

26<sup>th</sup> September, 2016

Dear Shareholders,

During the EGM held on 5th August, 2016 we had indicated that we were setting ourselves a target to complete the pending financial statements by 30th September 2016.

As we are approaching the end of September, we would like to update you on the status: We have made significant progress on all the pending periods. Unfortunately, despite our best efforts, we will not be able to file these financial results by this target date. We are diligently working with our auditors to finalise the pending financial statements as quickly as possible.

We will keep you duly informed of our progress over the coming days

For Ricoh India Limited



Manish Sehgal  
Company Secretary