

RICOH INDIA LIMITED

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25 January 2017

The Listing Department
The BSE Limited
Phiroze Jeejeebhoy Towers
Dalal Street, Fort
Mumbai – 400001

Sub: Closure of Trading Window

Dear Sir

We wish to inform you that the trading window will remain closed from 25 January 2017 to 10 February 2017 (both days inclusive) for Insiders covered under “Ricoh India Limited Insider Trading Policy” for SEBI (Prevention of Insiders Trading) Regulation, 2015.

Thanking You

Yours Faithfully
For **Ricoh India Limited**



Manish Sehgal
Company Secretary