

RICOH

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RICOH INDIA LIMITED

Regd Office: 1201, Building No. 12, Solitaire Corporate Park,
Andheri-Ghatkopar Link Road, Andheri East, Mumbai-400 093

To
The Members
Ricoh India Limited

Sub: Abstract and Memorandum under Section 302 of the Companies Act, 1956

Dear Members,

The Board of Directors of the Company at their meeting held on March 24, 2014 have re-appointed Mr. Tetsuya Takano, Managing Director and Chief Executive Officer of the Company for a further period of One Year with effect from 1st April 2014. The re-appointment of Mr. Tetsuya Takano, Managing Director & CEO, has also been approved by the Remuneration Committee of the Company and the same will be subject to the approval of the Shareholders of the Company and Central Government, if required.

Mr. Takano aged 59 Years is a qualified Professional. He is a Law Graduate from Keio Gijuku University, Tokyo. The Board of Directors of the Company had earlier appointed Mr. Takano as its Managing Director and CEO for a period of Three years with effect from 1st April 2011 to 31st March 2014.

In compliance with the requirement of Section 302 of the Companies Act, 1956, an abstract of the terms of the re-appointment of Mr. Tetsuya Takano, Managing Director and Chief Executive Officer of the Company with effect from 01.04.2014 is being sent to the Shareholders as set out herein below:-

ABSTRACT

- A. Basic Salary of Rs. 2,25,000/- (Rupees Two Lac Twenty Five Thousand only) per month.
- B. PERQUISITES:
 - i. HOUSING : Mr Tetsuya Takano will be provided with rent free fully furnished accommodation at the expense of the Company.
 - ii. CLUB FEES : Subject to a maximum of two clubs. This will not include admission and life membership fees.
 - iii. CAR: Chaffeur Driven Air Conditioned Car maintained by the Company
 - iv. DOMESTICSERVANT : Expense on Domestic Servant

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- v. LEAVE FARE/TRAVEL ASSISTANCE : Return Airfare to Japan twice a year
- vi. OTHER ALLOWANCES – As per the Company Policy.

C PROVIDENT FUND – Company's contribution as per the Rules of the Company.

Further, the aggregate of all the Heads as mentioned above i.e. Basic Salary and Perquisites as stated out in at A, B (i) to (vi) and C all together shall not exceed the total amount of Rs 10,00,000/- (Rupees Ten Lacs) Per Month.

Mr. Tetsuya Takano shall not be paid any sitting fees for attending the meetings of the Board of Directors or Committee thereof, he shall however, be entitled to reimbursement of expenses actually and properly incurred by him for the business of the Company, which shall not be included in the total remuneration as mentioned above.

In the event of loss and / or inadequacy of profits in any financial year during the tenure of Mr. Tetsuya Takano, the remuneration and perquisites as given hereinabove i.e. A, B and C shall be paid to Mr. T. Takano as Minimum Remuneration subject to the approval of the Central Government, if necessary.

MEMORANDUM OF CONCERN OR INTEREST OF A DIRECTOR

Except Mr Tetsuya Takano, Managing Director & Chief Executive Officer of the Company, who be deemed to be concerned or interested in the increase in remuneration, none of the other Directors of the Company is, in any way, concerned or interested in the re-appointment and remuneration.

By Order of the Board
For Ricoh India Limited

Sd/-
Manish Sehgal
Company Secretary

Date: 24th March 2014
Place: New Delhi

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