

**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)

November 29, 2019

**The DCS- CRD**

***BSE Limited***

Corporate Relationship Department  
1<sup>st</sup> Floor, New Trading Ring,  
Rotunda Building, P. J. Towers,  
Dalal Street, Mumbai- 400 001

**Scrip Code: 517496**

**Series: EQ**

**Sub: Record date/Specified date for determining eligibility of the Shareholders.**

Dear Sir/Madam

Further to our communication, we wish to state that pursuant to the Order of the Hon'ble National Company Law Tribunal ("NCLT") dated November 28, 2019, Exit Offer is required to be given to public shareholders of Ricoh India Limited (**the "Company"**).

The Company has fixed Friday, November 29, 2019 as the '**Record Date/Specified Date**' for the purpose of determining the eligibility of the public shareholders to whom the Delisting Exit Offer Letter with the Application form shall be dispatched.

Cont'd.....2/-



**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)

-2-

Scrip Code	Type of Security	Book Closure	Record Date/Specified Date	Purpose
517496	Equity shares	N.A.	November 29, 2019	Delisting Exit Offer

N.A. - Not Applicable

Request you to kindly take the above on record and display the same on the website of your esteemed Stock Exchange.

Thanking You

Yours faithfully,

**For Ricoh India Limited**

Manish Sehgal  
Company Secretary