

**RICOH INDIA LIMITED**

7<sup>th</sup> and 11<sup>th</sup> Floors, Tower 'B'  
Windsor IT Park, A-1  
Sector 125, Expressway  
Gautam Budh Nagar,  
Noida, Uttar Pradesh  
Pin Code - 201 301, India  
CIN L74940MH1993PLC074694  
Tel : + 91-0120-4582900  
Email: ril.info@ricoh.co.in  
URL : [www.ricoh.co.in](http://www.ricoh.co.in)

05 December 2019

The Department of Corporate Services  
BSE Limited, PJ Towers, Dalal Street  
Mumbai - 400 001

**SUBMISSION OF NOTICE OF 26<sup>TH</sup> ANNUAL GENERAL MEETING OF RICOH INDIA LIMITED - 517496**

Dear Sir

The Company is submitting to your good Office Notice of 26<sup>th</sup> Annual General Meeting of Ricoh India Limited. It is to inform you that the 26<sup>th</sup> Annual General Meeting of the Company will be held on Monday, 30 December 2019 at 10:00 AM at Hotel The Mirador, 131/B, New Link Road, Chakala, Andheri East, Mumbai - 400 099, Maharashtra.

The above is for your kind information and further dissemination.

Yours faithfully

For **Ricoh India Limited**

  
Manish Sehgal  
Company Secretary

Encl: a/a

**ANNUAL GENERAL MEETING NOTICE**

Ricoh India Limited was under Corporate Insolvency Resolution Process (CIRP) of the Insolvency and Bankruptcy Code 2016 (IBC) in terms of Order passed by the Hon'ble National Company Law Tribunal (NCLT), Mumbai Bench with effect from 14th May 2018. Its affairs, business and assets were being managed by the Resolution Professional Mr. Krishna Chamadia appointed as Interim Resolution Professional by NCLT vide its Order dated 14 May 2018 and continued as Resolution Professional by the Committee of Creditors in its Meeting held on 15 June 2018 under provisions of the Code. The Resolution Professional with the approval of Committee of Creditors of the Company had filed an Application before the Hon'ble NCLT, Mumbai seeking an extension of the period of Corporate Insolvency Resolution Process (CIRP) of the Company by Ninety (90) days in terms of Section 12(2) of the Insolvency and Bankruptcy Code, 2016. The Hon'ble NCLT, Mumbai had granted an extension of the CIRP period of the Company by further period of Ninety (90) days vide its Order dated 30th October 2018. The Final Resolution Plan of the Company was approved by the Committee of Creditors of the Company in its Meeting on 14 February 2019.

The Final Resolution Plan of the Company was filed with the Hon'ble NCLT Mumbai on 18 February 2019. The 270th day of CIRP of Ricoh India Limited happened to be on 19 February 2019. The Hon'ble NCLT Mumbai has reserved its Order on the approval of the Resolution Plan of the Company on 19th September 2019.

The Hon'ble NCLT, Mumbai has now vide its Order dated 28th November, 2019 approved the Resolution Plan concerning Ricoh India Limited submitted jointly by Mr. Kalpraj Dharamshi and Mrs. Rekha Jhunjhunwala and the Hon'ble Tribunal has also appointed a Monitoring Committee which shall function till the final Resolution Plan as approved by the Hon'ble Tribunal is implemented.

In view of this, this Annual General Meeting is being called and convened by the Monitoring Committee.

**Notice is hereby given that the 26<sup>th</sup> ANNUAL GENERAL MEETING of the Members of RICOH INDIA LIMITED will be held at –**

<b>Venue</b>	Hotel The Mirador 131/B, New Link Road, Chakala, Andheri East, Mumbai – 400 099, Maharashtra
<b>Day</b>	Monday
<b>Date</b>	30 December 2019
<b>Time</b>	10:00 AM

to transact the following business:-

**ORDINARY BUSINESS**

- To receive, consider and adopt the Audited Balance Sheet as at 31 March 2019, the Statement of Profit and Loss for the financial year ended as on that date together with the Reports of Board of Directors and Auditors thereon.
- To consider and approve not to appoint a Director in place of Mr. Subhankar Lahiri (DIN 08089368) who retires by rotation and in this regard to consider and if thought fit, to pass the following Resolution as an **Ordinary Resolution:-**

**“RESOLVED THAT** pursuant to provisions of Section 152 and other applicable provisions of the Companies Act, 2013 and Rules made therein Mr. Subhankar Lahiri (DIN 08089368), Director being the longest-serving member on the Board retires by rotation at the ensuing Annual General Meeting and that the consent of the Shareholders of the Company be and is hereby accorded not to fill the vacancy caused due to retirement by rotation of Mr. Subhankar Lahiri.

**RESOLVED FURTHER THAT** the Resolution Professional of the Company be and are hereby authorized to do all such acts, deeds and things as may be necessary, expedient and desirable for the purpose of giving effect to this Resolution.”

(Mr. Subhankar Lahiri demitted Office of Managing Director of the Company on 1 April 2019 and at present is on Board of the Company as Non Independent Director of the Company and as the longest-serving Member on the Board retires by rotation at the ensuing Annual General Meeting. The vacancy caused due to retirement by rotation of Mr. Subhankar Lahiri be not filled.)

- To appoint Statutory Auditors and in this regard to consider and if thought fit, to pass the following Resolution as an **Ordinary Resolution:-**

**“RESOLVED THAT** pursuant to the provisions of Sections 139, 142 and other applicable provisions, if any of the Companies Act, 2013 and the Companies (Audit & Auditors) Rules, 2014 including any amendment, modification or variation thereof and pursuant to the recommendation of the Resolution Professional of the Company, M/s Khimji Kunverji and Co LLP, Chartered Accountants (LLPIN AAP – 2267, Firm Registration No. 105146 W) who holds Office up to the conclusion of this Annual General Meeting be and are hereby appointed as Statutory Auditors of the Company for a term of Five (05) consecutive Financial years commencing from the conclusion of this Annual General Meeting till the conclusion of the 31<sup>st</sup> Annual General Meeting to be held in the calendar year 2024 at such a remuneration and out of pocket expenses as may be mutually agreed between the Resolution Professional of the Company and the Statutory Auditors.

**RESOLVED FURTHER THAT** for the purpose of giving effect to this resolution, the Resolution Professional of the Company be and is hereby authorize to do all such acts, deeds, matters and things as it may think necessary for the purpose of making this resolution effective.”

**For Ricoh India Limited**

**Krishna Chamadia**

**Monitoring Agent as per Order of Hon'ble NCLT, Mumbai dated 28 November 2019**

Place: Noida

Date: 29 November 2019



**NOTES:**

- a) **A MEMBER ENTITLED TO ATTEND AND VOTE AT THE MEETING IS ENTITLED TO APPOINT A PROXY TO ATTEND AND VOTE ON POLL ON HIS/HER BEHALF. SUCH PROXY NEED NOT BE A MEMBER OF THE COMPANY. A PERSON CAN ACT AS PROXY ON BEHALF OF MEMBERS NOT EXCEEDING FIFTY (50) AND HOLDING IN THE AGGREGATE NOT MORE THAN TEN PERCENT OF THE TOTAL SHARE CAPITAL OF THE COMPANY.**

**A MEMBER HOLDING MORE THAN TEN PERCENT OF THE TOTAL SHARE CAPITAL OF THE COMPANY CARRYING VOTING RIGHTS MAY APPOINT A SINGLE PERSON AS PROXY AND SUCH PERSON SHALL NOT ACT AS PROXY FOR ANY OTHER PERSON OR SHAREHOLDER.**

The instrument of Proxy in order to be effective should be duly completed and deposited at the Registered Office of the Company not less than 48 hours before the commencement of the Meeting.

- b) The Register of Members and the Share Transfer Books of the Company will remain closed from Tuesday, 24 December 2019 to Monday, 30 December 2019 (both days inclusive) for the purpose of the Annual General Meeting.
- c) Members holding shares in Physical Form(s) are requested to intimate any change in Address, Change of Name, Nominations, Power of Attorney, Bank details, IFSC Code, MICR Code, National Electronics Clearing Service (NECS), Electronics Clearing Service (ECS), Mandates, E-mail address, Contact numbers etc to the Company's Registrar and Share Transfer Agents namely M/s MCS Share Transfer Agent Limited, F-65, First Floor, Okhla Industrial Area, Phase-I, New Delhi-110020, Telephone Numbers 011-41406149-52, Fax 011-41709881, Email ID: helpdeskdelhi@mcsregistrars.com, Website: mcsregistrars.com while Members of the Company holding Shares in dematerialized form are requested to intimate such changes to their respective Depository Participants.
- d) The Securities and Exchange Board of India (SEBI) has mandated the submission of Permanent Account Number (PAN) by every participant in the securities market. Members holding shares in dematerialized form are therefore, requested to submit their PAN details to their respective Depository Participants. While, Members holding shares in physical form are requested to submit their PAN details with MCS Share Transfer Agent Limited, Registrar and Share Transfer Agent of the Company.
- e) Members, Proxies and Authorised Representatives are requested to bring the duly completed Attendance Slip enclosed herewith to attend the AGM. Members, Proxies and Authorised Representatives are requested to carry their identity proof to be produced at the venue of the AGM for security reasons.
- f) Member desirous of getting any information in relation to the Annual Report of the Company for the financial year 2018-19 are requested to address their query (ies) well in advance, i.e. at least 07 days before the Annual General Meeting to the Company at its Corporate Office located at Noida, Uttar Pradesh so as to enable the Management to keep the information readily available at the Annual General Meeting.
- g) Pursuant to the provisions of Section 124 of the Companies Act, 2013, the Dividend amount which remain unpaid/unclaimed for a period of Seven years is required to be transferred to the Investor Education and Protection Fund (IEPF) of the Central Government. Members who have not encashed their dividend warrant(s) so far for the Financial Year ended 31st March 2015 are once again requested to make their claim with the Company Secretarial Department of the Company or the Company's Registrar and Share Transfer Agents, MCS Share Transfer Agent Limited for obtaining payment thereof.
- h) As a measure of economy copies of the Annual Report will not be distributed at the Annual General Meeting. Members are, therefore, requested to bring their own copies of the Annual Report at the Meeting.
- i) Members may note that the Notice of the 26<sup>th</sup> Annual General Meeting and Annual Report 2018-2019 will also be available on the Company's website [www.ricoh.co.in](http://www.ricoh.co.in) for their download. Even after registering for e-communication, Members are entitled to receive such communication in Physical form upon making a request for the same by Post Free of Cost. For any communication, the Shareholders may also send requests to the Company's Investor Email ID: [ril.secretarial@ricoh.co.in](mailto:ril.secretarial@ricoh.co.in)
- j) Members are requested to quote their Registered Folio Number or Demat Account Number and Depository Participant (DP) ID Number while making correspondence with MCS Share Transfer Agent Limited, the Company's Registrar and Share Transfer Agent or the Company as the case may be.
- k) Corporate Members are requested to send a duly certified copy of the resolution passed by the Board of Directors authorizing their representative(s) to attend and vote on its behalf at the Meeting.
- l) In terms of Section 72 of the Companies Act, 2013 read with Rule 19 of Companies (Share Capital and Debenture) Rules, 2014, facility for making nominations is available to the Members in respect of shares held by them. Nomination forms can be obtained from the Company's Registrar and Share Transfer Agents MCS Share Transfer Agent Limited by Members holding shares in physical form. Members holding shares in electronic form may obtain Nomination forms from their respective Depository Participants (DP).
- m) As per the Green Initiative taken by the Ministry of Corporate Affairs, Government of India, Members are advised to register their e-mail address with the Registrar and Share Transfer Agents of the Company (MCS Share Transfer Agent Limited) in respect of Shares held in physical form and with the concerned Depository Participant in respect of Shares held in Electronic form to enable the Company to serve documents in Electronic form.
- n) All Documents referred to in accompanying Notice and the Explanatory Statement shall be open for inspection at the Registered Office of the Company during normal Business Hours (10:00 AM to 5:00 PM) on all working days (except Saturdays and Sundays) up to and including the date of the Annual General Meeting of the Company.

- o) Electronic copy of the Annual Report for the financial year 2018-19 is being sent to all the Members whose email IDs are registered with the Company's Registrar and Share Transfer Agents/Depository Participants (DP). For Members who request for a hard copy and for those who have not registered their email address, physical copies of the Annual Report are being sent through permitted mode.
- p) As per Regulation 40 of SEBI Listing Regulations as amended, Securities of Listed Companies can be transferred only in dematerialized form with effect from 1 April 2019 except in case of request received for Transmission or Transposition of Securities. In view of this and to eliminate all risks associated with Physical Shares and for ease of Portfolio Management, Members holding Shares in Physical form are requested to consider converting their holdings to dematerialized form. Members can contact the Company's Share Transfer Agent M/s MCS Share Transfer Agent Limited for any assistance in this regard.
- q) The Route Map showing directions to reach the venue of the Twenty Sixth (26<sup>th</sup>) Annual General Meeting is annexed.
- r) The Shares of the Company are listed on BSE Limited. However, the Trading of Shares continues to remain suspended. Listing Fee for the Financial Year 2019-2020 has been paid by the Company to BSE Limited.
- s) Pursuant to Section 108 of the Companies Act, 2013 and the relevant Rules framed there under as amended from time to time and Regulation 44 of SEBI (LODR) Regulations, your Company is offering E Voting facility all of its Shareholders as an alternate to enable the Shareholders to cast their Votes Electronically instead of casting their Votes at the venue of the Annual General Meeting. Please note that the Voting through Electronic means is Optional. Members who wish to cast their Votes through Physical Ballot in the Annual General Meeting (instead of E-Voting) can do the same.
- t) The Voting through Electronic means will commence on Friday, 27 December 2019 at 9:00 AM (IST) and will end on Sunday, 29 December 2019 at 5:00 PM (IST). Members will not be able to cast their Votes Electronically beyond the Date and Time as mentioned.
- u) The relevant Explanatory Statement pursuant to Regulation 36(5) of SEBI (LODR) Regulations, 2015 in respect of Resolution mentioned in Item No. 3 of the Notice is annexed hereto and forms part of this Notice.

**Voting through Electronic means:-**

**The instructions for Shareholders Voting electronically are as under:**

- (i) The Voting Period begins on <Friday, 27 December 2019 at 9:00 AM (IST)> and ends on <Sunday, 29 December 2019 at 5:00 PM (IST)>. During this period Shareholders' of the Company holding Shares either in physical form or in dematerialized form as on the Cut-Off Date (Record Date) of < 23 December 2019 > may cast their Vote Electronically.

The E-Voting Module shall be disabled by CDSL for voting thereafter.

- (ii) The shareholders should log on to the e-voting website [www.evotingindia.com](http://www.evotingindia.com).
- (iii) Click on Shareholders / Members
- (iv) Now Enter your User ID
- For CDSL: 16 digits beneficiary ID,
  - For NSDL: 8 Character DP ID followed by 8 Digits Client ID,
  - Members holding shares in Physical Form should enter Folio Number registered with the Company.
- (v) Next enter the Image Verification as displayed and Click on Login.
- (vi) If you are holding shares in demat form and had logged on to [www.evotingindia.com](http://www.evotingindia.com) and voted on an earlier voting of any company, then your existing password is to be used.
- (vii) If you are a first time user follow the steps given below:

<b>For Members holding shares in Demat Form and Physical Form</b>	
PAN	Enter your 10 digit alpha-numeric PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders) <ul style="list-style-type: none"> <li>Members who have not updated their PAN with the Company/Depository Participant are requested to use the first two letters of their name and the 8 digits of the sequence number in the PAN field.</li> <li>In case the sequence number is less than 8 digits enter the applicable number of 0's before the number after the first two characters of the name in CAPITAL letters. Eg. If your name is Ramesh Kumar with sequence number 1 then enter RA00000001 in the PAN field.</li> </ul>
Dividend Bank Details <b>OR</b> Date of Birth (DOB)	Enter the Dividend Bank Details or Date of Birth (in dd/mm/yyyy format) as recorded in your demat account or in the company records in order to login. <ul style="list-style-type: none"> <li>If both the details are not recorded with the depository or company please enter the member id / folio number in the Dividend Bank details field as mentioned in instruction (iv).</li> </ul>

- (viii) After entering these details appropriately, click on "SUBMIT" tab.



- (ix) Members holding shares in physical form will then directly reach the Company selection screen. However, members holding shares in demat form will now reach 'Password Creation' menu wherein they are required to mandatorily enter their login password in the new password field. Kindly note that this password is to be also used by the demat holders for voting for resolutions of any other company on which they are eligible to vote, provided that company opts for e-voting through CDSL platform. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- (x) For Members holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
- (xi) Click on the EVSN for the relevant <Company Name> on which you choose to vote.
- (xii) On the voting page, you will see "RESOLUTION DESCRIPTION" and against the same the option "YES/NO" for voting. Select the option YES or NO as desired. The option YES implies that you assent to the Resolution and option NO implies that you dissent to the Resolution.
- (xiii) Click on the "RESOLUTIONS FILE LINK" if you wish to view the entire Resolution details.
- (xiv) After selecting the resolution you have decided to vote on, click on "SUBMIT". A confirmation box will be displayed. If you wish to confirm your vote, click on "OK", else to change your vote, click on "CANCEL" and accordingly modify your vote.
- (xv) Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.
- (xvi) You can also take a print of the votes cast by clicking on "Click here to print" option on the Voting page.
- (xvii) If a Demat Account holder has forgotten the changed login password then Enter the User ID and the image verification code and click on Forgot Password & enter the details as prompted by the system.
- (xviii) Shareholders can also cast their vote using CDSL's mobile app m-Voting available for android based mobiles. The m-Voting app can be downloaded from Google Play Store. Apple and Windows phone users can download the app from the App Store and the Windows Phone Store respectively. Please follow the instructions as prompted by the mobile app while voting on your mobile.**
- (xix) Note for Non – Individual Shareholders and Custodians**
- Non-Individual shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodian are required to log on to [www.evotingindia.com](http://www.evotingindia.com) and register themselves as Corporates.
  - A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).
  - After receiving the login details a Compliance User should be created using the admin login and password. The Compliance User would be able to link the account(s) for which they wish to vote on.
  - The list of accounts linked in the login should be mailed to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) and on approval of the accounts they would be able to cast their vote.
  - A scanned copy of the Board Resolution and Power of Attorney (POA) which they have issued in favour of the Custodian, if any, should be uploaded in PDF format in the system for the scrutinizer to verify the same.
- (xx) In case you have any queries or issues regarding e-voting, you may refer the Frequently Asked Questions ("FAQs") and e-voting manual available at [www.evotingindia.com](http://www.evotingindia.com) under help section or write an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) or 1800225533
- All grievances connected with the facility for Voting by Electronic means may be addressed to Mr. Rakesh Dalvi, Manager, Central Depository Services (India) Limited, 'A' Wing, 25<sup>th</sup> Floor, Marathon Futorex, Mafatlal Mill Compounds, NM Joshi Marg, Lower Parel (East), Mumbai – 400 013 or send an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) or call 1800225533.
- (xxi) The Voting Rights of Shareholders shall be in proportion to their Shares of the Paid up Capital of the Company as on the Cut Off Date i.e Monday, 23 December 2019.
- (xxii) Mr. Naresh Verma, Proprietor of Naresh Verma and Associates, Company Secretaries (Membership No. FC 5403, CP No. 4424) has been appointed as the Scrutinizer to scrutinize the Voting process (electronically or otherwise) in a fair and transparent manner.
- (xxiii) The results declared along with the Scrutinizer's report shall be placed on the Company's website [www.ricoh.co.in](http://www.ricoh.co.in) and on the website of CDSL [www.cdslindia.com](http://www.cdslindia.com) immediately. Further, the results along with the Scrutinizer's Report shall also be communicated to BSE Limited where the Shares of the Company are listed.
- (xxiv) Facility of Voting through Poll papers shall also be made available at the venue of the Annual General Meeting. Members attending the Annual General Meeting who have not cast their Vote by E-Voting shall be able to exercise their Voting rights at the Annual General Meeting.
- (xxv) Any person who acquires Shares of the Company and becomes the Member of the Company after the dispatch of the AGM notice and holding Shares of the Company as on Cut Off date i.e. Friday, 23 December 2019 may follow the same instructions as mentioned above for E-Voting.
- (xxvi) On receipt of the requisite number of votes, the Resolutions shall be deemed to have been passed on the date of the Annual General Meeting of the Company.

**EXPLANATORY STATEMENT IN RESPECT OF RESOLUTION SET OUT AT ITEM NO. 3**

B S R & Co. LLP, Chartered Accountants (Firm Registration No. 101248 W/W -100022) who were appointed as Statutory Auditors of the Company for a tenure of Five years commencing from the conclusion of 22<sup>nd</sup> Annual General Meeting held on 24 September 2015 had vide their letter dated 14 August 2019 tendered their resignation with immediate effect from the position of Statutory Auditors of the Company resulting into a Casual Vacancy in the Office of Statutory Auditors of the Company under Section 139(8) of the Companies Act, 2013.

The Resolution Professional of the Company on the basis of the approval received from the Committee of Creditors of the Company appointed M/s Khimji Kunverji and Co LLP, Chartered Accountants (LLPIN AAP – 2267, Firm Registration No – 105146 W) as the Statutory Auditors of the Company on 30 August 2019 to fill the Casual Vacancy caused by the resignation of M/s B S R & Co. LLP, Chartered Accountants.

The Members of the Company have approved passing of Ordinary Resolution (Special Business) by requisite majority by way of Postal Ballot including Electronic Voting. The results of which were declared by the Company on 24 October 2019 for the appointment of M/s Khimji Kunverji and Co. LLP, Chartered Accountants (LLPIN AAP -2267, Firm Registration No. – 105146 W) as Statutory Auditors of the Company to fill up the Casual Vacancy caused due to resignation of M/s B S R & Co. LLP, Chartered Accountants. Pursuant to Section 139(8) of the Companies Act, 2013 M/s Khimji Kunverji and Co. LLP, Chartered Accountants are holding Office of the Statutory Auditors of the Company till the conclusion of the ensuing Annual General Meeting of the Company.

The Resolution Professional of the Company on the basis of the approval of the Committee of Creditors of the Company hereby recommends to the Members of the Company for appointment of M/s Khimji Kunverji and Co LLP, Chartered Accountants as the Statutory Auditors of the Company for a period of Five (5) years commencing from the conclusion of the ensuing 26<sup>th</sup> Annual General Meeting till the conclusion of the 31<sup>st</sup> Annual General Meeting of the Company to be held in the year 2024.

Pursuant to requirement of Regulation 36(5) of SEBI (LODR) Regulations, 2015, the Company informs that the proposed fees payable to M/s Khimji Kunverji and Co LLP, Chartered Accountants (LLPIN AAP -2267, Firm Registration No. – 105146 W), if appointed by the Shareholders for Statutory Audit shall be Rs 45,00,000/- (Rupee Forty Five Lakhs only) whereas for Limited Review, the Fee payable shall be Rs 30,00,000/- (Rupees Thirty Lakh only) for performing Statutory Audit function of the Company for Financial Year 2018-2019.

The Fee payable to the proposed Statutory Auditor is lower than the outgoing Statutory Auditor. The Outgoing Statutory Auditors of the Company M/s B S R & Co. LLP, Chartered Accountants were paid a sum of Rs 1,55,00,000/- (Rupees One Hundred and Fifty Five Lakhs) as Audit Fee for Financial Year 2017-2018.

**Credentials of M/s Khimji Kunverji and Co LLP, Chartered Accountants (LLPIN AAP – 2267, Firm Registration No – 105146 W)**

Khimji Kunverji and Co LLP, Chartered Accountants was established in the year 1936. Its Head Office is in Mumbai.

Members are requested to grant their consent to the Ordinary Resolution as set out in the Notice at Item No. 3 above.

None of the Directors, Key Managerial Personnel and their Relatives are, in any way, concerned or interested in the said Resolution.

**For Ricoh India Limited**

**Krishna Chamadia**

**Monitoring Agent as per Order of Hon'ble NCLT, Mumbai dated 28 November 2019**

**Place: Noida**

**Date: 29 November 2019**

## RICOH INDIA LIMITED

**Regd. Office:** 1123, 3<sup>rd</sup> Floor, 11, Solitaire Corporate Park, Andheri Ghatkopar  
Link Road, Chakala, Andheri East, Mumbai – 400 093

**CIN:** L74940MH1993PLC074694

**Email:** [ril.secretarial@ricoh.co.in](mailto:ril.secretarial@ricoh.co.in), **Website:** [www.ricoh.co.in](http://www.ricoh.co.in)

**Tele:** 022-66833000

### PROXY FORM

**Pursuant to Section 105(6) of the Companies Act, 2013 and rule 19(3) of the Companies (Management and Administration) Rules, 2014**

Name of the Member(s):
Registered Address :
Email ID :
Folio No/ Client ID :
DP / ID :

I/We, being the member(s) of .....Shares of the above mentioned Company, hereby appoint:

1. Name ..... Address ..... Email Id.....  
Signature.....or falling him
2. Name ..... Address ..... Email Id.....  
Signature.....or falling him
3. Name ..... Address ..... Email Id.....  
Signature.....or falling him

as my/our Proxy to attend and Vote (on a Poll) for me / us and on my / our behalf at the 26th Annual General Meeting of the Company to be held on Monday, 30<sup>th</sup> December, 2019 at 10:00 AM at Hotel The Mirador, 131/B, New Link Road, Chakala, Andheri (East), Mumbai – 400 099, Maharashtra and at any adjournment thereof in respect of such Resolutions as are indicated below:

Resolutions	For*	Against*
<b>Ordinary Business</b>		
1. Adoption of Balance Sheet of the Company as at 31 March 2019 and the Profit & Loss Account for the Year ended on that date along with the Reports of the Directors and Auditors thereon.		
2. Not to fill the vacancy caused due to retirement by rotation of Mr. Subhankar Lahiri, Director		
3. To appoint M/s Khimji Kunverji and Co LLP, Chartered Accountants (LLPIN AAP – 2267, Firm Registration No. 105146 W) as Statutory Auditors for a term of Five (5) consecutive Financial years.		

Signed this.....day of.....2019

Signature of Shareholder.....

Signature of Proxy holder(s).....

<b>Affix revenue stamp</b>
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**Notes:**

This form of Proxy in order to be effective, should be duly completed and deposited at the registered office of the Company, not less than 48 hours before the commencement of the meeting.

For the resolutions, Explanatory Statement and Notes, please refer to the Notice of the 24 Annual General Meeting.

\*It is optional to put a 'X' in the appropriate column against the resolutions indicated in the Box.

If you leave the 'For' or 'Against' column blank against any or all Resolutions, your Proxy will be entitled to vote in the manner as he/she thinks appropriate.



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## **RICOH INDIA LIMITED**

**Regd. Office:** 1123, 3<sup>rd</sup> Floor, 11, Solitaire Corporate Park, Andheri Ghatkopar  
Link Road, Chakala, Andheri East, Mumbai – 400 093

**CIN:** L74940MH1993PLC074694

**Email:** [ril.secretarial@ricoh.co.in](mailto:ril.secretarial@ricoh.co.in), **Website:** [www.ricoh.co.in](http://www.ricoh.co.in)

**Tele:** 022-66833000

### **ATTENDANCE SLIP**

Folio No. \_\_\_\_\_ DP ID \_\_\_\_\_

No. of Shares held \_\_\_\_\_ Client ID \_\_\_\_\_

I certify that I am a Member/Proxy\* for the Member(s) of the Company

I hereby record my presence at the 26 Annual General Meeting of the Company at Hotel The Mirador, 131/B, New Link Road, Chakala, Andheri (East), Mumbai – 400 099, Maharashtra at 10:00 A.M. on Monday, 30<sup>th</sup> December, 2019.

**Name of the Member/Proxy\*** : \_\_\_\_\_

**Signature of the Member/Proxy\*** : \_\_\_\_\_

**Note: Please fill up this Attendance slip and hand over at the entrance of the Meeting Hall.**

**\*Strike out whichever is not applicable**



# Route map to the venue of the 26<sup>th</sup> Annual General Meeting of Ricoh India Limited

