

January 7, 2015

Ratio Change and Stock Distribution

Ricoh Company Ltd.

DR CUSIP: 765658307

DR ISIN: US7656583074

DR Ticker Symbol: RICOY

Ratio (DRs: Ordinary Shares): 1 : 5

The Bank of New York Mellon, at the direction of **Ricoh Company Ltd.** (the “Company”), is announcing a ratio change on the Depositary Receipt (“DR”) program from one (1) Depositary Share (“DS”) representing five (5) Ordinary shares to one (1) DS representing one (1) Ordinary shares.

The ratio change will occur simultaneously with a 400% DS distribution. DR holders will receive four (4) additional DSs for each 1 DS held.

Please note the following:

DR Record Date: January 9, 2015

DR Payable Date: January 12, 2015

Effective Date: January 13, 2015 (U.S. Ex-Date)

DR Distribution Rate: 400% (or 4 additional DSs for each 1 DS held)

Old DR Ratio: 1 DS: 5 Ordinary Shares

New DR Ratio: 1 DS : 1 Ordinary share

NOTE: A ratio change may impact the fees payable by ADR investors

BNY Mellon’s books will be closed for all issuance and cancellation transactions from close of business January 9, 2015 and will reopen on January 16, 2015.

To learn more about Depositary Receipts and issuer programs, please contact our marketing desks:

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BNY Mellon collects fees from DR holders pursuant to the terms and conditions of the DRs and the deposit agreement under which they are issued. From time to time, BNY Mellon may make payments to the issuer to reimburse and / or share revenue from the fees collected from DR holders, or waive fees and expenses to the issuer for services provided, generally relating to costs and expenses arising out of establishment and maintenance of the DR program. BNY Mellon may also transact with affiliates and dealers. The corporate action details are provided for informational purposes only. BNY Mellon does not warrant or guarantee the accuracy or completeness, and does not undertake any obligation to update or amend, this information or data. We provide no advice, recommendation or endorsement with respect to any company or security. Nothing herein shall be deemed to constitute an offer to sell or a solicitation of an offer to buy Securities.