



December 2, 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 through Off-Auction Own Share Repurchase Trading (ToSTNeT-3) and treasury shares retirement

Ricoh Company, Ltd., announces that its Board of Directors resolved in a meeting held on December 2, 2024 on share repurchase and the detailed method of the repurchase, 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. Method of share repurchase

At 8:45 a.m. on December 3, 2024, a consigned purchase order will be placed with the Tokyo Stock Exchange Off-Auction Own Share Repurchase Trading (ToSTNeT-3) system at the base price of ¥1,738.5 dated December 2, 2024 (no changes to other transaction systems or transaction times will be made). The purchase order will apply only to the specified transaction time.

3. Details of share repurchase

(1) Share category	Common stock
(2) Total number of shares to be repurchased	17,256,200 shares (representing 2.94% of issued and outstanding shares (excluding treasury shares))
(3) Total amount of share repurchase cost	¥29,999,903,700
(4) Announcement of share repurchase results	To be announced after the completion of the transaction at 8:45 a.m. on December 3, 2024

Note 1: No change will be made to the number of shares specified above. Note, however, that part or all of the repurchase may not be carried out depending on market trends and other factors.

Note 2: The purchase will be made on the basis of sell orders corresponding to the number of shares scheduled to be repurchased.

Multiple shareholders have notified Ricoh of their intention to offer total of 17,744,800 shares for the repurchase.

4. Details of treasury share retirement

(1)	Share category	Common stock
(2)	Total number of treasury shares to be retired	All repurchased shares mentioned in section 3
(3)	Scheduled date of retirement	January 31, 2025

*The number of retired treasury shares will be separately announced once the share repurchase detailed in Section 3 is completed.

Reference: Total number of treasury shares (as of September 30, 2024)

(1) Total number of shares issued (excluding treasury shares)	586,902,416 shares
(2) Total number of treasury shares	86,962 shares