

19<sup>th</sup> May 2016

The Listing Department  
The Bombay Stock Exchange Limited  
Phiroze Jeejeebhoy Tower, Dalal Street,  
Mumbai - 400 001

**SUBJECT: SUSPENSION OF TRADING IN SECURITIES OF COMPANIES  
FOR NON COMPLIANCE WITH REGULATION 33 OF SEBI LISTING  
REGULATIONS, 2015 CONCERNING RICOH INDIA LIMITED, SCRIP ID -  
517496**

Dear Sir

This has reference to Notice No. 20160504 -17 dated 4<sup>th</sup> May 2016.

We wish to inform you that the Company had yesterday submitted to your good office, the Financial Results for the Quarter ended 30<sup>th</sup> September 2015.

However, with regard to completion of financial results for the quarter ended 31<sup>st</sup> December 2015, we wish to inform you that the Company is actively as well as diligently working on the same.

However, on account of current circumstances so prevailing in the Company already brought to your good office notice, we will be unable to submit the financial results for the quarter ended 31<sup>st</sup> December 2015 by Friday, the 20<sup>th</sup> May 2016.

Keeping in view the above, we humbly request your good office to give us time for another four weeks for submission of financial results for the quarter ended 31<sup>st</sup> December 2015.

Cont'd.....2/-





**RICOH INDIA LIMITED**

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We also request your good office to defer your decision of suspension of trading of securities of the Company considering in any case we have partly complied with your direction by submitting September 2015 (Q2) Unaudited Financial Results alongwith Limited Review Report and more importantly in the event of suspension of trading of shares, it will cause undue hardship and extreme inconvenience to the public shareholders of our Company as their shares will become illiquid resulting into heavy financial loss to their wealth.

Our Promoters respect your decision of freezing their entire share holding effective from 4<sup>th</sup> May 2016 and assure to abide by your decisions and they are taking all reasonable steps and are closely monitoring the situation and sincerely working with the Management of the Company alongwith the Statutory Auditors to complete the process of finalisation of financials for the quarter ended 31<sup>st</sup> December 2015 and are confident to overcome the present unpleasant circumstance(s) within a month time from now.

We will be obliged for your sympathetic consideration to defer the suspension of trading of securities of the Company till further four weeks so as to avoid undue hardship to the Public shareholders at large.

Yours faithfully  
For **Ricoh India Limited**

  
A.T. Rajan  
Managing Director and CEO

