

Archival Policy of Ramkrishna Forgings Limited .

Scope and Purpose

The Securities Exchange Board of India, on 2nd September, 2015, has come out with the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Regulations, 2015). By virtue of the said Regulations, 2015, Ramkrishna Forgings Limited (the "Company") recognizes the need to frame an Archival Policy for proper, sufficient and timely disclosure of relevant documents for the use of all Stakeholders.

This Archival Policy (the "Policy") has been adopted by the Board of Directors of the Company at its Meeting held on 12th February, 2016.

The Policy is based on the principle that information is one of the Company's most valuable assets and must be disseminated in an objective manner.

Obligations

- 1) The Company shall maintain a functional website containing the basic information about the Company.
- 2) The Company shall, inter-alia, disseminate the following information permanently, on its website, unless otherwise specified herein:
 - a) Details of its business;
 - b) Terms and conditions of appointment of independent directors;
 - c) Composition of various committees of Board of Directors;
 - d) Code of conduct of Board of Directors and senior management personnel;
 - e) Details of establishment of vigil mechanism/ Whistle Blower policy;
 - f) Criteria of making payments to non-executive directors , if the same has not been disclosed in annual report;
 - g) Policy on dealing with related party transactions;
 - h) Policy for determining 'material' subsidiaries;
 - i) Policy on Determination of Materiality
 - j) Policy on Preservation of documents
 - k) Archival Policy
 - l) Details of familiarization programmes imparted to independent directors including the following details:-

- number of programmes attended by independent directors (during the year and on a cumulative basis till date),
- number of hours spent by independent directors in such programmes (during the year and on cumulative basis till date), and
- other relevant details;

m) Email address for grievance redressal and other relevant details;

n) Contact information of the designated officials of the Company who are responsible for assisting and handling investor grievances;

o) Financial information including:

- notice of meeting of the Board of Directors where financial results shall be discussed;
- financial results, on conclusion of the meeting of the Board of Directors where the financial results were approved;
- complete copy of the annual report including balance sheet, profit and loss account, directors report, corporate governance report etc;

will be available for a period of 5 years..

p) Shareholding pattern will be available for a period of 5 years.

q) Schedule of analyst or institutional investor meet and presentations made by the Company to analysts or institutional investors simultaneously with submission to stock exchange, will be available for a period of 5 years.

r) New name and the old name of the Company (If any) for a continuous period of one year, from the date of the last name change;

s) Items in sub-regulation (1) of regulation 47 of Listing Regulations, 2015.

3) The Company shall disclose on its website all such events or information which has been disclosed to stock exchange(s) under this regulation, and such disclosures shall be hosted on the website of the Company for a minimum period of five years and thereafter as per this policy.

4) All entities falling under promoter and promoter group shall be disclosed separately in the shareholding pattern appearing on the website of all stock exchanges having nationwide trading terminals where the specified securities of the entity are listed, in accordance with the formats specified by SEBI.

Other Obligations

- 1) The Company shall ensure that the contents of the website are correct.
- 2) The contents of its website will be updated by the Company within two working days from the date of such change in content.

Place: Kolkata

By Order of the Board

Date: 12th February,2016