



February 4, 2022

Company name: Ricoh Company, Ltd.
President and CEO: Yoshinori Yamashita
Stock code: 7752 (First Section of Tokyo Stock Exchange)
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Ricoh Revises Plan to Retire Treasury Shares Pursuant to Article 178 of Companies Act

The Board of Directors of Ricoh Company, Ltd., today partially revised, as follows, a March 3, 2021, resolution to retire some treasury shares pursuant to Article 178 of the Companies Act of Japan.

Revisions to treasury share retirement plan

	Before changes	After changes (underlined)
(1) Share class	Common shares of Ricoh	Common shares of Ricoh
(2) Number of shares to be retired	20,000,000 shares and all shares repurchased under March 3, 2021, resolution of Board of Directors	<u>107,443,900</u>
(3) Scheduled retirement date	April 30, 2022	<u>February 28, 2022</u>

Reference

Number of issued and outstanding shares after retirement: 637,468,178

Number of treasury shares after retirement: 69,075

Note: The number of treasury shares above excludes Ricoh shares in board, executive officer, and other benefit trusts. The number of shares to be retired is deducted from the number of treasury shares as of December 31, 2021.