

1st April 2016

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

Subject: Supplementary Disclosure of Ricoh India Limited, Scrip ID - 517496

Dear Sir

With respect to the disclosure letter dated March 29, 2016, the Independent Agency, which comprise of an independent law firm and accountants, has been appointed to assist the Audit Committee to better understand certain areas where the auditors had emphasized further review is presently conducting a review and the same is likely to be completed soon.

Name of the officers, who have been requested to take leave with pay during the review process, are:

- (i) Mr. Manoj Kumar, the Managing Director and Chief Executive Officer;
- (ii) Mr. Arvind Singhal, the Chief Financial Officer; and
- (iii) Mr. Anil Saini, the Senior Vice President and Chief Operating Officer.

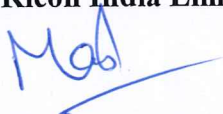
Name of the officers, who shall discharge the functions on behalf of the officers sent on leave, are:

- (i) Mr. A.T. Rajan would be in-charge and discharge the functions of the Chief Executive Officer and the Chief Operating Officer.
- (ii) Mr. Bibek Chowdhury would be in-charge and discharge the functions of the Chief Financial Officer.

The above is for your kind information please.

Yours faithfully

For **Ricoh India Limited**



Compliance Officer