

RICOH INDIA LIMITED
7th and 11th Floors, Tower 'B'
Windsor IT Park, A-1
Sector 125, Expressway
Gautam Budh Nagar,
Noida, Uttar Pradesh
Pin Code – 201 301, India
CIN L74940MH1993PLC074694
Tel : + 91-0120-4582900
Email: ril.info@ricoh.co.in
URL : www.ricoh.co.in

26 November 2018

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

INTIMATION OF THE DATE OF 25TH ANNUAL GENERAL MEETING, BOOK CLOSURE DATES AND RECORD DATE CONCERNING RICOH INDIA LIMITED, SCRIP ID 517496

Dear Sir

The Company hereby informs your good Office the following information:-

- (a) That the 25th Annual General Meeting of the Company will be held on Friday, 21 December 2018 at 10:00 AM at Hotel Maridor, 131/B, New Link Road, Chakala, Andheri East, Mumbai – 400 099
- (b) The Register of Members and Share Transfer Books of the Company will remain closed from Saturday, 15th December 2018 to Friday, 21st December 2018 (both days inclusive) for the purpose of Annual General Meeting.

Cont'd.....3/-



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-3-

(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. **Friday, 14 December 2018** has been fixed as the Cut Off date (Record Date) for the said purpose.

The above is for your kind information and record please.

For **Ricoh India Limited**



Manish Sehgal
Company Secretary

Issued with approval of Mr. Krishna Chamadia, Resolution Professional, IP Registration No. IBBI/IPA-001/IP-P00694/2017-2018/11220, krishna@sphereadvisory.com, A-1, 7th Floor, Tower 'B', Windsor IT Park, Sector – 125, Expressway, Noida, Gautambudh Nagar District, Pin – 201 301, Uttar Pradesh

(Ricoh India Limited is under Corporate Insolvency Resolution Process under Insolvency and Bankruptcy Code. Its Affairs, Business and Assets are being managed by the Resolution Professional Mr. Krishna Chamadia appointed by the Hon'ble NCLT Mumbai vide its Order dated 14th May 2018 under the provisions of the Code as Interim Resolution Professional and subsequently as per Section 22 of the Code as Resolution Professional of Ricoh India Limited. Under provisions of Section 17 of the Code, the powers of Board of Directors of Ricoh India Limited is currently under suspension and the same are being exercised by Mr. Krishna Chamadia, the Resolution Professional of Ricoh India Limited)