

**RICOH INDIA LIMITED**

7<sup>th</sup> and 11<sup>th</sup> 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](mailto:ril.info@ricoh.co.in)  
URL : [www.ricoh.co.in](http://www.ricoh.co.in)

29<sup>th</sup> August 2018

To

The Listing Compliance Department  
BSE Limited  
Phiroze Jeejeebhoy Towers  
Dalal Street, Fort  
Mumbai - 400 001

**Subject: Conversion of Physical Shares into Dematerialized Form and  
Updation of PAN and Bank Account**

Dear Sir

In compliance with SEBI Circular No. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20<sup>th</sup> April 2018 and pursuant to the amendment to Regulation 40 of SEBI (LODR) Regulations, 2015, the Company inform you that it has sent letters to its Shareholders by Speed / Registered Post through its RTA in relation to the following matter:-

- (a) Conversion of Physical Shares into Dematerialized Form;
- (b) Mandatory updation of PAN and Bank Account details.

The copy of the said letter sent by the Company to its Shareholders on the above matter is enclosed for your kind reference.

You may kindly take the above on your records.

Yours faithfully  
For **Ricoh India Limited**



Manish Sehgal  
Company Secretary

Encl: a/a



# MCS Share Transfer Agent Limited

F-65 1<sup>ST</sup> Floor, Okhla Industrial Area, Phase - I, New Delhi - 110020  
Phone No: 011-41406149, Fax:-011-41709881, Email: admin@mcsregistrars.com  
Website: [www.mcsregistrars.com](http://www.mcsregistrars.com), CIN NO.U67120WB2011PLC165872



Date : 6<sup>th</sup> August 2018

**Unit: Ricoh India Limited, Scrip ID – 517496**

**Subject: 1. Request for submission of your copy of PAN Card, Bank details and E-mail ID**  
**2. Dematerialization of Physical Shares**

Dear Shareholder(s)

We would like to inform you that the Securities and Exchange Board of India (SEBI) vide its Circular No. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20<sup>th</sup> April 2018 has mandated all Listed Companies to make payment of Dividend to its Shareholders through approved Electronic Mode and also directed that updated Bank details and PAN of the Shareholders be obtained and maintained by the Companies through their RTAs.

We observed from our records that you are holding shares of Ricoh India Limited in physical form and further your PAN and Bank Account details have not been updated in your Folio. Hence, we request you to kindly send to us on immediate basis, the enclosed form (Annexure `A`) duly filled and signed (including Joint Holders, if any) at your end along with other below mentioned documents at our above mentioned address **within 21 days** from the date of this letter so that we can update relevant records at our end:-

- (1) The Form which has been provided to you along with this letter, duly filled in and signed by all the Shareholders;
- (2) Self attested copy of PAN card including Joint Holders. In case of resident of Sikkim, the requirement of PAN Card be substituted with a valid Identity proof issued by Government;
- (3) Original Cancelled Cheque Leaf bearing the name of Sole/First named Shareholder (or) attested copy of the Bank Passbook;

You are also requested to provide to us your valid Email ID and Phone / Mobile Number for our records so that we can send to you various communications by Electronic means in accordance with various circulars issued by the Ministry of Corporate Affairs from time to time.

**We would also like to inform you that the Securities and Exchange Board of India (SEBI) vide Gazette Notification dated 8<sup>th</sup> June 2018 has amended Regulation 40 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and has mandated that with effect from 5<sup>th</sup> December 2018 transfer of Securities would be carried out only in `Dematerialized form` only.**

However, this restriction shall not be applicable upon the request received for transmission or transposition of physical shares.

The steps involved in dematerializing Shares are as follows:-

1. Open a Demat Account with a Depository Participant (DP);
2. Submit Physical Share Certificate(s) to the DP along with a Demat Request Form (DRF);
3. DP would inform the Depository (NSDL or CDSL) regarding the Demat request;
4. The DP would thereafter submit the Share Certificate(s) along with DRF to the Registrar of the Company;
5. The Registrar would validate the documents and convey Acceptance / Rejection of the Demat request to the concerned Depository;
6. Upon Successful dematerialization of the Share(s), the Registrar could update the Register of Members;
7. The concerned Depository would also update its record and inform the DP;
8. The DP would then credit the Share(s) into the Demat Account of the Investor

For any assistance in the matter, you may please feel free to communicate with us who are RTA of Ricoh India Limited at the below mentioned address:-

MCS Share Transfer Agent Limited  
F-65, 1<sup>st</sup> Floor, Okhla Industrial Area Phase I  
New Delhi – 110020, Phone No – 0 11- 4140 6149  
Fax No – 011 – 4170 9881, Email: [helpdeskdelhi@mcsregistrars.com](mailto:helpdeskdelhi@mcsregistrars.com)  
Website: [www.mcsregistrars.com](http://www.mcsregistrars.com)

You are therefore advised to dematerialize your physical shareholding at the earliest. After December 5, 2018, no request for transfer of shares in physical form can be processed by the Company/RTA.

An early action from you in the instant matter will be highly appreciated since it will save you from unnecessary hassle at a later date.

Thanking you

**Yours faithfully**

**For MCS Share Transfer Agent Limited  
Authorized Signatory**

Encl.: As above

**Annexure `A`**

**FORM FOR FURNISHING BANK DETAILS, PAN AND EMAIL ID ETC.**

To

MCS Share Transfer Agent Limited  
**Unit: Ricoh India Limited**  
F-65, Okhla Industrial Area, Phase-I  
New Delhi – 110 020

Dear Sirs,

I/we give my/our consent to update the following details in your records for effecting payments of dividend and sending other communications by electronic means in compliance with the requirement of circular(s) as referred in the covering letter of this Annexure `A`.

Folio No.:

Name of the First / Sole Holder:

Bank's Name: \_\_\_\_\_

Branch's Name & Address : \_\_\_\_\_

Account No : \_\_\_\_\_ Account Type (SB / Current) : \_\_\_\_\_

IFSC Code : \_\_\_\_\_ MICR Code : \_\_\_\_\_

Email ID: \_\_\_\_\_ Phone No. : \_\_\_\_\_

Particulars	Name of Shareholder(s)	PAN
First / Sole Shareholder		
1 <sup>st</sup> Joint Shareholder		
2 <sup>nd</sup> Joint Shareholder		

\_\_\_\_\_  
Signature of 1<sup>st</sup> Shareholder

\_\_\_\_\_  
Signature of 1<sup>st</sup> Joint Shareholder

\_\_\_\_\_  
Signature of 2<sup>nd</sup> Joint Shareholder

Date: \_\_\_\_\_

**Encl : Original cancelled Cheque leaf, Attested copy of the Bank Pass Book showing Name of the Account Holder and Self - Attested copy of PAN Card (s).**