

Outline of Reporting Organization

Ricoh Co., Ltd. was established in Japan on February 6, 1936. The Ricoh Group consists of Ricoh Co., Ltd., 360 subsidiaries, and 21 affiliates.* The Ricoh Group engages in activities on a global scale that include the development, production, marketing, after-sales services, and recycling of office equipment including copiers and printers in five regions around the world (Japan, the Americas, Europe, China, and the Asia-Pacific region). The Group has more than 73,000 employees.

Ricoh Aoyama Head Office
 Ricoh Bldg., Minami-Aoyama 1-15-5,
 Minato-ku, Tokyo 107-8544, Japan
 Phone: +81-3-3479-3111
<http://www.ricoh.com/>

*The definition of an affiliate follows the U.S. Generally Accepted Accounting Principles (U.S. GAAP), which differ slightly from the definition given in Japan's GAAP.

Ricoh Group Brands

The Ricoh Group markets products under its own brand name "RICOH" as well as the following.

Brand logos

RICOH

savin®

nashuatec

Rex-Rotary

Gestetner

LANIER

Major Product Lines of the Ricoh Group

[OFFICE EQUIPMENT]

Imaging solutions

- Digital imaging equipment:
 Digital copiers, color copiers, printers, facsimiles, related supplies and maintenance services, others
- Other imaging equipment:
 Analog copiers, diazo copiers, related supplies and maintenance services, thermal paper, others

Network Input/Output (I/O) systems

- Printing systems:

Multifunctional printers (MFPs), laser printers, related supplies and maintenance services, related software, others

- Other I/O systems:

Optical-disk products, systems, scanners, others

Network system solutions

Personal computers, servers, network devices, networking software, applications, services and support, others

[OTHERS]

Other businesses

Digital cameras, semiconductors, others



Aficio 2075 (Imagio Neo752)



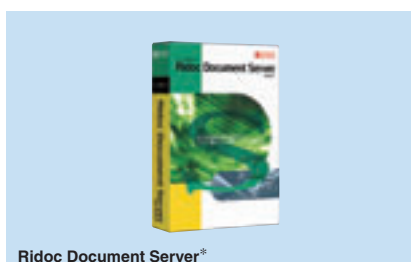
IPSIO G707*



Imagio Neo C385it*



Aficio CL7100 (IPSIO CX9000)



Ridoc Document Server*



Aficio AP600N (IPSIO NX850)



Caplio RX



MP5308D

* Japan only

Profile

The Ricoh Group's major production sites in Japan are its plants in Atsugi, Gotemba, Numazu, and Fukui, as well as plants belonging to related companies. It also has major overseas plants in China, the United States, the United Kingdom and France. In the meantime, under the Group's marketing system, the world is divided into five regions: Japan, the Americas, Europe, Asia-Pacific, and China. The regional headquarters located in each region administer the whole of that region.

Market Evaluation Results and Economic Performance

In 2003, Ricoh held the largest share of the office-use black-and-white copier market and the second largest share of the color copier market in Japan. In the same year, the Ricoh Group held the second largest share of the office-use black-and-white copier market and the largest share in the color copier market in the United States¹. In the office-use black-and-white copier market in Europe², the Group held the largest share for the seventh year in a row. Consolidated sales for the Ricoh Group rose for the 10th consecutive year, and net income increased for the 12th consecutive year (10th largest increase in a row)³.

1. Total number of products marketed under the Ricoh, Savin, Gestetner, and Lanier brand names (excluding the segment for up to 10 ppm copiers)
2. Including products marketed under the Ricoh, Gestetner, Nashuatec, Rex-Rotary, and Lanier brand names as well as OEM products (excluding the segment for personal copiers)
3. For details, see the IR section of Ricoh's website. (<http://www.ricoh.com/IR/>)

Source: Gartner Dataquest, February 2004, GJ04229 (Data for Japan and the United States)

Outline of the Report

● Report period

This is a report for fiscal 2003 in principle. However, it is our first CSR report, and therefore it includes some previous activities.

● Report range

The data appearing in this report is from Ricoh, while examples show both Ricoh and the Ricoh Group.

● Past and Future Reports

The 2004 Report in Japanese was issued in June 2004. The 2005 Report in Japanese will be issued in June 2005.

● Important Organizational Changes Made

During the Report Period

In December 2003, 85.5% of the total shares of Taiwan Ricoh Co., Ltd. (Taiwan) were transferred to Asia Optical Co., Inc.

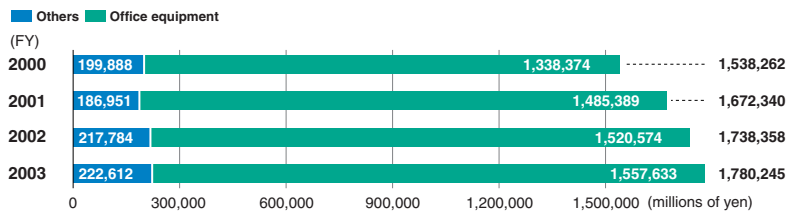
In March 2004, a basic agreement for a stock transfer was signed with Hitachi, Ltd. All of the shares of Hitachi Printing Solutions, Ltd. (sales: approx. 60 billion yen, consolidated number of employees: 2,200), which is a wholly-owned subsidiary of Hitachi, Ltd., will be transferred to Ricoh. The agreement will become effective in October 2004.

* In this report, "Rico" refers to Ricoh Company, Ltd. in Japan, not the Ricoh Group.

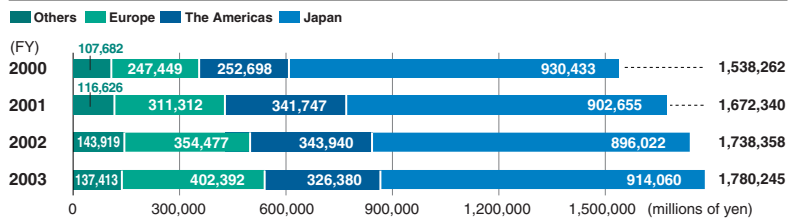
The Ricoh Group's Five-Region System to Develop Community-Oriented Business Activities



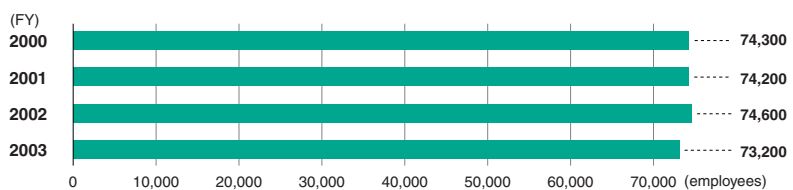
The Ricoh Group's Sales Classified by Business



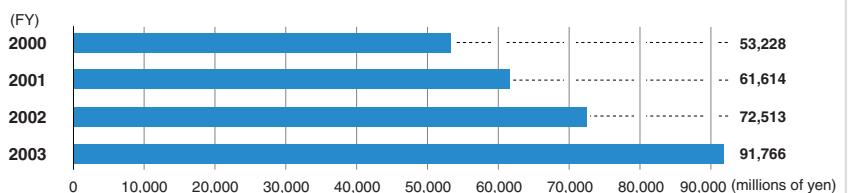
The Ricoh Group's Sales Classified by Region



The Number of the Ricoh Group's Employees



The Ricoh Group's Net Income



* Figures are from the Ricoh Group's securities report.