

30 August 2017

The Listing Department  
The BSE Limited  
Phiroze Jeejeebhoy Towers, Fort  
Mumbai – 400001

**Sub: OUTCOME OF THE MEETING OF THE BOARD OF DIRECTORS OF  
RICOH INDIA LIMITED, SCRIP CODE – 517496 HELD TODAY – 30 AUGUST  
2017**

Dear Sir

We inform you that the Board of Directors of the Company in its meeting held today have inter alia transacted the following business(s):-

- (a) The 24<sup>th</sup> Annual General Meeting of the Company will be held on Monday, 25 September 2017 at 3:00 PM at MC Ghia Hall, 4<sup>th</sup> Floor, Bhogilal Hargovinddas Building, 18/20, K. Dubhash Marg, Kala Ghoda Fort, Mumbai - 400001
- (b) The Register of Members and Share Transfer Books of the Company will remain closed from Tuesday, 19 September 2017 to Monday, 25 September 2017 (both days inclusive) for the purpose of Annual General Meeting.
- (c) As per provisions of Section 108 of the Companies Act, 2013 read with Regulation 44 of SEBI (LODR) Regulations, the Company is pleased to provide to its members the facility to cast their votes through electronic means on all the resolutions set forth in the Annual General Meeting Notice. The Company has fixed Monday, 18 September 2017 as the Cut Off date (Record Date) for the said purpose.

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- (d) Re-appointed Mr. Hiroyasu Kitada as Director liable to retire by rotation.
- (e) Re-appointed Mr. UP Mathur as an Independent Director for a second term of Five years not liable to retire by rotation
- (f) Re-appointed Mr. RK Pandey as an Independent Director for a second term of Five years not liable to retire by rotation.
- (g) Re-appointed Ms Ashish Garg as an Independent Director for a second term of Five years not liable to retire by rotation
- (h) Approved issuance of appropriate financial instruments for an amount up to Rs 1000 Crores subject to approval of the Shareholders.

The above is for your kind information and record please.

For **Ricoh India Limited**



Manish Sehgal  
Company Secretary