

RICOH INDIA LIMITED
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25 September 2017

To Corporate Relationship Department
BSE Limited
PJ Towers, Dalal Street
Mumbai – 400001

Subject: Summary of proceedings of 24th Annual General Meeting of Ricoh India Limited as per Regulation 30 of SEBI (LODR) Regulations, 2015 held on Monday, 25 September 2017 at 3:00 PM

Dear Sir

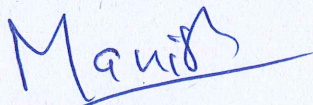
We would like to inform you that the 24th Annual General Meeting of Ricoh India Limited was held on Monday, 25th September 2017 at 3:00 P.M at MC Ghia Hall, 4th Floor, Bhogilal Hargovinddas Building, 18/20, K.Dubhash Marg, Kala Ghoda, Fort, Mumbai – 400001 to transact the businesses as stated in the Notice dated 30 August 2017.

In this regard, please find enclose herewith summary of proceedings of the Annual General Meeting of the Company as required under Regulation 30, Part A of Schedule III of the SEBI (LODR) Regulations, 2015.

This is for your information and records.

Thanking you

Yours faithfully
For **Ricoh India Limited**



Manish Sehgal
Company Secretary

Encl: a/a

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Brief Proceedings of the 24th Annual General Meeting of Ricoh India Limited:-

The 24th Annual General Meeting (AGM) of the Members of Ricoh India Limited ('the Company') was held on Monday, 25 September 2017 at 3:00 PM at MC Ghia Hall, 4th Floor, Bhogilal Hargovinddas Building, 18/20, K. Dubhash Marg, Kala Ghoda, Fort, Mumbai – 400001.

Mr. Manish Sehgal, Company Secretary welcomed the members and introduced the Directors and Officials sitting on the dais.

Mr. Noboru Akahane, Chairman of the Company chaired the meeting.

The requisite quorum being present, the Chairman called the meeting to Order. Except Mr. Hiroyasu Kitada, all other Directors attended the AGM.

The shareholders were informed that the Company had provided Members the facility to cast their vote electronically on all resolutions set forth in the AGM Notice.

The Company had provided remote e-voting facility to the members to cast their vote on AGM agenda items between Friday, 22 September 2017 (9:00 AM) and Sunday, 24 September 2017 (5:00 PM) in proportion to their shareholding as on cut off date Monday, 18 September 2017.

The Members were informed that those who have not casted their vote via remote e-voting can vote through polling papers at the AGM venue.

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As per AGM Notice dated 30 August 2017, convening the AGM of the Company, the following business was transacted at the AGM:-

1. Adoption of Balance Sheet of the Company as at 31 March 2017 and the Profit and Loss Account for the year ended on that date along with the Reports of the Directors and Auditors thereon.
2. Appointment of Director in place of Mr. Hiroyasu Kitada who retires by rotation and being eligible offers himself for re-appointment.
3. Ratification of appointment of BSR & Co. LL.P, Chartered Accountants as Statutory Auditors of the Company from the conclusion of 24th Annual General Meeting until conclusion of 25th Annual General Meeting.
4. Appointment of Mr. Yoshitaka Motomura as a Director of the Company
5. Appointment of Mr. Noboru Akahane as a Director of the Company
6. Appointment of Mr. Rajiv Ahuja as an Independent Director for a period of 5 years not liable to retire by rotation
7. Appointment of Mr. UP Mathur as an Independent Director for a period of 5 years not liable to retire by rotation

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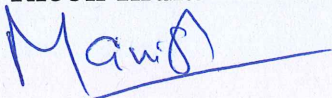
8. Appointment of Mr. RK Pandey as an Independent Director for a period of 5 years not liable to retire by rotation
9. Appointment of Ms. Ashish Garg as an Independent Director for a period of 5 years not liable to retire by rotation
- 10 Appointment of Mr. AT Rajan as Managing Director and CEO for a period of One year with effect from 1 April 2017 to 31 March 2018 and to approve his remuneration.
- 11 Considered and approved the matter of issuance of appropriate financial instruments in one or more series/ tranches up to Rs 1000 Crores.

The Chairman authorised the Company Secretary to declare the results of voting.

Members present at the meeting were given an opportunity to ask questions and seek clarifications.

The Members present at the meeting were informed that the voting results will be made available at the website of the Company and CDSL, Agency appointed for providing remote e-voting facility beside submission to BSE Limited where equity shares of the Company are listed.

For **Ricoh India Limited**



Manish Sehgal
Company Secretary