# Ricoh Company, Ltd.

FLASH REPORT (Non-Consolidated. Year ended March 31, 1999) —Translation—

Date of approval for the financial results for the year ended March 31, 1999,

at the Board of Directors' meeting: May 20, 1999
Date of shareholders' annual meeting: June 29, 1999

1. Results for the period from April 1, 1998 to March 31, 1999 (Non-Consolidated) (1)Operating Results

(1)Operating Results	,	(Millions of yen)
	Year ended March 31, '99	Year ended March 31, '98
Net sales	720,502	752,630
(% change from the previous period)	-4.3	7.7
Operating income	42,831	46,677
(% change from the previous period)	-8.2	-1.8
Ordinary income	36,032	42,935
(% change from the previous period)	-16.1	5.5
Net income	18,977	22,505
(% change from the previous period)	-15.7	13.6
Net income per share (yen)	27.44	33.59
Fully diluted net income per share (yen)	25.69	30.37
Return on equity(%)	4.5	5.8
Ordinary income on total assets (%)	4.8	5.7
Ordinary income on net sales (%)	5.0	5.7

Notes:

i. Average number of shares outstanding:

Year ended March 31, 1999 Year ended March 31, 1998 691,591,721 shares 669,959,029 shares

ii. No changes in accounting and reporting policies.

#### (2)Dividend Information

	Year ended March 31, '99	Year ended March 31, '98	
Cash dividends, applicable to the year (yen)	11.00	11.00	
Year-end (yen)	5.50	5.50	
Half year (yen)	5.50	5.50	
Total annual dividends (millions of yen)	7,607	7,490	
Payout Ratio (%)	40.1	33.3	
Dividends on shareholders' equity (%)	1.8	1.8	

(3)Financial Position		(Millions of yen)	
	Year ended March 31, '99	Year ended March 31, '98	
Total assets	755,016	760,484	
Shareholders' equity	427,512	416,235	
Equity ratio (%)	56.6	54.7	
Equity per share (yen)	618.15	601.89	

Notes: i. Number of shares issued

Year ended March 31, 1999

691,598,631 shares 691,546,422 shares

Year ended March 31, 1998

ii. Difference between market price of marketable securities and carrying amount: ¥123,861 million

iii. The difference between derivative transaction market prices and their contract amounts: ¥160 million.

### 2. Forecast of operating results from April 1, 1999 to March 31, 2000 (Non-Consolidated)

	Half year ended September 30, 1999	Year ended March 31, 2000	
Net sales (millions of yen)	365,000	740,000	
Operating income (millions of yen)		44,000	
Ordinary income (millions of yen)	19,000	39,000	
Net income (millions of yen)		22,000	
Cash dividends, applicable to the year (yen)	-	11.00	
Half year (yen)	5.50	-	
Year-end (yen)	-	5.50	

Note: Net income per share: 31.81 yen

In accordance with Japanese regulations, Ricoh has issued forecast for its financial results for the fiscal year ending March 2000. 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 years ended March 31, 1998 and 1999

Year ended Year ended Change (%) March 31, 1998 March 31, 1999 Copiers: 345,980 328,682 -17,298 (-5.0) Domestic ..... 189,042 196,012 -6,970 (-3.6) Export ..... Total..... 517,724 541,993 -24,269 (-4.5) 71.9 Percentage of net sales (%) ..... 72.0 Information Equipment: Domestic ..... 117,367 112,229 +5,138 (4.6) 35,278 44,910 -9,632 (-21.4) Export ..... Total..... 152,645 157,140 -4,495 (-2.9) Percentage of net sales (%) ..... 21.2 20.9 Photographic Equipment: Domestic ..... 4,982 6,273 -1,291 (-20.6) Export ..... 4,013 4,767 -754 (-15.8) 8,996 11,040 -2,044 (-18.5) Total..... Percentage of net sales (%) ..... 1.2 1.5 Other Products: 26,506 Domestic ..... 24,721 -1,785 (-6.7) Export ..... 16,415 15,949 +466 (2.9)41,136 42,456 Total..... -1,320 (-3.1) Percentage of net sales (%) ..... 5.7 5.6 Total: 475,753 490,990 Domestic ..... -15,237 (-3.1) Percentage of net sales (%) ..... 65.2 66.0 Export ..... 244,748 261,640 -16,892 (-6.5) Percentage of net sales (%)..... 34.0 34.8 101,227 104,980 The Americas ..... -3,753 (-3.6) Percentage of net sales (%)..... 14.0 13.9 112,840 117,240 -4,400 (-3.8) Europe Percentage of net sales (%)..... 15.7 15.6 Other ..... 30,681 39,419 -8,738 (-22.2) Percentage of net sales (%)..... 4.3 5.3 Total..... 720,502 752,630 -32,128 (-4.3) Percentage of net sales (%)..... 100.0 100.0

(Millions of yen)

#### II. Statement of Income (Non-Consolidated)

For the years ended March 31, 1998 and 1999

Year ended Change(%) Year ended March 31, 1999 March 31, 1998 Net sales ..... 720,502 752,630 -32,128 (-4.3) Cost of sales 515,062 530,721 -15,659 (-3.0) Percentage of net sales (%)..... 71.5 70.5 Selling, general and administrative expenses ...... 162,607 175,231 -12,624 (-7.2) Percentage of net sales (%)..... 22.6 23.3 -3,846 (-8.2) Operating income..... 42,831 46,677 Percentage of net sales (%)..... 5.9 6.2 Non-operating income Interest and dividends..... 7,444 7.822 -378 (-4.8) Percentage of net sales (%)..... 1.0 1.0 2,505 Other income..... 4,268 -1,763 (-41.3) Percentage of net sales (%)..... 0.4 0.6 Non-operating expenses Interest ..... 3,373 2,854 +519 (18.2) Percentage of net sales (%)..... 0.4 0.4 Other expenses ..... 13,376 12,978 +398 (3.1) Percentage of net sales (%)..... 1.9 1.7 42,935 Ordinary income..... 36,032 -6,903 (-16.1) Percentage of net sales (%)..... 5.0 5.7 Extraordinary income..... 2,501 0 +2,501 (0.0) Percentage of net sales (%)..... 0.0 0.3 Extraordinary expenses..... 8,757 230 +8,527(3,707.4) Percentage of net sales (%)..... 1.2 0.0 Income before income taxes..... 29,777 42,705 -12,928 (-30.3) Percentage of net sales (%)..... 4.1 5.7 Provision for income taxes excluding enterprise tax ........ 20,200 -20,200 (-)Percentage of net sales (%)..... 2.7 10,800 Provision for income taxes including enterprise tax..... +10,800(-)Percentage of net sales (%)..... 1.5 22,505 -3,528 (-15.7) Net income.... 18,977 Percentage of net sales (%)..... 2.6 3.0 Retained earnings at beginning of year..... 4,405 4,727 -322 (-6.8) Percentage of net sales (%)..... 0.6 0.6 Reversal of reserve for social contribution..... 28 +28(-) Percentage of net sales (%)..... 0.0 Interim dividends..... 3,803 3,686 +117(3.2)Percentage of net sales (%)..... 0.5 0.5 380 368 Transfer to legal reserve..... +12 (3.3) Percentage of net sales (%)..... 0.1 0.0 Retained earnings at end of year..... 19,226 23,176 -3,950 (-17.0) Percentage of net sales (%)..... 2.7 3.1

(Millions of yen)

### III. Balance Sheets (Non-Consolidated)

March 31, 1998 and 1999 (1) Assets

(1)Assets			(Millions of yen)
	March 31, 1999	March 31, 1998	Change
Current Assets			
Cash on hand and in banks	60,124	61,278	-1,154
Notes receivable-trade	8,787	12,088	-3,301
Accounts receivable-trade	149,037	145,677	+3,360
Marketable securities	108,315	88,061	+20,254
Treasury stock	10	16	-6
Finished goods	32,840	42,565	-9,725
Raw materials	4,704	4,877	-173
Work-in-process	7,778	8,148	-370
Supplies	10,499	9,544	+955
Short-term loans receivable	91	83	+8
Accounts receivable-other	109,534	113,258	-3,724
Other current assets	6,303	3,866	+2,437
Allowance for doubtful accounts	-1,941	-2,096	+155
Total Current Assets	496,087	487,370	+8,717
Fixed Assets			
Tangible Fixed Assets			
Buildings	49,883	51,852	-1,969
Machinery and equipment	19,987	22,828	-2,841
Tools	21,410	21,524	-2,641
Land	24,953	24,973	-114
	2,461	3,418	-20 -957
Construction in progress			-937 -5,900
Total Tangible Fixed Assets	. 118,697	124,597	-3,900
Intangible Fixed Assets	. 663	503	+160
Investments and Other Assets			
Investment securities	16,359	21,969	-5,610
Investment in subsidiaries.	104,685	101,425	+3,260
Long-term loans receivable	11,207	17,534	-6,327
Other investments	10,443	9,194	+1,249
Allowance for doubtful accounts	-3,130	-2,111	-1,019
Total Investments and Other Assets	139,567	148,013	-8,446
Total Fixed Assets	258,928	273,114	-14,186
	755,016	760,484	

(2)Liabilities			(Millions of yen)
	March 31, 199	99 March 31, 199	8 Change
Current Liabilities			
Notes payable-trade	5,605	13,458	-7,853
Accounts payable-trade	89,861	84,434	+5,427
Bonds maturing within one year	15,000	, -	+15,000
Accounts payable-other	55,849	62,222	-6,373
Accrued enterprise tax	, -	3,662	-3,662
Accrued corporate tax	1,272	10,925	-9,653
Accrued expenses	20,801	28,894	-8,093
Accrued bonus	12,462	14,086	-1,624
Warranty reserve	545	701	-156
Notes payable-construction	845	1,482	-637
Other current Liabilities	3,583	3,035	+548
Total Current Liabilities	205,826	222,903	-17,077
Fixed Liabilities			
Bonds	40,000	40,000	-
Convertible bonds	65,120	65,178	-58
Estimated retirement allowances	14,501	14,047	+454
Long-term accrued expenses	2,054	2,120	-66
Total Fixed Liabilities	121,676	121,345	+331
Fotal Liabilities	327,503	344,249	-16,746
	March 31, 1999		
Common Stock	102,848	102,819	+29
Additional paid-in-capital		143,622	+29
Legal reserve.	12,935	12,159	+776
Retained earnings	1 112	1 171	50
Reserve for deferral of capital gain on property	1,113	1,171	-58
Reserve for special depreciation	383	463	-80 501
Reserve for warranty on computer programs	1,881	2,472	-591 -121
Reserve for social contribution	121	120.250	+121
General reserve	145,350	130,350	+15,000
Unappropriated retained earnings	19,226	23,176	-3,950
[Net income for the period]	[18,977]	[22,505]	[-3,528]
Γotal Retained earnings	168,077	157,633	+10,444
Fotal Shareholders' Equity	427,512	416,235	+11,277
Γotal Liabilities and Shareholders' Equity	755,016	760,484	-5,468
Notes:			
i. Accumulated depreciation on tangible fixed assets	288,187	269,889	
ii. Trade notes receivable discounted with banks	134	84	
iii. Treasury stock (shares)	9,232	12,210	
iv. Guarantee obligation	19,522	6,144	
v. Issuance of new shares during the year	17,522	0,177	
Conversion of convertible bonds (shares)			
	52.209	34.170 930	
Amount transferred to common stock (millions of		34,170,930 [20,785]	
[Amount transferred to common stock (millions ovi. Contingent liabilities related to		34,170,930 [20,785]	

50,000

25,000

debt assumption agreements for bonds.....

#### **Significant Accounting Policies**

#### 1. Valuation method for securities

Stock exchange-listed securities are stated at the lower of moving cost or market. Securities not listed on a stock exchange are stated at the moving average cost.

(Additional Information)

To date, Ricoh has rounded off in applying the lower of cost or market. In line with the 1998 reform of corporate tax law, however, the Company started using the reversal method. There is no impact on the financial statements.

#### 2. Valuation method for inventories

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

#### 3. Depreciation of fixed assets

Tangible fixed assets are depreciated using the declining balance method. Intangible fixed assets are depreciated using the straight-line method.

For buildings (excluding fixtures) secured after April 1, 1998, however, Ricoh uses straight-line depreciation as governed by corporate tax law.

(Additional Information)

In line with the 1998 reform of corporate tax law, Ricoh uses straight-line depreciation for buildings (excluding fixtures) secured after April 1, 1998, as governed by that law. The impact on the financial statements is minimal. In line with the 1998 reform of corporate tax law, from fiscal 1999 Ricoh shortened the durable lifespans of its buildings (excluding fixtures). The impact on the financial statements is minimal.

#### 4. Deferred Assets

These assets are all processed as expended.

#### 5. Basis for provision of reserves

- 1) The allowance for doubtful accounts is provided to cover possible losses arising from bad debts and represents the total of possible individual doubtful accounts plus the allowance deductible under Japanese Income Tax Law.
- 2) The reserve for accrued bonuses is provided by estimating the amount of bonuses payable to employees for the current financial year under our corporate rules for calculating such bonus payment.
- 3) The reserve for retirement allowances is provided under unfunded retirement plans for both employees and directors.

A pension plan (integration of benefits under government and private funded pension plans) is provided for all employees. In addition, we have a retirement allowance plan for certain qualified employees, a part of which has been funded under the qualified pension plan. For accounting purposes, the reserve for retirement allowances represents the balance of the estimated necessary amount to be provided for indemnities to all employees who may retire on a voluntary basis under the applicable corporate rule, after the deduction of the pension plan assets

A retirement allowance reserve for directors is provided in the amount of ¥744 million covering the indemnities payable under the applicable corporate rule. This reserve is provided under Article 287-2 of the Japanese Commercial Code.

#### 6. Consumption Taxes

Consumption taxes are excluded from revenues and expenses.

The refundable consumption tax at the end of year is included in "Other current assets" in the balance sheets.

### 7. Leasing

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

### 8. Change in Enterprise Tax Categorization

To date, Ricoh has handled enterprise taxes (¥2.3 billion in fiscal 1999) as part of "Selling, general and administrative expenses." In accordance with a section of the Auditing Committee Report No. 63, issued by the Certified Public Accountants Association of Japan, entitled "Accounting for Taxes and Disclosure and Auditing," from fiscal 1999 Ricoh began including enterprise tax in "Income taxes."

Operating income, ordinary income, and income before income taxes increased by the amount of this change.

### 9. Change in Presentation of Accrued Enterprise and Business Taxes

To date, Ricoh has presented accrued enterprise and business taxes as "Accrued enterprise tax." From fiscal 1999, however, the Company made accrued enterprise taxes part of "Accrued corporate tax" and accrued business taxes part of "Accounts payable-other."

### (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)

	Year ended March 31, 1999		Year ended Ma		Year end	ded March 31,	1998
	Lease	Accumulated	Year-end	Lease	Accumulated	Year-end	
	acquisition	depreciation	balance	acquisition	depreciation	balance	
	price			price	_		
Machinery	12,420	6,983	5,437	11,107	4,162	6,944	
and							
equipment							
Others	4,225	2,251	1,974	4,413	2,144	2,269	
Total	16,646	9,235	7,411	15,520	6,307	9,213	

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

(Millions of ven)

		(Williams of year)
	Year ended March 31, 1999	Year ended March 31, 1998
Less than one year	3,705	3,692
More than one year	4,025	5,928
Total	7,731	9,620

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

(Millions of yen)

	Year ended March 31, 1999	Year ended March 31, 1998
Lease payment charges	4,479	4,169
Depreciation	4,063	3,620
Interest paid	435	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.

## **IV. Proposed Appropriation of Retained Earnings**

(Millions of yen)

	Year ended March 31, 1999	Year ended March 31, 1998	Change	
Unappropriated retained earnings at end of year	19,226	23,176	-3,950	
Reversal of reserve for deferral of capital gain on property	53	57	-4	
Reversal of reserve for special depreciation	128	136	-8	
Reversal of reserve for warranty on computer programs	563	685	-122	
Total	. 19,972	24,056	-4,084	

### To be appropriated as follows:

(Millions of yen)

	(14111)	ions or yen)
Year ended March 31, 1999	Year ended March 31, 1998	Change
395	395	-
3,803	3,803	-
5.50	5.50	
150	150	-
. 2	-	+2
15	57	-42
60	94	-34
78	150	-72
11,000	15,000	-4,000
4,466	4,405	+61
	March 31, 1999  395 3,803 5.50 150 2 15 60 78 11,000	Year ended March 31, 1999         Year ended March 31, 1998           395         395           3,803         3,803           5.50         5.50            150           15         57           60         94           78         150           11,000         15,000

#### Notes:

- i. Reserve for deferral of capital gain on property, special depreciation, and warranty for computer program, are based on the Special Taxation Measures Law.
- ii. On December 10, 1998, the company made interim cash dividends of ¥5.50 per share totaling ¥3,803,771,169.

### V. Dividend Policy

Ricoh's core businesses of copiers and related supplies and communications information systems are experiencing dramatic changes in technology and market structures. To become stronger and cultivate new opportunities, the Company accordingly maintains a basic policy of bolstering internal reserves while maintaining stable returns to shareholders through earnings improvements.

For fiscal 1999, Ricoh made an interim dividend of ¥5.50 per share, and plans to match that amount for the end of the term, for a total of ¥11.00 per share for the year. Consequently, our payout ratio for the term will be 40.1%. The return on equity will be 4.5%, with the return on investment reaching 1.8%.

We intend to allocate the internal reserves to investments in medium- and long-term growing fields. On April 18, 1996, when we made our ninth issue of unsecured convertible bond, we pledged to maintain a certain standard payout ratio for the three years starting in fiscal 1997. The tables below illustrate the statuses of those pledges.

#### Ninth issue of unsecured convertible bond

	Pledged Payout Ratio	Actual Payout Ratio	
Fiscal 1996 (before financing)	-	38.2%	
Fiscal 1997 (After financing)	30.0%	39.7%	
Fiscal 1998 (After financing)	30.0%	33.3%	
Fiscal 1999 (After financing)	30.0%	40.1%	
Three-period average	-	37.5%	

	Adjusted Payout Ratio	Pledged/Adjusted
Fiscal 1996 (before financing)	39.8%	-
Fiscal 1997 (After financing)	39.7%	132.3%
Fiscal 1998 (After financing)	33.3%	110.9%
Fiscal 1999 (After financing)	43.4%	144.8%
Three-period average	38.4%	128.0%

#### Note:

Net income in each year includes an extraordinary post-tax profit, so the fully adjusted payout ratio is as pledged.

#### VI. Fair Market Value of Marketable Securities

[Of affiliates] .....

			(Millions of yen)
Year ended March	31, 1999		
	Carrying value evaluated	Fair market value	Evaluated gains/losses
1. Current assets			
Equities	8,137	22,693	14,555
Bonds	6,521	6,637	116
Others	33,990	34,055	65
Subtotal	48,649	63,387	14,737
2. Fixed assets			
Equities	16,513	125,638	109,124
[Of affiliates]	[11,198]	[116,155]	[104,957]
Bonds	-	-	-
Others	-	-	-
Subtotal	.16,513	125,638	109,124
[Of affiliates]	[11,198]	[116,155]	[104,957]
Totals	.65,163	189,025	123,861

[11,198]

[116,155]

			(Millions of yen)					
Year ended March 31, 1998								
	Carrying value evaluated	Fair market value	Evaluated gains/losses					
1. Current assets								
Equities	6,413	25,235	18,822					
Bonds	10,486	10,789	302					
Others	23,829	23,850	20					
Subtotal	40,729	59,875	19,145					
2. Fixed assets								
Equities	15,278	82,127	66,848					
[Of affiliates]	[9,317]	[70,036]	[60,718]					
Bonds		- · · -	-					
Others	-	_	-					
Subtotal		82,127	66,848					
[Of affiliates]	[9,317]	[70,036]	[60,718]					
Totals	56,008	142,002	85,994					
[Of affiliates]	[9,317]	[70,036]	[60,718]					

#### Notes:

- i. Basis for fair market value calculation
  - (1) Listed securities; Year end closing quated prices from Tokyo Stock Exchange
  - (2) Over-the-counter securities...Trading prices announced by the Securities Dealers Association of Japan
  - (3) Securities investment trusts...Standard price
  - (4) The calculation of the fair market 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 Dealers Association of Japan.
- ii. Equities holdings include the treasury stock.

[104,957]

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

(1) Current assets		(Millions of yen)
	Year ended	Year ended
	March 31, '99	March 31, '98
a. Money management fund	25,633	-
b. Commercial paper	17,988	24,956
c. Unlisted foreign bonds	14,035	21,191
d. Unlisted domestic bonds with remaining		
redemption periods of less than one year	2,019	1,000
d. Securities investment trust under closing period		200
(2) Fixed assets		(Millions of yen)
	Year ended	Year ended
	March 31, '99	March 31, '98
a. Unlisted equities and investments		
excluding securities traded over-the-counter	101,156	104,740
[Including those of affiliates]	[97,839]	[97,707]

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

1. Currencies (Millions of yen)

	Туре			ended 31, 1999		Year ended March 31, 1998			
		Contract amounts, etc.	More than	Market price	Appraised loss	Contract amounts, etc.	More than	Market price	Appraised loss
Non-market transactions	*Forward exchange transactions sales of US\$	-	one year	-		24	one year	33	-8
Tota	al	_	-	-	-	_	-	33	-8

### Notes: Calculation method of market price

- i. The direct markets were used for foreign currency markets at year-end.
- ii. Forward exchange contracts are attached to foreign exchange monetary credits and debts, so the latter amounts are those for which the yen-denominated amounts are fixed at the end of the period under review. The relevant yen-denominated amounts shown on the balance sheets are not disclosed.

2. Interest (Millions of yen)

~, _,	itterest						,	IVIIIIIIII	1 / (11)	
	Type		Year ended				Year ended			
	Type	March 31, 1999				March 31, 1998				
			Market	Appraised	Contract		Market	Appraised		
		amounts,		price	loss	amounts,		price	loss	
		etc.				etc.				
			More than				More than			
			one year				one year			
	Interest swap						-			
	transactions									
	*Fixed receivable/	9,000	-	159	159	12,000	9,000	512	512	
Non	fluctuating payment									
Non-market transactions	*Fixed payment/	5,500	-	-63	-63	12,490	5,000	-432	-432	
:ket	fluctuating receivable									
tran	*Fluctuating receivable	10,000	-	78	78	10,000	10,000	205	205	
sacti	and payment									
ions										
	Interest options									
	transactions									
	*Call	5,000	-	0	-13	5,000	5,000	0	-41	
		(13)				(41)	(41)			
Tota	al	_	-	174	160	_	-	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.