

**RICOH**  
imagine. change.

**RICOH INDIA LIMITED**  
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5 December 2016

The Listing Department  
The Bombay Stock Exchange Limited  
Phiroze Jeejeebhoy Towers, Fort  
Mumbai- 400 001

**NOTICE OF THE MEETING OF THE BOARD OF DIRECTORS TO BE HELD ON MONDAY, 12 DECEMBER 2016 TO CONSIDER AND APPROVE UNAUDITED FINANCIAL RESULTS FOR THE QUARTERS ENDED 30 JUNE AND 30 SEPTEMBER 2016**

Dear Sir

We wish to inform you that a meeting of the Board of Directors of the Company will be held on Monday, 12 December 2016 to inter-alia consider and approve the following :-

- (a) Unaudited financial results for the quarters ended 30 June 2016 and 30 September 2016 subject to Limited Review by the Statutory Auditors of the Company.

The above is for your kind information please.

Yours faithfully  
For **Ricoh India Limited**



Manish Sehgal  
Company Secretary