

Notification with Respect to Issuance of Unsecured Straight Bonds

Tokyo, December 6, 2018— Ricoh Company, Ltd. (TSE: 7752, “RICOH”) has determined the conditions for the issuance of its 11th and 12th Series of Unsecured Straight Bonds (with limited inter-bond pari passu clause) as outlined below:

1. 11th Series of Ricoh Company, Ltd. Unsecured Straight Bonds;

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| (1) Total amount of issue | : 10 billion yen |
| (2) Denomination | : 100 million yen |
| (3) Application of the Law Concerning Book-Entry Transfer of Corporate Bonds, Stocks, etc. | : The provisions of the Law Concerning Book-Entry Transfer of Corporate Bonds, Stocks, etc. shall apply to each Bond. |
| (4) Interest rate | : 0.200% per annum |
| (5) Issue price | : 100 yen per face value 100 yen |
| (6) Redemption price | : 100 yen per face value 100 yen |
| (7) Term and Redemption method | : 5 years |
| i. Maturity date | The principal of the Bonds shall be redeemed in a lump sum on December 13, 2023. |
| ii. Purchase or cancel | : The issuer may at any time purchase or cancel the Bonds from but excluding the payment date. |
| (8) Interest payment date | : June 13 and December 13 of each year |
| (9) Offering period | : Thursday December 6, 2018 |
| (10) Payment date | : Thursday December 13, 2018 |
| (11) Method of offering | : Public offering |
| (12) Status of the Bonds | : The Bonds constitute senior unsecured obligation of Ricoh Company, Ltd. |
| (13) Negative pledge | : Applicable |
| (14) Underwriters | : Nomura Securities Co., Ltd.,
Mitsubishi UFJ Morgan Stanley Securities Co., Ltd.
Mizuho Securities Co., Ltd.
Daiwa Securities Co. Ltd. |
| (15) Fiscal agent and Issuing and Paying agent | : Mizuho Bank, Ltd. |

- (16) Book-entry transfer institution : Japan Securities Depository Center, Inc.
(17) Rating : "A+" from Rating and Investment Information, Inc.

2. 12th Series of Ricoh Company, Ltd. Unsecured Straight Bonds;

- (1) Total amount of issue : 10billion yen
(2) Denomination : 100 million yen
(3) Application of the Law Concerning Book-Entry Transfer of Corporate Bonds, Stocks, etc. : The provisions of the Law Concerning Book-Entry Transfer of Corporate Bonds, Stocks, etc. shall apply to each Bond.
(4) Interest rate : 0.465% per annum
(5) Issue price : 100 yen per face value 100 yen
(6) Redemption price : 100 yen per face value 100 yen
(7) Term and Redemption method : 10years
 i. Maturity date : The principal of the Bonds shall be redeemed in a lump sum on December 13, 2028.
 ii. Purchase or cancel : The issuer may at any time purchase or cancel the Bonds from but excluding the payment date.
(8) Interest payment date : June 13 and December 13 of each year
(9) Offering period : Thursday December 6, 2018
(10) Payment date : Thursday December 13, 2018
(11) Method of offering : Public offering
(12) Status of the Bonds : The Bonds constitute senior unsecured obligation of Ricoh Company, Ltd.
(13) Negative pledge : Applicable
(14) Underwriters : Nomura Securities Co., Ltd.,
Mitsubishi UFJ Morgan Stanley Securities Co., Ltd.
Mizuho Securities Co., Ltd.
Daiwa Securities Co. Ltd.
(15) Fiscal agent and Issuing and Paying agent : Mizuho Bank, Ltd.
(16) Book-entry transfer institution : Japan Securities Depository Center, Inc.
(17) Rating : "A+" from Rating and Investment Information, Inc.