

RICOH INDIA LIMITED

7th and 11th Floors, Tower 'B'
Windsor IT Park, A-1
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

18 September 2018

To

The Listing Compliance Department
BSE Limited
Phiroze Jeejeebhoy Towers
Dalai Street, Fort
Mumbai - 400 001

**Subject: Conversion of Physical Shares into Dematerialized Form and
Updation of PAN and Bank Account – First Reminder Letter issued by
the Company to its Shareholders**

Dear Sir

In compliance with SEBI Circular No. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20th April 2018 and SEBI Circular No. SEBI/HO/MIRSD/DOS3/CIR/P/2018/115 dated 16 July 2018 and pursuant to amendment made in Regulation 40 of SEBI (LODR) Regulations, 2015, the Company has sent First Reminder Letter to its Shareholders on Saturday, 15th September 2018 through its RTA in relation to the following matters:-

- (a) Conversion of Physical Shares into Dematerialized Form;
- (b) Mandatory updation of PAN and Bank Account details.

We are accordingly enclosing along with this letter, copy of the First Reminder Letter issued by the Company to its Shareholders.

The above is for your kind information and records.

Yours faithfully
For **Ricoh India Limited**



Manish Sehgal
Company Secretary

Encl: As above

MCS Share Transfer Agent Limited

F-65 1ST Floor, Okhla Industrial Area, Phase – I, New Delhi - 110020
Phone No: 011-41406149, Fax:-011-41709881, Email: admin@mcsregistrars.com
Website: www.mcsregistrars.com, CIN NO.U67120WB2011PLC165872

URGENT AND IMPORTANT FOR YOUR IMMEDIATE ATTENTION

Date : 10 September 2018

Serial No.: 1



REMINDER -1

Unit: Ricoh India Limited, Scrip ID – 517496

Subject: 1. Request for submission of your copy of PAN Card, Bank details and E-mail ID
2. Dematerialization of Physical Shares

Dear Shareholder(s)

This has reference to our letter dated 6th August 2018 on the captioned subject. We once again wish to bring to your kind Notice that the Securities and Exchange Board of India (SEBI) has directed Listed Companies to seek the subject details from its Shareholders holding Shares in Physical form with an objective to streamline the processes relating to maintenance of records, transfer of securities and seamless payment of dividend/interest/redemption amounts to Shareholders vide its Circular No. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20th April 2018 read with Circular No. No. SEBI/HO/MIRSD/DOS3/CIR/P/2018/115 dated 16th July 2018.

Therefore, we request your good self to provide the following details for our records which shall be linked to your respective Folio:-

- (1) The Form which is being provided to you along with this letter, duly filled in and signed by all the Shareholders;
- (2) Self attested copy of PAN card including Joint Holders. In case of resident of Sikkim, the requirement of PAN Card be substituted with a valid Identity proof issued by Government;
- (3) Original Cancelled Cheque Leaf bearing the name of Sole/First named Shareholder (or) attested copy of the Bank Passbook;

In case you have already provided information, please ignore the above point.

Kindly Post / Courier /Hand – deliver the above mentioned documents mentioning your Folio number within **21 days** from the date of this letter at the below mentioned address:-

MCS Share Transfer Agent Limited
Unit: Ricoh India Limited
F-65, 1st Floor, Okhla Industrial Area Phase I
New Delhi – 110020, Phone No – 0 11- 4140 6149
Fax No – 011 – 4170 9881, Email: helpdeskdelhi@mcsregistrars.com
Website: www.mcsregistrars.com

For any query or clarification, you may contact at the above mentioned address and coordinates.

IMPORTANT NOTE

We would also like to remind you that the Securities and Exchange Board of India (SEBI) vide Notification No. SEBI/LAD-NRO/GN/2018/24 dated 8th June 2018 has amended Regulation 40 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and has mandated that with effect from 5th December 2018 transfer of Securities would be carried out only in 'Dematerialized form' only. Ricoh India Limited ISIN No. is INE291B01015.

You are therefore advised to dematerialize your physical shareholding at the earliest, If not yet already done.

After December 5, 2018, no request for transfer of shares in physical form can be processed by the Company/RTA.

An early action from you in the instant matter will be highly appreciated since it will save you from unnecessary hassle at a later date.

Thanking you

Yours faithfully

Sd/-

**For MCS Share Transfer Agent Limited
Authorized Signatory**

Encl.: As above

Annexure 'A'

FORM FOR FURNISHING BANK DETAILS, PAN AND EMAIL ID ETC.

To

MCS Share Transfer Agent Limited

Unit: Ricoh India Limited

F-65, Okhla Industrial Area, Phase-I

New Delhi – 110 020

Dear Sirs,

I/we give my/our consent to update the following details in your records for effecting payments of dividend and sending other communications by electronic means in compliance with the requirement of circular(s) as referred in the covering letter of this Annexure 'A'.

Folio No.:

Name of the First / Sole Holder:

Bank's Name: _____

Branch's Name & Address : _____

Account No : _____ Account Type (SB / Current) : _____

IFSC Code : _____ MICR Code : _____

Email ID: _____ Phone No. : _____

Particulars	Name of Shareholder(s)	PAN
First / Sole Shareholder		
1 st Joint Shareholder		
2 nd Joint Shareholder		

Signature of 1st Shareholder

Signature of 1st Joint Shareholder

Signature of 2nd Joint Shareholder

Date: _____

Encl : Original cancelled Cheque leaf, Attested copy of the Bank Pass Book showing Name of the Account Holder and Self - Attested copy of PAN Card (s).