

4 November 2016

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

Dear Sir

NOTICE OF THE MEETING OF BOARD OF DIRECTORS OF RICOH INDIA LIMITED TO BE HELD ON – FRIDAY, 18 NOVEMBER 2016

This is to inform you that a meeting of the Board of Directors of Ricoh India Limited will be held on Friday, 18 November 2016 to inter-alia:-

- (a) Consider and approve Unaudited financial results for the quarter ended 31 December 2015 subject to Limited Review of the Statutory Auditors of the Company and;
- (b) Consider and approve Audited Financial results for the quarter and year ended 31 March 2016.

The above is for your kind information please.

Yours faithfully
For **Ricoh India Limited**



Manish Sehgal
Company Secretary