

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

June 28, 2021

<Translation>

RICOH Company, Ltd.

Document filing	Extraordinary Report
Submitted with	Director-General of Kanto Local Financial Bureau
Filing date	June 28, 2021
Company	Ricoh Company, Ltd.
Name and title of representative	Yoshinori Yamashita, President and CEO
Headquarters address	3-6, Nakamagome 1-chome, Ohta-ku, Tokyo
Telephone number	03 (3777) 8111
Name of contact person	Hidetaka Matsuishi, CFO
Nearest place of contact	3-6, Nakamagome 1-chome, Ohta-ku, Tokyo
Telephone number	03 (3777) 8111
Name of contact person	Hidetaka Matsuishi, CFO
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 121st Ordinary General Meeting of Shareholders (the “Meeting”) of Ricoh Company, Ltd. (the “Company”) held on June 24, 2021, 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 24, 2021

(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: ¥5,389,768,095

(3) Effective date of the surplus distribution

June 25, 2021

2. Other appropriation of surplus

(1) Item of surplus whose amount is to be increased and the amount thereof

Retained earnings brought forward: ¥15,350,000,000

(2) Item of surplus whose amount is to be decreased and the amount thereof

General reserve: ¥15,350,000,000

Agenda Item 2: Election of ten (10) Directors

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

Agenda Item 3: Election of two (2) Audit & Supervisory Board Members

Shinji Sato and Yo Ota

(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 43,066

Number of voting rights 7,179,170

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

Number of shareholders who have exercised their voting rights 17,084

Number of voting rights exercised 6,142,297

(Exercise ratio: 85.57%)

* Of the number of voting rights exercised for each agenda item, the minimum number of voting rights exercised (agenda item 3) is stated.

Items Resolved	Resolution Results				
	Result	For (Number of voting rights)	Against (Number of voting rights)	Abstaining (Number of voting rights)	Ratio of Affirmative Votes (%)
Agenda Item 1	Approved	6,134,627	3,513	4,247	99.87%
Agenda Item 2					
1. Yoshinori Yamashita	Approved	6,044,076	94,079	4,216	98.39%
2. Nobuo Inaba	Approved	6,088,309	49,851	4,216	99.11%
3. Hidetaka Matsuishi	Approved	6,087,374	50,785	4,216	99.10%
4. Seiji Sakata	Approved	6,091,673	46,487	4,216	99.17%
5. Akira Oyama	Approved	6,100,708	37,452	4,216	99.32%
6. Masami Iijima	Approved	6,095,023	43,137	4,216	99.22%
7. Mutsuko Hatano	Approved	6,094,877	43,280	4,219	99.22%
8. Kazuhiro Mori	Approved	6,094,757	43,400	4,219	99.22%
9. Keisuke Yokoo	Approved	6,015,444	122,711	4,219	97.93%
10. Sadafumi Tani	Approved	6,116,543	21,600	4,234	99.57%
Agenda Item 3					
1. Shinji Sato	Approved	6,053,551	84,530	4,216	98.55%
2. Yo Ota	Approved	6,125,390	12,691	4,216	99.72%

(Note) 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: 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