

29 November 2019

Department of Corporate Services
BSE Limited
PJ Towers, Dalal Street
Mumbai – 400 001

INTIMATION OF THE DATE OF 26TH ANNUAL GENERAL MEETING, DATES OF BOOK CLOSURE AND RECORD DATE

Dear Sir

The Company informs your good Office the following information:-

- (a) The 26th Annual General Meeting of Ricoh India Limited will be held on **Monday, 30 December 2019 at 10:00 AM** at The Hotel Mirador, 131/B, New Link Road, Chakala, Andheri East, Mumbai – 400 099, Maharashtra;
- (b) The Register of Members and Share Transfer Books of the Company will remain closed from **Tuesday, 24 December 2019 to Monday, 30 December 2019** (both days inclusive) for the purpose of Annual General Meeting of the Company;

Cont'd.....2/-



RICOH INDIA LIMITED

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Sector 125, Expressway
Gautam Budh Nagar,
Noida, Uttar Pradesh
Pin Code – 201 301, India
CIN L74940MH1993PLC074694
Tel : + 91-0120-4582900
Email: ril.info@ricoh.co.in
URL : www.ricoh.co.in

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(c) Pursuant to the provisions of Section 108 of the Companies Act, 2013 read with Regulation 44 of SEBI (LODR) Regulations, 2015, the Company is pleased to provide to its Members the facility to cast their Votes through Electronic mean on all of the Resolutions as set forth in the Notice of the 26th Annual General Meeting of the Company. **Monday, 23 December 2019** has been fixed as Cut Off Date (Record Date) for the aforesaid purpose.

The above is for your kind information and record please.

Thanking you

Yours faithfully

For **Ricoh India Limited**



Manish Sehgal
Company Secretary