

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

June 22, 2018

< Translation >

RICOH Company, Ltd.

Note for readers of this English translation

On June 27, 2018, 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 118th Ordinary General Meeting of Shareholders held on June 22, 2018 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 118th Ordinary General Meeting of Shareholders (the “Meeting”) of Ricoh Company, Ltd. (the “Company”) held on June 22, 2018, 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.

2. Content of the Report

(1) Date of the General Meeting of Shareholders:
June 22, 2018

(2) Details of Items Resolved:

- Agenda Item 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
¥7.5 per common share of the Company
Total: ¥5,436,535,643
 - (3) Effective date of the surplus distribution
June 25, 2018
 2. Other appropriation of surplus
 - (1) Item of surplus whose amount is to be increased and the amount thereof
Retained earnings brought forward: ¥100,000,000,000
 - (2) Item of surplus whose amount is to be decreased and the amount thereof
General reserve: ¥100,000,000,000

Agenda Item 2: Partial amendments to the Articles of Incorporation

- 1) We propose partial revisions to the statements regarding the business objective in Article 3. (Objectives) of the Articles of Incorporation. The purpose is to clarify the business purpose in line with the Company’s current business and respond to business developments and diversification.
- 2) We propose revising Article 22. (Term of Office) of the Articles of Incorporation by shortening director terms from two (2) years, to one (1). The goal is to strengthen corporate governance by clarifying the responsibilities of directors and confirming shareholder mandates each fiscal year,

Agenda Item 3: Election of eight (8) Directors
Yoshinori Yamashita, Nobuo Inaba, Hidetaka Matsuishi, Seiji Sakata, Makoto Azuma, Masami Iijima, Mutsuko Hatano, and Kazuhiro Mori.

(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	46,280
Number of voting rights	7,241,350

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

Number of shareholders who have exercised their voting rights 15,312

Number of voting rights exercised 6,092,043

[Exercise ratio 84.12%]

* 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 (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 Item 1	Approved	6,070,095	7,505	123,982	99.63%	6,072,365	7,668	128,981	99.67%
Agenda Item 2	Approved	6,074,478	3,122	123,982	99.71%	6,076,906	3,127	128,981	99.75%
Agenda Item 3									
1.Yoshinori Yamashita	Approved	5,490,151	587,468	123,963	90.11%	5,492,421	587,473	129,120	90.15%
2.Nobuo Inaba	Approved	5,913,574	158,451	129,557	97.07%	5,915,844	158,456	134,714	97.10%
3.Hidetaka Matsuishi	Approved	6,036,188	35,837	129,557	99.08%	6,038,463	35,990	134,561	99.12%
4.Seiji Sakata	Approved	6,045,080	26,946	129,556	99.22%	6,047,245	26,946	134,823	99.26%
5.Makoto Azuma	Approved	6,049,221	28,407	123,954	99.29%	6,051,386	28,407	129,221	99.33%
6.Masami Iijima	Approved	6,063,886	13,742	123,954	99.53%	6,066,051	13,742	129,221	99.57%
7.Mutsuko Hatano	Approved	6,064,410	13,218	123,954	99.54%	6,066,685	13,218	129,111	99.58%
8.Kazuhiro Mori	Approved	6,065,536	12,092	123,954	99.56%	6,067,701	12,092	129,221	99.59%

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

Agenda Item 1: A majority of voting rights held by shareholders in attendance

Agenda Item 2: Attendance by shareholders holding one-third of voting rights of shareholders entitled to exercise their voting rights and an affirmative of two-thirds of voting rights held by attending shareholders

Agenda Item 3: Attendance by shareholders holding one-third of voting rights of shareholders entitled to exercise their voting rights and an affirmative by a majority of voting rights held by attending shareholders

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 the 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:

Each agenda item has legitimately been resolved 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 the shareholders in attendance. Accordingly, of the shareholders in attendance, those voting rights for which approval, disapproval, or abstention was not confirmed were not added in (3) above.

Of the shareholders in attendance, the number of voting rights for which approval or disapproval was not confirmed was also added to the sum of the number of voting rights exercised, as the denominator, in calculation of the ratio of affirmative votes.