

October 31, 2013

Company name: Ricoh Company, Ltd.

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Change of Share Trading Unit Size and Amendment of the Articles of Incorporation

Ricoh Company, Ltd. ('the Company') has announced that, on October 31, 2013, the Board of Directors of the Company resolved to change the share trading unit size and to amend the articles of incorporation in accordance with Article 195, Section 1, of the Corporation Law, as follows.

1. Change of share trading unit size

(1) Recent situation about share trading unit size and reason for the change

The Company has decided to lower the number of shares constituting one unit of shares, in light of the goal of unifying the number of trading units of common stock at 100 shares, which was set forth in the Action Plan for the Consolidation of Trading Units announced by Japanese stock exchanges, and to enhance the liquidity of its shares and expand the scope of investors, including private investors.

(2) Details of the change

The share trading unit size will be changed from 1,000 shares to 100 shares.

(3) Prospective effective date of the change

January 1, 2014

Supplementary information: The share trading unit size on the Tokyo, Nagoya, Fukuoka, and Sapporo Stock Exchange will also be changed to 100 shares effective January 1, 2014.

2. Amendment to the articles of incorporation

(1) Reason for the amendment

Due to the change in the share trading unit size described above.

(2) Details of the amendment

As stated below.

(Underlining signifies changed text.)

Current articles of incorporation	After amendment
Chapter II. Shares	Chapter II. Shares
(Number of Shares Constituting One Unit)	(Number of Shares Constituting One Unit)
Article 8. The number of shares constituting one unit of shares of the Company shall be <u>one thousand (1,000)</u> shares.	Article 8. The number of shares constituting one unit of shares of the Company shall be <u>one hundred (100)</u> shares.
	Supplementary Provision
	Article 1. The change of Article 8 shall be effective on January 1, 2014, and the provision of Article 8 as in effect until the effective date shall be as follows as before.
	(Number of Shares Constituting One Unit)
	Article 8. The number of shares constituting one unit of shares of the Company shall be one thousand (1,000) shares.
	Article 2. The provision of Article 1 of the Supplementary Provision shall be deleted on the effective date of the change of Article 8.

End.