

RICOH INDIA LIMITED

URL: www.ricoh.co.in

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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



