

RICOH INDIA LIMITED

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17th August 2016

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

**OUTCOME OF THE EMERGENT BOARD OF DIRECTORS MEETING – RICOH INDIA LIMITED,
SCRIP ID - 517496 - HELD TODAY, WEDNESDAY, THE 17TH AUGUST 2016 - POSTAL BALLOT
OF THE COMPANY**

Dear Sir

We wish to inform you that the Board of Directors of the Company in their meeting held today have inter-alia approved to conduct the Postal Ballot pursuant to Section 110 of the Companies Act, 2013 read with Rule 22 of Companies (Management and Administration) Rules, 2014 for seeking approval of the Shareholders of the Company by way of Postal Ballot on the following business:-

1. Appointment of Mr. Ian Peter Winham (DIN 07567971) as Director of the Company;
2. Appointment of Mr. A.T. Rajan (DIN 07487969) as Director of the Company and also as Managing Director and CEO of the Company.

We will forward to your good office, a copy of the Postal Ballot and Form in due course.

The above is for your kind information and record please.

Yours Faithfully
For **Ricoh India Limited**


Manish Sehgal
Company Secretary