## Ricoh Company, Ltd. <br> INTERIM REPORT (Non-Consolidated. Half year ended September 30, 1998)

## 1. Date of approval for the financial results for the half year ended September 30, 1998, at the Board of <br> Directors' meeting: <br> November 19, 1998 <br> 2. Start of cash dividends payment: December 10, 1998

3. Results for the Period from April 1 to September 30, 1998(Non-Consolidated)
(1) Operating Results

| (1) Operating Results |  |  | (Millions of yen ) |
| :---: | :---: | :---: | :---: |
|  | Half Year ended September 30, 1998 | Half Year ended September 30, 1997 | Year ended March 31, 1998 |
| Net sales. | 355,212 | 368,499 | 752,630 |
| (\% change from the previous corresponding period.... | -3.6 | 9.4 | 7.7 |
| Operating income. | 20,718 | 23,011 | 46,677 |
| (\% change from the previous corresponding period)..... | -10.0 | 12.0 | -1.8 |
| Ordinary income.. | 19,632 | 21,062 | 42,935 |
| (\% change from the previous corresponding period)..... | -6.8 | 18.0 | 5.5 |
| Interim (net) income. | 9,052 | 11,677 | 22,505 |
| (\% change from the previous corresponding period)..... | -22.5 | 28.8 | 13.6 |
| Net income per share (yen).............................................. | 13.09 | 17.61 | 33.59 |

Notes: i. Average number of shares outstanding:

$$
\begin{array}{ll}
\text { Half year ended September 30, } 1998 & 691,585,568 \text { shares } \\
\text { Half year ended September 30, } 1997 & 663,268,712 \text { shares } \\
\text { Year ended March 31, 1998 } & 669,959,029 \text { shares }
\end{array}
$$

ii. No changes in accounting and reporting policies.
(2) Dividend Information
(Yen)

|  | Half Year ended <br> September 30,1998 | Half Year ended <br> September 30,1997 | Year ended <br> March 31,1998 |
| :--- | :---: | ---: | :---: |
| Cash dividends, applicable to the half year................... | 5.50 | 5.50 | - |
| Cash dividends, applicable to the year................................ | - | - | 11.00 |

(3) Financial Position
(Millions of yen)

|  | September 30, 1998 | September 30, 1997 | March 31, 1998 |
| :---: | :---: | :---: | :---: |
| Total assets.. | 770,164 | 755,527 | 760,484 |
| Shareholders' equity.. | 421,390 | 382,523 | 416,235 |
| Equity ratio (\%)............................................................ | 54.7 | 50.6 | 54.7 |
| Equity per share (yen)................................................. | 609.30 | 570.67 | 601.89 |

Notes: i. Number of shares issued: Half year ended September 30, 1998 691,597,805 shares Half year ended September 30, $1997 \quad 670,309,123$ shares Year ended March 31, 1998 691,546,422 shares
ii. Differences between market price of marketable securities and carrying amount: $¥ 76,718$ million iii. Differences between market prices and contract amount of derivative transaction: $¥ 191$ million
4. Forecast of operating results from April 1, 1998 to March 31, 1999 (Non-Consolidated) $\quad$ (Millions of yen)

Net sales 717,000
Operating income ............................................................................... 38,000
Ordinary income................................................................................ 35,000
Net income ......................................................................................... 19,000
Cash dividends, applicable to the year (yen).
11.00

Note: Net income per share $¥ 27.47$
In accordance with Japanese regulations, Ricoh has issued forecast for its financial results for the fiscal year ending March 1999. These forecast are forward-looking statements based on a number of assumptions and beliefs in light of the information currently available to management and subject to significant risks and uncertainties.

| For the half years ended September 30, 1997 and 19 | 998, and year e | ed March 31, 19 |  | (Millions of yen) |
| :---: | :---: | :---: | :---: | :---: |
|  | Half year ended | Half Year ended | Change(\%) | Year ended |
|  | September 30, '98 | September 30, '97 |  | March 31, '98 |
| Copiers: |  |  |  |  |
| Domestic. | 163,517 | 172,469 | -8,952 (-5.2) | 345,980 |
| Export. | 93,848 | 95,112 | -1,264 (-1.3) | 196,012 |
| Total. | 257,365 | 267,582 | -10,217 (-3.8) | 541,993 |
| Percentage of net sales (\%).................... | 72.5 | 72.6 |  | 72.0 |
| Information Equipment: |  |  |  |  |
| Domestic. | 54,484 | 52,965 | +1,519 (2.9) | 112,229 |
| Export. | 18,536 | 21,693 | -3,157 (-14.6) | 44,910 |
| Total.. | 73,021 | 74,659 | -1,638 (-2.2) | 157,140 |
| Percentage of net sales (\%).................... | 20.6 | 20.3 |  | 20.9 |
| Photographic Equipment: |  |  |  |  |
| Domestic. | 2,831 | 3,443 | -612 (-17.8) | 6,273 |
| Export. | 2,468 | 2,347 | +121 (5.2) | 4,767 |
| Total.. | 5,299 | 5,790 | -491 (-8.5) | 11,040 |
| Percentage of net sales (\%)...................... | 1.5 | 1.6 |  | 1.5 |
| Other Products: |  |  |  |  |
| Domestic. | 12,148 | 13,178 | -1,030 (-7.8) | 26,506 |
| Export. | 7,377 | 7,288 | +89 (1.2) | 15,949 |
| Total. | 19,525 | 20,466 | -941 (-4.6) | 42,456 |
| Percentage of net sales (\%).................... | 5.4 | 5.5 |  | 5.6 |
| Total: |  |  |  |  |
| Domestic. | 232,980 | 242,057 | -9,077 (-3.7) | 490,990 |
| Percentage of net sale (\%). | 65.6 | 65.7 |  | 65.2 |
| Export....................................................... | 122,231 | 126,441 | -4,210 (-3.3) | 261,640 |
| Percentage of net sales (\%).................... | 34.4 | 34.3 |  | 34.8 |
| The Americas.................................. | 49,593 | 49,757 | -164 (-0.3) | 104,980 |
| Percentage of net sales (\%)........... | 14.0 | 13.5 |  | 13.9 |
| Europe............................................ | 56,320 | 54,667 | +1,653 (3.0) | 117,240 |
| Percentage of net sales (\%)........... | 15.9 | 14.8 |  | 15.6 |
| Other.............................................. | 16,317 | 22,017 | -5,700 (-25.9) | 39,419 |
| Percentage of net sales (\%)........... | 4.5 | 6.0 |  | 5.3 |
| Total............................. | 355,212 | 368,499 | -13,287 (-3.6) | 752,630 |
| Percentage of net sales(\%) | 100.0 | 100.0 |  | 100.0 |


| For the half years ended September 30, 1997 and 1998, and year ended March 31, 1998 |  |  |  | Millions of yen) |
| :---: | :---: | :---: | :---: | :---: |
|  | Half year ended |  | Change(\%) | Year ended |
|  | September 30, '98 | September 30, '97 |  | Mar.ch 31, '98 |
| Net sales | 355,212 | 368,499 | -13,287 (-3.6) | 752,630 |
| Cost of sales | 250,347 | 258,349 | -8,002 (-3.1) | 530,721 |
| Percentage of net sales (\%).................. | 70.5 | 70.1 |  | 70.5 |
| Selling, general and administrative expenses ..... | 84,146 | 87,138 | -2,992 (-3.4) | 175,231 |
| Percentage of net sales (\%). | 23.7 | 23.6 |  | 23.3 |
| Operating income. | 20,718 | 23,011 | -2,293 (-10.0) | 46,677 |
| Percentage of net sales (\%)... | 5.8 | 6.2 |  | 6.2 |
| Non-operating income |  |  |  |  |
| Interest and dividends.. | 4,624 | 3,978 | +646(+16.3) | 7,822 |
| Percentage of net sales (\%).. | 1.3 | 1.1 |  | 1.0 |
| Other income................................... | 1,166 | 2,297 | -1,131 (-49.2) | 4,268 |
| Percentage of net sales (\%).................. | 0.3 | 0.6 |  | 0.6 |
| Non-operating expenses |  |  |  |  |
| Interest . | 1,655 | 1,533 | +122 (8.0) | 2,854 |
| Percentage of net sales (\%).. | 0.5 | 0.4 |  | 0.4 |
| Other expenses ................................ | 5,221 | 6,691 | -1,470 (-22.0) | 12,978 |
| Percentage of net sales (\%).................. | 1.4 | 1.8 |  | 1.7 |
| Ordinary income. | 19,632 | 21,062 | -1,430 (-6.8) | 42,935 |
| Percentage of net sales (\%).................. | 5.5 | 5.7 |  | 5.7 |
| Extraordinary income. | - | - | - | - |
| Percentage of net sales (\%).................. | . - | - | - | - |
| Extraordinary expenses.. | 3,880 | 183 | +3,697(2,120.2) | 229 |
| Percentage of net sales (\%).................. | 1.1 | 0.0 |  | 0.0 |
| Income before income taxes... | 15,752 | 20,877 | -5,125 (-24.5) | 42,705 |
| Percentage of net sales (\%).................. | 4.4 | 5.7 |  | 5.7 |
| Provision for income taxes .............................. | 6,700 | 9,200 | -2,500 (-27.2) | 20,200 |
| Percentage of net sales (\%).................. | 1.9 | 2.5 |  | 2.7 |
| Interim (net) income ...................................... | 9,052 | 11,677 | -2,625 (-22.5) | 22,505 |
| Percentage of net sales (\%).. | 2.5 | 3.2 |  | 3.0 |
| Retained earnings at beginning of year |  |  |  |  |
| Beginning balance...................................... | 4,405 | 4,727 | -322 (-6.8) | 4,727 |
| Percentage of net sales (\%).................. | 1.2 | 1.3 |  | 0.6 |
| Interim dividends.................... | - | - | - | 3,686 |
| Percentage of net sales (\%).................. | . - | - | - | 0.5 |
| Transfer to legal reserve................................. | - | - | - | 368 |
| Percentage of net sales (\%).................. | . - | - | - | 0.0 |
| Retained earnings at end of half year (year) ....... | 13,457 | 16,404 | -2,947 (-18.0) | 23,176 |
| Percentage of net sales (\%).................... | 3.8 | 4.5 |  | 3.1 |

## III. Balance Sheets (Non-Consolidated)

September 30, 1998 and March 31, 1998

| (1)Assets |  |  | (Millions of yen) |
| :--- | :--- | :--- | :--- | :--- |
|  | September 30, 1998 | March 31, 1998 | Change |


| Current assets |  |  |  |
| :---: | :---: | :---: | :---: |
| Cash on hand and in banks................................... | 55,769 | 61,278 | -5,509 |
| Notes receivable-trade. | 11,260 | 12,088 | -828 |
| Accounts receivable-trade | 124,227 | 145,677 | -21,450 |
| Marketable securities. | 138,502 | 88,061 | +50,441 |
| Treasury stock | 3 | 16 | -13 |
| Finished goods. | 39,035 | 42,565 | -3,530 |
| Raw materials. | 3,838 | 4,877 | -1,039 |
| Work-in-process. | 6,977 | 8,148 | -1,171 |
| Supplies.. | 11,675 | 9,544 | +2,131 |
| Short-term loans receivable | 102 | 83 | +19 |
| Accounts receivable-other. | 106,968 | 113,258 | -6,290 |
| Other current assets. | 3,568 | 3,866 | -298 |
| Allowance for doubtful accounts. | -1,756 | -2,096 | +340 |
| Total current assets.................................................... | 500,173 | 487,370 | +12,803 |
| Fixed assets |  |  |  |
| Tangible fixed assets |  |  |  |
| Buildings.. | 50,323 | 51,852 | -1,529 |
| Machinery and equipment. | 21,585 | 22,828 | -1,243 |
| Tools. | 22,445 | 21,524 | +921 |
| Land.. | 24,953 | 24,973 | -20 |
| Construction in progress. | 4,005 | 3,418 | +587 |
| Total tangible fixed assets........................................... | 123,314 | 124,597 | -1,283 |
| Intangible fixed assets................................................. | 496 | 503 | -7 |
| Investments and other assets |  |  |  |
| Investment in securities .......................................... | 18,909 | 21,969 | -3,060 |
| Investment in subsidiaries. | 101,511 | 101,425 | +86 |
| Long-term loans receivable...................................... | 18,147 | 17,534 | +613 |
| Other investments.. | 10,226 | 9,194 | +1,032 |
| Allowance for doubtful accounts.. | -2,615 | -2,111 | -504 |
| Total investments and other assets ........................... | 146,180 | 148,013 | -1,833 |
| Total fixed assets......................................................... | 269,990 | 273,114 | $-3,124$ |
| Total assets................................................................. | 770,164 | 760,484 | +9,680 |


| Current Liabilities |  |  |  |
| :---: | :---: | :---: | :---: |
| Notes payable-trade ............................................... | 6,622 | 13,458 | -6,836 |
| Accounts payable-trade............................................. | 69,909 | 84,434 | -14,525 |
| Accounts payable-other. | 53,841 | 62,222 | -8,381 |
| Accrued enterprise tax........................................ | 2,295 | 3,662 | -1,367 |
| Accrued corporate tax. | 7,097 | 10,925 | -3,828 |
| Accrued expenses.. | 26,521 | 28,894 | -2,373 |
| Accrued bonus.. | 13,975 | 14,086 | -111 |
| Warranty reserve. | 681 | 701 | -20 |
| Notes payable-construction. | 2,736 | 1,482 | +1,254 |
| Other current Liabilities.. | 3,571 | 3,035 | +536 |
| Total Current Liabilities ............................................. | 187,253 | 222,903 | -35,650 |
| Fixed Liabilities |  |  |  |
| Bonds. | 80,000 | 40,000 | +40,000 |
| Convertible bonds. | 65,121 | 65,178 | -57 |
| Estimated retirement allowances.. | 14,602 | 14,047 | +555 |
| Long-term accrued expenses................................... | 1,797 | 2,120 | -323 |
| Total Fixed Liabilities.................................................... | 161,520 | 121,345 | +40,175 |
| Total Liabilities ........................................................ | 348,773 | 344,249 | +4,524 |

(3)Shareholders' Equity
(Millions of yen)

|  | September 30, 1998 | March 31, 1998 | Change |
| :---: | :---: | :---: | :---: |
| Common Stock | 102,848 | 102,819 | +29 |
| Additional paid-in-capital. | 143,650 | 143,622 | +28 |
| Legal reserve. | 12,554 | 12,159 | +395 |
| Retained earnings |  |  |  |
| Reserve for deferral of capital gain on property.......... .. | 1,113 | 1,171 | -58 |
| Reserve for special depreciation................................. | 383 | 463 | -80 |
| Reserve for warranty on computer programs................ | 1,881 | 2,472 | -591 |
| Reserve for social contribution.. | 150 | - | +150 |
| General reserve. | 145,350 | 130,350 | +15,000 |
| Unappropriated retained earnings. | 13,457 | 23,176 | -9,719 |
| [Net income for the period].. | [9,052] | [22,505] | [-13,453] |
| Total Retained earnings .......................................... | 162,336 | 157,633 | +4,703 |
| Total Shareholders' Equity............................................. | 421,390 | 416,235 | +5,155 |
| Total Liabilities and Shareholders' Equity...................... | 770,164 | 760,484 | +9,680 |
| Notes: |  |  |  |
| i. Accumulated depreciation on tangible fixed assets.... | .. 279,188 | 269,889 |  |
| ii. Trade notes receivable discounted with banks........... | . 98 | 84 |  |
| iii. Treasury stock (shares)..................................... .. | 3,047 | 12,210 |  |
| iv. Guarantee obligation.. | 6,656 | 6,144 |  |
| v. Issuance of new shares during the year |  |  |  |
| Conversion of convertible bonds (shares)............... | ...... 51,383 |  |  |
| [Amount transferred to common stock (millions of yen) | of yen)] [28] |  |  |
| vi. Contingent liabilities related to debt assumption agreements for bonds | 25,000 | 25,000 |  |

## Standard Account Policies For Preparing Financial Statements

1. Accounting policies for fiscal statements for the six month ended September 30, 1998, are identical to those used in the annual financial statements, besides the following.
i. Deferral and Accrual of Operating Expenses
(a) Reserve for Retirement Allowances

One half of necessary provision for the fiscal year is provided under unfunded retirement plans for both eligible employees and executives.
(b) Accumulated Depreciation

Depreciation is computed by allocating estimated depreciation of fixed assets in use as of September 30,1998 , for the fiscal year in proportion to the period in use.
ii. Corporate Tax and Inhabitants Tax

Provision is made for income taxes applicable to taxable income for the period.
2. Accounting Policies for Inventories

Finished goods, raw materials, work-in-process and supplies are stated at the lower of the average cost or market.
3. Accounting Policies for Assets except Inventories and Cost Method Assets

Stock exchange-listed securities are stated at the lower of moving cost or markets.
4. Depreciation of Fixed Assets

Depreciation is mainly computed by using the same method as those required under the provision of Japanese income tax laws. Therefore, the depreciation of tangible fixed assets is based on the declining balance
method and intangible assets on the straight-line method respectively.
5. Accounting for Leases

Finance lease where the title of ownership is not transferred to the lessee is treated as operating lease.
6. Consumption taxes

Consumption taxes are excluded from income and expenses. The refundable consumption taxes as of September 30, 1998 is included in "Other Current Assets" in the balance sheet.

## (Lease Transactions)

Finance lease transactions outside those for which the transfer of ownership of leases to lessees is recognized.

1. Lease acquisition price, accumulated depreciation, and year-end balance
(Millions of yen)

|  | Half Year ended <br> September 30, 1998 |  |  | Half Year ended <br> September 30, 1997 |  |  | Year ended <br> March 31, 1998 |  |  |
| :--- | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | lease <br> acquisition <br> price | accumulated <br> depreciation | year-end <br> balance | lease <br> acquisition <br> price | accumulated <br> depreciation | year-end <br> balance | lease <br> acquisition <br> price | accumulated <br> depreciation | year-end <br> balance |
|  <br> equipment | 12,208 | 5,439 | 6,769 | 9,379 | 2,970 | 6,408 | 11,107 | 4,162 | 6,944 |
| Others | 4,727 | 2,283 | 2,443 | 5,200 | 2,561 | 2,638 | 4,413 | 2,144 | 2,269 |
| Total | 16,936 | 7,723 | 9,212 | 14,579 | 5,532 | 9,047 | 15,520 | 6,307 | 9,213 |

2. Year-end balance of current leasing charges

|  |  |  |  |
| :--- | :---: | :---: | :---: |
|  | Half Year ended <br> September 30,1998 | Half Year ended <br> September 30,1997 | Year ended <br> March 31, 1998 |
| Less than one year | 4,011 | 3,317 | 3,692 |
| More than one year | 5,645 | 6,089 | 5,928 |
| Total | 9,657 | 9,407 | 9,620 |

3. Lease payment charges, depreciation, and interest paid

| (Millions of yen) |  |  |  |
| :--- | :---: | :---: | :---: |
| Lease payment charges | Half Year ended <br> September 30, 1998 | Half Year ended <br> September 30,1997 | Year ended <br> March 31, 1998 |
| Depreciation | 2,348 | 2,029 | 4,169 |
| Interest paid | 2,058 | 1,754 | 3,620 |

4. Depreciation calculation method

The lease period is the number of durable years; straight line depreciation is used so that the remaining value is zero.
5. Interest calculation method

Interest is the difference between the overall value of a lease charge and the value of a leased item. Allocation for each period is based on the interest method.

## IV. Fair Value of Marketable Securities

|  |  |  | (Millions of yen) |
| :--- | :---: | :---: | :---: | :---: |
|  |  |  |  |


|  |  |  | (Millions of yen) |
| :--- | :---: | :---: | :---: | :---: |


|  |  | Half Year ended September 30, 1997 |
| :--- | :---: | :---: | :---: | (Millions of yen)

## Notes:

i. Basis for fair value calculations
(1) Listed securities; Final quoted prices mainly from Tokyo Stock Exchange
(2) Over-the-counter securities; Trading prices announced by the Securities Dealers Association of Japan
(3) Unlisted securities investment trusts; Standard price
(4) The calculation of the fair values and equivalents of unlisted bonds is based on the yields and remaining maturity periods of representative public and corporate bonds announced by the Securities
DealersAssociation of Japan.
ii. Equities holdings include the treasury stock. The realized losses were as follows.

Half year ended September 30, 1998...... $¥ 0$ million
Year ended March 31, 1998................. $¥ 0$ million
iii. Carrying values of marketable securities excluded from fair value calculation.

| (1) Current assets | (Million of yen) |  |  |
| :---: | :---: | :---: | :---: |
|  | Half Year ended September 30, 1998 | Year ended <br> March 31, 1998 | Half Year ended September 30, 1997 |
| a. Money management fund. | 42,253 | - | 1,000 |
| b. Commercial paper. | 17,980 | 24,956 | - |
| c. Unlisted foreign bonds | 17,031 | 21,191 | 17,125 |
| d. Medium-term government securities fund................... | 5,009 | - | - |
| e. Unlisted domestic bonds with remaining redemption periods of less than one year. | 2,038 | 1,000 | 2,000 |
| f. Securities investment trust under closing period ........... | 200 | 200 | 200 |
| g. Listed foreign bonds with forward currency contracts.... | - | - | 1,997 |
| h. Commercial paper with resale agreement.................... | - | - | 998 |


| (2) Fixed assets |  | (Million of yen) |  |
| :--- | :---: | :---: | :---: |
|  | Half Year ended <br> September 30, 1998 | Year ended <br> March 31, 1998 | Half Year ended <br> September 30, 1997 |
| Unlisted equities and investments excluding <br> securities traded over-the-counter........................................ | 100,890 | 104,740 | 103,503 |

## V. Derivative Transaction Contract Amounts, etc., and Market Price and Appraisal Losses

1. Currencies
(Millions of yen)

|  | Type |  | Half Y Septemb | $\begin{aligned} & \text { ar ended } \\ & 30,1998 \end{aligned}$ |  |  | Year <br> March | $\begin{aligned} & \text { ended } \\ & 1,1998 \end{aligned}$ |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | Contract amounts, etc. | More than one year | Fair value | Evaluated gains/ losses | Contract amounts, etc. | More than one year | Fair value | Evaluated gains/ losses |
|  | Forward exchange transactions sales of US\$ <br> Currency options transactions Sales <br> *Call <br> DFL <br> US\$ <br> Purchase <br> *Put <br> DFL <br> US\$ | $\begin{array}{r} - \\ 2,181(25) \\ - \\ 2,130(25) \end{array}$ | - | $-25$ $30$ | -0 <br> 5 | 24 | - | 33 | -8 |
| Total |  | - | - | 5 | 5 | - | - | 33 | -8 |

Notes:
i. Market value calculation
a. Forward exchange transactions

At the end of first half of the previous fiscal year, we used spot currency markets. At the end of fiscal 1998 and the first half of fiscal 1999, we used future currency markets.
b. Currency options transactions

Our market price is based on that provided by major financial institutions.
ii. Since foreign exchange contracts are added to foreign currency financial credits and debts, we have excluded the disclosure of foreign currency financial credits and debts that have established yen rates at settlement times, and have recorded on the corresponding yen rates on the balance sheets.
iii. The amounts in parentheses represent options fee totals on the balance sheets.
2. Interest


Notes:
i. The amounts in parentheses represent options fee totals on the balance sheets.
ii. Fair value is computed on the basis of the price provided by major financial institutions.

