

**Final Shareholder Voting Results  
(Extraordinary Report)**

**June 23, 2016**

< Translation >

**Ricoh Company, Ltd.**

### Note for readers of this English translation

On June 23, 2016, Ricoh Company, Ltd. (the “Company”) filed its Japanese-language Extraordinary Report (*Rinji Houkokusho*) (the “Report”) with the Director-General of the Kanto Local Financial Bureau in Japan in connection with the Company’s shareholders’ voting results for proposals acted upon at the 116th Ordinary General Meeting of Shareholders held on June 17, 2016 pursuant to the Financial Instruments and Exchange Act of Japan. This document is an English translation of the Report in its entirety.

#### 1. [Reason for Filing]

As the following items were resolved at the 116th Ordinary General Meeting of Shareholders (the “Meeting”) of Ricoh Company, Ltd. (the “Company”) held on June 17, 2016, the Company hereby files this Extraordinary Report pursuant to the provisions of Article 24-5, Paragraph 4 of the Financial Instruments and Exchange Act and Article 19, Paragraph 2, Item 9-2 of the Cabinet Office Ordinance on Disclosure of Corporate Affairs, etc.

#### 2. [Content of the Report]

(1) Date of the General Meeting of Shareholders:  
June 17, 2016

(2) Details of Items Resolved:

- Agenda 1: Appropriation of surplus
1. Year-end dividends
    - (1) Type of dividend assets  
Cash
    - (2) Matters concerning allocation of dividend assets and the total amount  
¥17.5 per common share of the Company  
Total amount of dividends: ¥12,685,551,358
    - (3) Effective date of the surplus distribution  
June 20, 2016
  2. Other appropriation of surplus
    - (1) Item of surplus whose amount is to be increased and the amount thereof  
Retained earnings brought forward: ¥19,901,999,509  
Reserve for social contribution: ¥98,000,491
    - (2) Item of surplus whose amount is to be decreased and the amount thereof  
General reserve: ¥20,000,000,000
- Agenda 2: Election of eleven (11) Directors  
Election as Director of the following eleven (11):  
Messrs. Shiro Kondo, Zenji Miura, Nobuo Inaba, Yohzoh Matsuura, Yoshinori Yamashita, Kunihiro Satoh, Akira Oyama, Kunio Noji, Makoto Azuma, Masami Iijima and Ms. Mutsuko Hatano
- Agenda 3: Election of three (3) Audit & Supervisory Board Members  
Election as Audit & Supervisory Board Member of the following three (3):  
Messrs. Katsumi Kurihara, Takashi Narusawa and Shigeru Nishiyama
- Agenda 4: Payment of bonuses to Directors  
Bonuses amounting to ¥122.99 million are paid to the seven (7) Directors (excluding Outside Directors) who are at the office of Directors during the current fiscal year.
- Agenda 5: Revision of Remuneration for Directors  
Total amount of remuneration for Outside Directors is revised to within ¥7.0 million per month from within ¥4.0 million per month.

(3) The number of voting rights which represent either for, against or abstention on items resolved; requirements for the approval of the resolutions and their results:

1) Total number of voting rights

Number of shareholders who were entitled to vote 44,050

Number of voting rights 7,241,080

2) Number of shareholders who have exercised their voting rights, etc.

Number of shareholders who have exercised their voting rights 13,525

Number of voting rights exercised 6,138,429

[Exercise ratio 84.77%]

\* Of the number of voting rights exercised for each agenda item, the minimum number of voting rights exercised (agenda item 1) is stated.

Items Resolved	Resolution Results					Total including status of exercise of total voting rights of shareholders in attendance [For reference]			
	Result	For (Number of voting rights)	Against (Number of voting rights)	Abstaining / Invalid (Number of voting rights)	Ratio of Affirmative Votes (%)	For (Number of voting rights)	Against (Number of voting rights)	Abstaining / Invalid (Number of voting rights)	Ratio of Affirmative Votes (%)
Agenda 1	Approved	6,094,935	3,261	189,971	99.29%	6,135,095	3,315	189,972	99.95%
Agenda 2									
1. Shiro Kondo	Approved	5,093,030	1,000,822	194,315	82.97%	5,133,110	1,000,925	194,347	83.62%
2. Zenji Miura	Approved	5,100,242	993,612	194,313	83.09%	5,140,347	993,659	194,376	83.74%
3. Nobuo Inaba	Approved	5,106,165	987,690	194,312	83.18%	5,146,228	987,779	194,375	83.84%
4. Yohzoh Matsuura	Approved	5,106,402	987,453	194,312	83.19%	5,146,505	987,542	194,335	83.84%
5. Yoshinori Yamashita	Approved	5,106,348	987,507	194,312	83.19%	5,146,493	987,554	194,335	83.84%
6. Kunihiko Satoh	Approved	5,106,371	987,484	194,312	83.19%	5,146,505	987,542	194,335	83.84%
7. Akira Oyama	Approved	5,254,638	839,217	194,312	85.60%	5,294,693	839,314	194,375	86.25%
8. Kunio Noji	Approved	5,121,067	977,151	189,949	83.43%	5,161,171	977,199	190,012	84.08%
9. Makoto Azuma	Approved	5,268,973	829,245	189,949	85.84%	5,309,043	829,327	190,012	86.49%
10. Masami Iijima	Approved	6,087,323	10,896	189,948	99.17%	6,127,409	10,952	190,021	99.82%
11. Mutsuko Hatano	Approved	6,049,208	49,011	189,948	98.55%	6,089,314	49,057	190,011	99.20%
Agenda 3									
1. Katsumi	Approved	6,063,89	34,328	189,943	98.79%	6,103,94	34,412	190,025	99.44%

Kurihara	d	6				5			
2. Takashi Narusawa	Approved	6,089,628	7,987	190,552	99.20%	6,129,673	8,035	190,674	99.86%
3. Shigeru Nishiyama	Approved	6,090,745	7,481	189,941	99.22%	6,130,789	7,530	190,063	99.88%
Agenda 4	Approved	5,252,667	839,712	195,788	85.57%	5,292,704	839,886	195,792	86.22%
Agenda 5	Approved	6,088,248	8,178	191,741	99.18%	6,128,315	8,324	191,743	99.83%

(Notes) 1. The requirements for each agenda item are as follows.

Agenda 1, 4, and 5: Affirmatives by a simple majority of voting rights held by the shareholders in attendance

Agenda 2 and 3: Attendance of shareholders holding one-third of voting rights owned by shareholders eligible for exercising their voting rights and affirmatives by a simple majority of voting rights held by the shareholders in attendance.

2. The ratio of affirmative votes is calculated by designating the sum of the number of voting rights exercised by the previous day of the Meeting and the number of voting rights held by the shareholders in attendance at the Meeting as the denominator.
3. “Total including status of exercise of total voting rights of shareholders in attendance” is the results including the status of exercise of total voting rights of shareholders in attendance that was confirmed by counting sheets collected at the venue exit on the day of the Meeting. Since the counting method used is different from that for votes in accordance with the Companies Act, such results are provided [for reference].

(4) Reason why a portion of the number of voting rights held by the shareholders in attendance at the General Meeting of Shareholders was not included in the number of voting rights:

Resolutions of each agenda item have been legitimately reached in accordance with the Companies Act, as the requirements for approval have been met based on the number of confirmed votes of approval or disapproval by counting the voting rights up to the day before the Meeting and those of shareholders in attendance. Accordingly, of the shareholders in attendance, those voting rights unconfirmed whether approving, disapproving or abstaining were not added in the above (3).

Of the shareholders in attendance, the number of voting rights unconfirmed whether approving or disapproving is also added to the sum of the number of voting rights exercised in calculation of the ratio of affirmative votes.