

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

June 26, 2020

<Translation>

RICOH Company, Ltd.

Document filing	Extraordinary Report
Submitted with	Director-General of Kanto Local Financial Bureau
Filing date	June 29, 2020
Company	Ricoh Company, Ltd.
Name and title of representative	Yoshinori Yamashita, President and CEO
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Name of contact person	Hidetaka Matsuishi, CFO
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Place for public inspection	Tokyo Stock Exchange, Inc. 2-1 Nihombashi Kabutocho, Chuo-ku, Tokyo

1. Reason for Filing

As the following items were resolved at the 120th Ordinary General Meeting of Shareholders (the “Meeting”) of Ricoh Company, Ltd. (the “Company”) held on June 26, 2020, 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 Ordinary General Meeting of Shareholders:
June 26, 2020

(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
¥13.0 per common share of the Company
Total: ¥9,423,115,650

(3) Effective date of the surplus distribution
June 29, 2020

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: Election of eight (8) Directors

Yoshinori Yamashita, Nobuo Inaba, Hidetaka Matsuishi, Seiji Sakata, Masami Iijima, Mutsuko Hatano, Kazuhiro Mori, and Keisuke Yokoo

Agenda Item 3: Payment of bonuses to directors

It was resolved to pay bonuses amounting to ¥54.36 million to the four (4) Directors (excluding Outside Directors) in office during the current fiscal year.

Agenda Item 4: Election of three (3) Audit & Supervisory Board Members

Kazuhiro Tsuji, Shoji Kobayashi, and Yasunobu Furukawa

(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 42,041

Number of voting rights 7,241,442

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

Number of shareholders who have exercised their voting rights 14,525

Number of voting rights exercised 6,089,654

(Exercise ratio: 84.09%)

* 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	6,083,971	4,777	11	99.91%	6,084,353	4,777	524	99.91%
Agenda Item 2									
1. Yoshinori Yamashita	Approved	5,982,468	106,302	11	98.24%	5,982,850	106,302	524	98.25%
2. Nobuo Inaba	Approved	6,045,667	37,682	5,431	99.28%	6,046,049	37,682	5,944	99.28%
3. Hidetaka Matsuishi	Approved	6,057,286	26,064	5,431	99.47%	6,057,668	26,064	5,944	99.47%
4. Seiji Sakata	Approved	6,058,861	24,490	5,431	99.49%	6,059,243	24,490	5,944	99.50%
5. Masami Iijima	Approved	6,076,146	12,628	11	99.78%	6,076,528	12,628	524	99.78%
6. Mutsuko Hatano	Approved	6,079,689	9,086	11	99.84%	6,080,071	9,086	524	99.84%
7. Kazuhiro Mori	Approved	6,084,044	4,731	11	99.91%	6,084,426	4,731	524	99.91%
8. Keisuke Yokoo	Approved	6,005,797	82,975	11	98.62%	6,006,179	82,975	524	98.63%
Agenda Item 3	Approved	6,054,614	25,168	8,988	99.42%	6,054,996	25,168	9,501	99.43%
Agenda Item 4									
1. Kazuhiro Tsuji	Approved	5,977,274	111,501	11	98.15%	5,977,656	111,501	524	98.16%
2. Shoji Kobayashi	Approved	5,906,550	182,224	11	96.99%	5,906,932	182,224	524	97.00%
3. Yasunobu Furukawa	Approved	5,906,404	182,370	11	96.99%	5,906,786	182,370	524	97.00%

(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 by a majority of voting rights held by attending shareholders

Agenda Item 3: A majority of voting rights held by shareholders in attendance

Agenda Item 4: 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

- 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.
- “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.