## Ricoh Company, Ltd.

INTERIM REPORT (Non-Consolidated. Half year ended September 30, 1998)

1. Date of approval for the financial results for the half year ended September 30, 1998, at the Board of

Directors' meeting: November 19, 1998

2. Start of cash dividends payment: December 10, 1998
 3. Results for the Period from April 1 to September 30, 1998(Non-Consolidated)

(1) Operating Results (Millions of yen )

	Half Year ended September 30, 1998	Half Year ended September 30, 1997	Year ended March 31, 1998
Net sales	355,212	368,499	752,630
(% change from the previous corresponding period.	3.6	9.4	7.7
Operating income	20,718	23,011	46,677
(% change from the previous corresponding period)	10.0	12.0	-1.8
Ordinary income	19,632	21,062	42,935
(% change from the previous corresponding period)	6.8	18.0	5.5
Interim (net) income	9,052	11,677	22,505
(% change from the previous corresponding period)	22.5	28.8	13.6
Net income per share (yen)	13.09	17.61	33.59

Notes: i. Average number of shares outstanding:

Half year ended September 30, 1998 Half year ended September 30, 1997 Year ended March 31, 1998

691,585,568 shares 663,268,712 shares 669,959,029 shares

ii. No changes in accounting and reporting policies.

#### (2) Dividend Information

(Yen)

	Half Year ended September 30, 1998	Half Year ended September 30, 1997	Year ended March 31, 1998
Cash dividends, applicable to the half year	. 5.50	5.50	-
Cash dividends, applicable to the year		-	11.00

# (3) Financial Position (Millions of yen)

	September 30, 1998	September 30, 199	7 March 31, 1998
Total assets	770,164	755,527	760,484
Shareholders' equity	421,390	382,523	416,235
Equity ratio (%)	54.7	50.6	54.7
Equity per share (yen)	609.30	570.67	601.89

Notes: i. Number of shares issued:

Half year ended September 30, 1998 Half year ended September 30, 1997 Year ended March 31, 1998 691,597,805 shares 670,309,123 shares 691,546,422 shares

ii. Differences between market price of marketable securities and carrying amount: \(\frac{\pmarketa}{76,718}\) million iii. Differences between market prices and contract amount of derivative transaction: \(\frac{\pmarketa}{191}\) million

4. Forecast of operating results from April 1, 1998 to March 31, 1999	(Non-Consolidated)	(Millions of	yen)
Net sales	717,000		
Operating income	38,000		
Ordinary income	35,000		
Net income	19,000		
Cash dividends, applicable to the year (yen)	11.00		

Note: Net income per share \(\frac{\text{\frac{47}}}{27.47}\)

In accordance with Japanese regulations, Ricoh has issued forecast for its financial results for the fiscal year ending March 1999. These forecast are forward-looking statements based on a number of assumptions and beliefs in light of the information currently available to management and subject to significant risks and uncertainties.

**I. Sales by Product Line (Non-Consolidated)**For the half years ended September 30, 1997 and 1998, and year ended March 31, 1998.

(Millions of yen)

For the nan years ended September 50, 1997 and 1	er 50, 1997 and 1998, and year ended March 51, 1998.				
	Half year ended	Half Year ended	Change(%)	Year ended	
	September 30, '98	September 30, '97		March 31, '98	
Copiers:					
Domestic	163,517	172,469	-8,952 (-5.2)	345,980	
Export	93,848	95,112	-1,264 (-1.3)	196,012	
Total	257,365	267,582	-10,217 (-3.8)	541,993	
Percentage of net sales (%)	72.5	72.6		72.0	
Information Equipment:					
Domestic	54,484	52,965	+1,519 (2.9)	112,229	
Export	18,536	21,693	-3,157 (-14.6)	44,910	
Total	73,021	74,659	-1,638 (-2.2)	157,140	
Percentage of net sales (%)	20.6	20.3		20.9	
Photographic Equipment:					
Domestic	2,831	3,443	-612 (-17.8)	6,273	
Export	2,468	2,347	+121 (5.2)	4,767	
Total	5,299	5,790	-491 (-8.5)	11,040	
Percentage of net sales (%)	. 1.5	1.6		1.5	
Other Products:					
Domestic	12,148	13,178	-1,030 (-7.8)	26,506	
Export	7,377	7,288	+89 (1.2)	15,949	
Total	19,525	20,466	-941 (-4.6)	42,456	
Percentage of net sales (%)	5.4	5.5		5.6	
Total:					
Domestic	232,980	242,057	-9,077 (-3.7)	490,990	
Percentage of net sale (%)	65.6	65.7		65.2	
Export	122,231	126,441	-4,210 (-3.3)	261,640	
Percentage of net sales (%)	34.4	34.3		34.8	
The Americas	49,593	49,757	-164 (-0.3)	104,980	
Percentage of net sales (%)		13.5		13.9	
Europe	56,320	54,667	+1,653 (3.0)	117,240	
Percentage of net sales (%)		14.8		15.6	
Other	16,317	22,017	-5,700 (-25.9)	39,419	
Percentage of net sales (%)	4.5	6.0		5.3	
Total	355,212	368,499	-13,287 (-3.6)	752,630	
Percentage of net sales(%)	100.0	100.0		100.0	

**II. Statement of Income (Non-Consolidated)**For the half years ended September 30, 1997 and 1998, and year ended March 31, 1998

(Millions of yen)

For the nan years ended september 50, 1997 and 19	96, and year end	icu Maich 31, 19	76 (1	viiiions or yen)
	Half year ended	Half Year ended	Change(%)	Year ended
	September 30, '98	September 30, '97		Mar.ch 31, '98
Net sales	355,212	368,499	-13,287 (-3.6)	752,630
Cost of sales	250,347	258,349	-8,002 (-3.1)	530,721
Percentage of net sales (%)	70.5	70.1		70.5
Selling, general and administrative expenses	84,146	87,138	-2,992 (-3.4)	175,231
Percentage of net sales (%)	23.7	23.6		23.3
Operating income	20,718	23,011	-2,293 (-10.0)	46,677
Percentage of net sales (%)	5.8	6.2		6.2
Non-operating income				
Interest and dividends	4,624	3,978	+646(+16.3)	7,822
Percentage of net sales (%)	1.3	1.1		1.0
Other income	1,166	2,297	-1,131 (-49.2)	4,268
Percentage of net sales (%)	0.3	0.6		0.6
Non-operating expenses				
Interest	1,655	1,533	+122 (8.0)	2,854
Percentage of net sales (%)	0.5	0.4		0.4
Other expenses	5,221	6,691	-1,470 (-22.0)	12,978
Percentage of net sales (%)	1.4	1.8		1.7
Ordinary income	19,632	21,062	-1,430 (-6.8)	42,935
Percentage of net sales (%)	5.5	5.7		5.7
Extraordinary income	_	-	-	_
Percentage of net sales (%)		-	-	-
Extraordinary expenses	3,880	183	+3,697(2,120.2)	229
Percentage of net sales (%)	1.1	0.0		0.0
Income before income taxes	15,752	20,877	-5,125 (-24.5)	42,705
Percentage of net sales (%)	4.4	5.7		5.7
Provision for income taxes	6,700	9,200	-2,500 (-27.2)	20,200
Percentage of net sales (%)	1.9	2.5		2.7
Interim (net) income	9,052	11,677	-2,625 (-22.5)	22,505
Percentage of net sales (%)	2.5	3.2		3.0
Retained earnings at beginning of year				
Beginning balance	4,405	4,727	-322 (-6.8)	4,727
Percentage of net sales (%)	1.2	1.3		0.6
Interim dividends	-	-	-	3,686
Percentage of net sales (%)		-	-	0.5
Transfer to legal reserve	_	-	-	368
Percentage of net sales (%)		-	-	0.0
Retained earnings at end of half year (year)	13,457	16,404	-2,947 (-18.0)	23,176
Percentage of net sales (%)	3.8	4.5		3.1

# **III. Balance Sheets (Non-Consolidated)** September 30, 1998 and March 31, 1998

(1)Assets

(1)Assets			(Millions of yen)
	September 30, 1998	March 31, 1998	Change
Current assets			
Cash on hand and in banks	55,769	61,278	-5,509
Notes receivable-trade	11,260	12,088	-828
Accounts receivable-trade	124,227	145,677	-21,450
Marketable securities	138,502	88,061	+50,441
Treasury stock	3	16	-13
Finished goods	39,035	42,565	-3,530
Raw materials		4,877	-1,039
Work-in-process	6,977	8,148	-1,171
Supplies	11,675	9,544	+2,131
Short-term loans receivable	102	83	+19
Accounts receivable-other	106,968	113,258	-6,290
Other current assets	. 3,568	3,866	-298
Allowance for doubtful accounts	-1,756	-2,096	+340
Total current assets	500,173	487,370	+12,803
Fixed assets			
Tangible fixed assets			
Buildings	50,323	51,852	-1,529
Machinery and equipment	,	22,828	-1,243
Tools		21,524	+921
Land		24,973	-20
Construction in progress		3,418	+587
Total tangible fixed assets		124,597	-1,283
Intangible fixed assets	496	503	-7
Investments and other assets			
Investment in securities	18,909	21,969	-3,060
Investment in subsidiaries.	101,511	101,425	+86
Long-term loans receivable	18,147	17,534	+613
Other investments		9,194	+1,032
Allowance for doubtful accounts		-2,111	-504
Total investments and other assets	146,180	148,013	-1,833
Total fixed assets	269,990	273,114	-3,124
Total assets	. 770,164	760,484	+9,680

(2)Liabilities		(N	fillions of yen)
	September 30, 1998	March 31, 1998	Change
Current Liabilities			
Notes payable-trade	6,622	13,458	-6,836
Accounts payable-trade	69,909	84,434	-14,525
Accounts payable-other	53,841	62,222	-8,381
Accrued enterprise tax	2,295	3,662	-1,367
Accrued corporate tax	7,097	10,925	-3,828
Accrued expenses		28,894	-2,373
Accrued bonus	13,975	14,086	-111
Warranty reserve	681	701	-20
Notes payable-construction		1,482	+1,254
Other current Liabilities	3,571	3,035	+536
Total Current Liabilities		222,903	-35,650
Fixed Liabilities			
Bonds	80,000	40,000	+40,000
Convertible bonds	65,121	65,178	-57
Estimated retirement allowances	14,602	14,047	+555
Long-term accrued expenses		2,120	-323
Total Fixed Liabilities		121,345	+40,175
Total Liabilities	348,773	344,249	+4,524
(3)Shareholders' Equity		(N	Millions of yen)
	September 30, 1998	March 31, 1998	Change
Common Stock	102,848	102,819	+29
Additional paid-in-capital	143 650	143 622	+28

(3)Shareholders' Equity		(IV	fillions of yen)
	September 30, 1998	March 31, 1998	Change
Common Stock	102,848	102,819	+29
Additional paid-in-capital	. 143,650	143,622	+28
Legal reserve	12,554	12,159	+395
Retained earnings			
Reserve for deferral of capital gain on property	1,113	1,171	-58
Reserve for special depreciation	383	463	-80
Reserve for warranty on computer programs	1,881	2,472	-591
Reserve for social contribution	150	-	+150
General reserve	145,350	130,350	+15,000
Unappropriated retained earnings	13,457	23,176	-9,719
[Net income for the period]	[9,052]	[22,505]	[-13,453]
Total Retained earnings	162,336	157,633	+4,703
Total Shareholders' Equity	421,390	416,235	+5,155
Total Liabilities and Shareholders' Equity	770,164	760,484	+9,680
Notes:			
i. Accumulated depreciation on tangible fixed assets		269,889	
ii. Trade notes receivable discounted with banks	98	84	
iii. Treasury stock (shares)	3,047	12,210	
iv. Guarantee obligation	6,656	6,144	
v. Issuance of new shares during the year			
Conversion of convertible bonds (shares)			
[Amount transferred to common stock (millions vi. Contingent liabilities related to	of yen)] [28]		
debt assumption agreements for bonds	25,000	25,000	

#### **Standard Account Policies For Preparing Financial Statements**

- 1. Accounting policies for fiscal statements for the six month ended September 30, 1998, are identical to those used in the annual financial statements, besides the following.
  - i. Deferral and Accrual of Operating Expenses
    - (a) Reserve for Retirement Allowances

One half of necessary provision for the fiscal year is provided under unfunded retirement plans for both eligible employees and executives.

(b) Accumulated Depreciation

Depreciation is computed by allocating estimated depreciation of fixed assets in use as of September 30, 1998, for the fiscal year in proportion to the period in use.

#### ii. Corporate Tax and Inhabitants Tax

Provision is made for income taxes applicable to taxable income for the period.

#### 2. Accounting Policies for Inventories

Finished goods, raw materials, work-in-process and supplies are stated at the lower of the average cost or market.

3. Accounting Policies for Assets except Inventories and Cost Method Assets

Stock exchange-listed securities are stated at the lower of moving cost or markets.

#### 4. Depreciation of Fixed Assets

Depreciation is mainly computed by using the same method as those required under the provision of Japanese income tax laws. Therefore, the depreciation of tangible fixed assets is based on the declining balance

method and intangible assets on the straight-line method respectively.

#### 5. Accounting for Leases

Finance lease where the title of ownership is not transferred to the lessee is treated as operating lease.

#### 6. Consumption taxes

Consumption taxes are excluded from income and expenses. The refundable consumption taxes as of September 30, 1998 is included in "Other Current Assets" in the balance sheet.

### (Lease Transactions)

Finance lease transactions outside those for which the transfer of ownership of leases to lessees is recognized.

### 1. Lease acquisition price, accumulated depreciation, and year-end balance

(Millions of yen)

	Half Year ended		Half Year ended			Year ended	- J - /		
	Sep	otember 30, 19	998	Sep	otember 30, 19	997	N	March 31, 199	8
	lease	accumulated	year-end	lease	accumulated	year-end	lease	accumulated	year-end
	acquisition	depreciation	balance	acquisition	depreciation	balance	acquisition	depreciation	balance
	price			price			price		
Machinery &	12,208	5,439	6,769	9,379	2,970	6,408	11,107	4,162	6,944
equipment									
Others	4,727	2,283	2,443	5,200	2,561	2,638	4,413	2,144	2,269
Total	16,936	7,723	9,212	14,579	5,532	9,047	15,520	6,307	9,213

#### 2. Year-end balance of current leasing charges

(Millions of yen)

	Half Year ended	Half Year ended	Year ended
	September 30, 1998	September 30, 1997	March 31, 1998
Less than one year	4,011	3,317	3,692
More than one year	5,645	6,089	5,928
Total	9,657	9,407	9,620

#### 3. Lease payment charges, depreciation, and interest paid

(Millions of yen)

	Half Year ended	Half Year ended	Year ended
	September 30, 1998	September 30, 1997	March 31, 1998
Lease payment charges	2,348	2,029	4,169
Depreciation	2,058	1,754	3,620
Interest paid	334	336	672

#### 4. Depreciation calculation method

The lease period is the number of durable years; straight line depreciation is used so that the remaining value is zero.

#### 5. Interest calculation method

Interest is the difference between the overall value of a lease charge and the value of a leased item. Allocation for each period is based on the interest method.

			(Millions of yen)
Half Year ended Sep	otember 30, 1998		
	Carrying value	e Fair value	Evaluated
	evaluated	Tan value	gains/losses
1. Current assets	Cvaruated		gams/10sscs
	5 577	12.506	7.010
Equities	5,577	12,596	7,018
Bonds	- ,	10,291	324
Others	, -	38,448	-0 7.242
Subtotal	. 53,993	61,336	7,342
2. Fixed assets			
Equities	16,155	85,531	69,376
Bonds		-	-
Others	-	-	-
Subtotal	. 16,155	85,531	69,376
Fotals	70,149	146,868	76,718
			(Millions of yen)
Year ended Ma	rch 31, 1998		
		e Fair value	Evaluated
	evaluated	I all value	gains/losses
	2 variation		Sams/103303
Current assets			
Equities	6,413	25,235	18,822
Bonds.		10,789	302
Others		23,850	20
Subtotal	. 40,729	59,875	19,145
2. Fixed assets			
Equities	15,278	82,127	66,848
Bonds		-	-
Others	-	_	-
Subtotal	. 15,278	82,127	66,848
Totals	56,008	142,002	85,994
Totals	30,000	142,002	65,774
			(Millions of yen)
Half Year ended Sep	otember 30, 1997		
•	Carrying value	Fair value	Evaluated
	evaluated	,	gains/losses
			5-1110/10000
Current assets			
Equities	6,368	35,893	29,524
Bonds		16,902	420
			81
Others		37,817	
Subtotal	. 60,587	90,613	30,026
2. Fixed assets			
Equities	15,017	88,781	73,763
Bonds		-	-
Others	-	_	-
Subtotal		88,781	73,763
	-,,	,	, · · · ·

75,604

179,394

103,790

#### Notes:

- i. Basis for fair value calculations
  - (1) Listed securities; Final quoted prices mainly from Tokyo Stock Exchange
  - (2) Over-the-counter securities; Trading prices announced by the Securities Dealers Association of Japan
  - (3) Unlisted securities investment trusts; Standard price
  - (4) The calculation of the fair values and equivalents of unlisted bonds is based on the yields and remaining maturity periods of representative public and corporate bonds announced by the Securities DealersAssociation of Japan.
- ii. Equities holdings include the treasury stock. The realized losses were as follows.

Half year ended September 30, 1998......¥0 million

Year ended March 31, 1998.....¥0 million

iii. Carrying values of marketable securities excluded from fair value calculation.

(1) Current assets			(Million of yen)
	Half Year ended	Year ended	Half Year ended
	September 30, 1998	March 31, 1998	September 30, 1997
a. Money management fund	42,253	-	1,000
b. Commercial paper	17,980	24,956	-
c. Unlisted foreign bonds		21,191	17,125
d. Medium-term government securities fund	5,009	-	-
e. Unlisted domestic bonds with remaining			
redemption periods of less than one year	2,038	1,000	2,000
f. Securities investment trust under closing period	200	200	200
g. Listed foreign bonds with forward currency contracts	-	-	1,997
h. Commercial paper with resale agreement	-	-	998
(2) Fixed assets			(Million of yen)
	Half Year ended	Year ended	Half Year ended
	September 30, 1998	March 31, 1998	September 30, 1997
Unlisted equities and investments excluding			
securities traded over-the-counter	100,890	104,740	103,503

#### V. Derivative Transaction Contract Amounts, etc., and Market Price and Appraisal Losses

1. Currencies (Millions of yen)

Year ended					ar ended	Type			
March 31, 1998				September 30, 1998					
Evaluated	Fair value		Contract	Evaluated	Fair value		Contract		
gains/			amounts,	gains/			amounts,		
losses	]		etc.	losses			etc.		
		More than				More than			
		one year				one year			
								Forward exchange	
								transactions	
-8	33	-	24	-	-	-	-	sales of US\$	
								8	S
								Currency options	ion
								턴 transactions	act
						-		Sales Sales	ans
								±   *Call	ıt tr
	-	-	-	-0	-25		2,181(25)	꽃 DFL	ırke
	-	-	-	-	-	-	-	Ë US\$	)-m
								ÖZ Durchasa	Noi
				5	20		2 120(25)		
	_	-	-	3					
-8	33			5					Tota
				-0 - 5 -	-25 - 30 - 5		2,181(25) - 2,130(25) -	transactions Sales Sales *Call DFL US\$ Purchase *Put DFL US\$	Non-market transactions

#### Notes:

- i. Market value calculation
  - a. Forward exchange transactions

At the end of first half of the previous fiscal year, we used spot currency markets. At the end of fiscal 1998 and the first half of fiscal 1999, we used future currency markets.

b. Currency options transactions

Our market price is based on that provided by major financial institutions.

- ii. Since foreign exchange contracts are added to foreign currency financial credits and debts, we have excluded the disclosure of foreign currency financial credits and debts that have established yen rates at settlement times, and have recorded on the corresponding yen rates on the balance sheets.
- iii. The amounts in parentheses represent options fee totals on the balance sheets.

#### 2. Interest

	Туре	Half Year ended September 30, 1998			Year ended March 31, 1998				
		Contract amounts, etc.	Septembe	Fair value	Evaluated gains/ losses	Contract amounts, etc.	March	Fair value	Evaluated gains/ losses
			More than one year				More than one year		
Non-market	Interest swap transactions *Fixed receivable/ fluctuating payment	9,000		445	445	12,000	9,000	512	512
	*Fixed payment/ fluctuating receivable	8,945	1,500	-370	-370	12,490	5,000	-432	-432
	*Fluctuating receivable and payment and payment and payment	10,000	-	138	138	10,000	10,000	205	205
	Einterest options Etransactions E*Call	5,000 (27)	-	0	-27	5,000 (41)	5,000 (41)	0	-41
Total		-	-	213	186	-	-	285	244

#### Notes:

- i. The amounts in parentheses represent options fee totals on the balance sheets.
- ii. Fair value is computed on the basis of the price provided by major financial institutions.