



February 6, 2024

Company name: Ricoh Company, Ltd.

President and CEO: Akira Oyama

Stock code: 7752 (Prime 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 treasury shares under Article 178 of the Companies Act.

1. Reason for share repurchase and share retirement

To improve shareholder return and capital efficiency.

2. Share repurchase

(1)	Share category	Common stock
(2)	Number of shares	Up to 36,000,000 (representing 5.9% of issued and outstanding shares (excluding treasury shares))
(3)	Repurchase ceiling	¥30 billion
(4)	Period	February 7, 2024, through August 30, 2024
(5)	Method	Open market purchase on Tokyo Stock Exchange

3. Share retirement

(1)	Share category	Common Stock
(2)	Number of shares	all shares repurchased
(3)	Retirement date	September 30, 2024

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

(Reference)

Treasury stock as of December 31, 2023

Number of issued and outstanding shares (excluding treasury shares): 609,105,396

Number of treasury shares: 416,582