('Listing Regulations'), the listed entities are required to formulate a policy for preservation of documents. Further, Regulation 30(8) of the Listing Regulations requires the listed entities to host on its website, all the material events/ information as disclosed to the stock exchange(s) for a period of five years and thereafter in terms of the archival policy of such entity as disclosed on the website.

Ritco Logistics Limited ('Company') has formulated this Policy for ensuring compliance with the provisions under Regulation 9 and 30(8) of the Listing Regulations for preservation of documents as well as protection, maintenance and archival of the events and/or information disclosed to the stock exchange(s) which are also hosted on its website www.ritcologistics.com. This Policy has been adopted by the Board of Directors ('Board') of the Company at its Meeting held on June, 30th 2018 and will be effective from the date of listing of its shares on the stock exchange.

Scope

This policy covers the preservation period for the documents of the Company and archival of all events and/or information which has been disclosed to stock exchange(s) and hosted on the website of the Company in accordance with the Listing Regulations.

Authorized Person

The Authorized Person means the Chief Financial Officer of the Company or any other person as may be decided by the Board from time to time.

Preservation of Documents

All documents specified in **Annexure A** to this Policy shall be preserved permanently including modifications, additions, deletions, etc. as per the provisions of the Companies Act, 2013, ('Act') Listing Regulations, Rules, Guidelines, Circulars, Notifications etc. issued from time to time.

All documents specified in **Annexure B** to this Policy shall be preserved for a minimum period of 8 years after completion of the relevant transactions including modifications, additions, deletions, etc. as per the provisions of the Act, Listing Regulations, Rules, Guidelines, Circulars, Notifications etc. issued from time to time.

The documents which are not getting covered under either Annexure A or Annexure B shall be preserved as per the applicable provisions of the Act and / or Listing Regulations or other applicable laws.

These documents may be maintained by the Company in physical and / or electronic mode.

Disposal and destruction of documents

The documents which are not required to be maintained and preserved permanently may be destroyed with the approval of either the Chief Financial Officer or the Company Secretary & Compliance Officer or the relevant functional head.

However, the documents which cannot be destroyed without the approval of the Board of Directors of the Company as per the provisions of the Act or Listing Regulations, a prior approval shall be taken for disposal of such documents. Also, proper records of destruction shall be maintained for the documents so destroyed.

Responsibility to review the website and archived documents

In accordance with the provisions of Regulation 46 (3) of the Listing Regulations, the Authorised Person shall ensure to update any change in the content of the website within two working days of such change. The Authorized person of the Company shall also be responsible for periodic and ongoing review of the contents of the website and keep the information up to date.

Management of archived documents

The contents with respect to the events or information as disclosed under Regulation 30(8) of the Listing Regulations shall be moved to the archived folder after a period of 5 years from the date on which such disclosures/ announcements were made. The Archived documents will be available in the archived folder for a period of two years. After the expiry of two years, the archived disclosures/ announcements shall be removed from the archived folder of the Company.

Authority for approval, review and alteration of Policy

The Board shall have the authority for approval of this Policy in pursuance to the Listing Regulations. Further, the Board is also authorized to make such alterations to this Policy as considered appropriate, subject, however, to the condition that such alterations shall be in consonance with the provisions of the Listing Regulations.

Any subsequent amendment / modification in the Listing Regulations in this regard shall automatically apply to this Policy.

**For and on behalf of Board of Directors of
Ritco Logistics Limited**

Sd/-

Man Mohan Pal Chadha Singh
Chairman

Date: June, 30th 2018

Annexure-A

1. Registration Certificates, licenses and other statutory approvals
2. Memorandum and Articles of Association
3. Minutes of board meetings, committee meetings and general meetings
4. Registers as per the Act
5. Agreements with the Stock Exchanges, Depositories and other authorities
6. Investment documents of subsidiaries and associates
7. Orders issued by Courts/ statutory bodies
8. Documents pertaining to real estate, title documents
9. Any other document as may be specified in the Act or Listing Regulations or other applicable laws

Annexure-B

1. Books of accounts
2. Income tax returns and tax records
3. Agenda and other related papers shared with the Board of Directors
4. Disclosure of interests received from Directors and senior management
5. Annual returns
6. Correspondences with shareholders and / or statutory authorities
7. Other material contracts and / or agreements