

RICOH INDIA LIMITED

2nd Floor, Salcon Aurum Building,
Plot No.4, District Centre Jasola
New Delhi - 110 025, India
CIN L74940MH1993PLC074694
Tel : + 91-11- 49103000, 49103200
Fax : + 91-11- 49103099, 49103199
Email: ril.info@ricoh.co.in
URL : www.ricoh.co.in

25 November 2016

To

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

**OUTCOME OF THE EMERGENT BOARD OF DIRECTORS MEETING OF
RICOH INDIA LIMITED, SCRIP ID 517496.**

Dear Sir

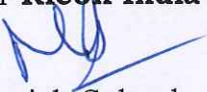
We wish to inform you that the Board of Directors of the Company in their emergent meeting held today have approved inter-alia, the following:-

- a) The Board of Directors of the Company have fixed **Thursday, the 22 December 2016** as the date for holding the 23rd Annual General Meeting (AGM) of the Company at Kamalnayan Bajaj Hall, Bajaj Bhavan, Ground Floor, opp. Inox Cinema, Jammalal Bajaj Marg 226, Nariman Point, Mumbai- 400 021 at 9:00 A.M.
- b) The Register of Members & Share Transfer Books of the Company will remain closed from **Saturday, the 17 December 2016 to Thursday, the 22 December 2016** (both days inclusive) for the purpose of Annual General Meeting.

The above is for your kind information.

Yours faithfully

For **Ricoh India Limited**


Manish Sehgal
Company Secretary