



March 3, 2021

Company Name: Ricoh Company, Ltd.
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Stock code: 7752 (First Section of Tokyo Stock Exchange)
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Announcement Regarding Share Repurchase and Retirement of Treasury Shares

Ricoh Company, Ltd., announces that its Board of Directors resolved in a meeting today to repurchase some shares in accordance with Article 156 of the Companies Act of Japan and pursuant to Article 165, Paragraph 3, of the Companies Act. The Board also decided to retire some treasury shares under Article 178 of the Companies Act.

1. Reason for share repurchase

To improve shareholder return and capital efficiency.

2. Share repurchase

(1) Share category	Common stock
(2) Number of shares	Up to 145,000,000 (representing 20.02% of issued and outstanding shares (excluding treasury shares))
(3) Repurchase ceiling	¥100 billion
(4) Period	March 4, 2021, through March 3, 2022
(5) Method	Open market purchase on Tokyo Stock Exchange

3. Share retirement

(1) Share category	Common Stock
(2) Number of shares	20,000,000 shares and all shares repurchased
(3) Retirement date	April 30, 2022

*Ricoh will announce the number of shares that it will retire after completing the repurchase.

(Reference)

Treasury stock as of December 31, 2020

Number of issued and outstanding shares (excluding treasury shares): 724,434,948

Number of treasury shares: 20,477,130