

■ Targeted Period/Scope of This Report

This report describes the sustainable management activities of the Ricoh Group in fiscal 2002 (April 1, 2002 to March 31, 2003).

Environmental impact and environmental accounting data: fiscal 2002 data

Descriptions in articles and chronological tables: fiscal 2002 data

Some of the subsequent events* are explained in the notes.

* Significant subsequent events shall be described in the report. Subsequent events refer to events that occur during the period from the day after the reporting period ends to the date the report is completed. Such events may influence the state of Ricoh Group's sustainable management from the next fiscal year onward. Disclosed subsequent events are useful as supplemental information to determine the state of Ricoh Group's for future sustainable management.

The environmental impact and environmental accounting data is taken from the Ricoh Group's major business sites in five (5) regions—Japan, the Americas, Europe, China, and the Asia-Pacific region—and, as such, may differ from the Ricoh Group data presented elsewhere in this report, e.g., in the organization profile and global network. The name “Rico” refers to “Rico” Co., Ltd.” and not the “Rico” Group” as a whole.

● Expanded Data Collection

Environmental impact and environmental accounting data are collected from Ricoh's production/nonproduction sites and the Ricoh Group companies that have established their own environmental management systems. In fiscal 2002, some sales companies and nonmanufacturing companies in Japan and some sales companies in Europe were newly included in the information collection.

● Important Organizational Changes Made during the Report Period

Ricoh China Co., Ltd., was established in January 2003 as regional sales headquarters in China.

● Past and Future Reports

The Ricoh Group has continued publishing annual environmental reports since 1997, which covered fiscal 1996. The *2003 Report* in Japanese was issued in June 2003. The *2004 Report* in Japanese will be issued in June 2004.

● How to Obtain Ricoh's Corporate Information:

Environmental conservation:

<http://www.ricoh.co.jp/ecology/e/>

Social contribution (Japanese only):

<http://www.ricoh.co.jp/kouken/>

IR (for shareholders and investors):

<http://www.ricoh.co.jp/IR/e/>

“APPLIANCE”*-related information (Japanese only):

<http://www.ricoh.co.jp/appliance/>

* “APPLIANCE” is a trademark of Ricoh Co., Ltd., registered in Japan.

● Scope of Collection of Environmental Impact and Environmental Accounting Data

Japan

Ricoh production sites:

Atsugi Plant, Hatano Plant, Numazu Plant, Gotemba Plant, Fukui Plant, Ikeda Plant, Yashiro Plant

Ricoh nonproduction sites:

Aoyama Head Office, Ohmori Office, Ohmori Office No. 2, Ginza Office, Ricoh System Center, Shin-Yokohama Office, Ricoh Service Parts Center, Research and Development Center, Software Research Center, Toda Technical Center, Applied Electronics Laboratory

Ricoh Group major manufacturing subsidiaries:

Tohoku Ricoh Co., Ltd.; Hasama Ricoh, Inc.; Ricoh Unitech Co., Ltd.; Ricoh Optical Industries Co., Ltd.; Ricoh Keiki Co., Ltd.; Ricoh Microelectronics Co., Ltd.; Ricoh Elemex Corporation

Ricoh Group major nonmanufacturing subsidiaries:

Ricoh Logistics System Co., Ltd.; Ricoh Techno Systems Co., Ltd.; 50 sales companies; and NBS Ricoh Co., Ltd.

*For environmental accounting data only

Part Component System Co., Ltd.

The Americas

Manufacturing company:

Ricoh Electronics, Inc. (U.S.A.)

Nonmanufacturing companies:

Ricoh Corporation (U.S.A.) and two sales companies

Europe

Manufacturing companies:

Ricoh UK Products Ltd. (U.K.)

Ricoh Industrie France S.A. (France)

Nonmanufacturing companies:

Ricoh Europe B.V. (the Netherlands) and 16 sales companies in the region

China

Manufacturing company:

Ricoh Asia Industry (Shenzhen) Ltd. (China)

Asia-Pacific Region

Manufacturing company:

Taiwan Ricoh Co., Ltd. (Taiwan)

Nonmanufacturing companies:

Ricoh Asia Pacific Pte. Ltd. (Singapore)

Ricoh Hong Kong Ltd. (Hong Kong)