

From the Company Secretary's Desk

Dear Shareholders,

14th April 2016

Ricoh India Limited has appointed Mr. A.T. Rajan as the Managing Director and CEO of the company.

Mr. Rajan has been associated with Ricoh India Limited since its inception, and held various senior management positions during that time, including responsibility for several business expansion projects and setting up new businesses. In his last role as Senior Vice President & Chief Strategy Officer, he was heading Marketing, Corporate strategy, HR, Supply Chain Management and CSR. He played a significant role in development of the company's growth strategy since 2011. He brings to his new role, around 30 years of rich professional and cross functional experience spanning managerial, technical and commercial functions across industries.

In light of some concerns raised recently by auditors, Ricoh India Limited has appointed an independent agency to undertake a speedy review of the same. Three members of the management team, including Mr. Manoj Kumar, Mr. Arvind Singhal and Mr. Anil Saini have been sent on leave to ensure an independent review.

Ricoh India has also set-up a special investor relations desk to update investors and shareholders. Queries can be addressed to investor.helpdesk@ricoh.co.in

Ricoh India remains committed to deliver technology leadership and service excellence to customers in India. All customer enquiries may continue to be addressed to ril.info@ricoh.co.in

Best Wishes and Regards,
Company Secretary
Ricoh India Limited