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July 15, 2025

Company name:	RICOH LEASING COMPANY, LTD.
Name of representative:	Tokuharu Nakamura, President and Chief Executive Officer (Securities code: 8566; Prime Market)
Inquiries:	Kentaro Takita, Executive Officer and General Manager of Corporate Management Division (Telephone: +81-50-1702-4203)

Notice Concerning Relocation of Head Office

RICOH LEASING COMPANY, LTD. (the “Company”) hereby announces that a resolution to relocate the Company’s head office was approved at a meeting of the Board of Directors, as described below.

1. New head office address

1-5-2 Higashi-Shinbashi, Minato-ku, Tokyo, Japan
Current head office address:
4-1 Kioicho, Chiyoda-ku, Tokyo, Japan

2. Head office relocation date

July 22, 2025

3. Future outlook

The impact of this relocation on our consolidated financial results is minimal.

4. Other matters

For the reasons for the relocation and the details of the amendments to the Articles of Incorporation, please refer to the “Notice Concerning Partial Amendments to the Articles of Incorporation” disclosed on May 2, 2025.

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May 2, 2025

Company name:	RICOH LEASING COMPANY, LTD.
Name of representative:	Tokuharu Nakamura, President and Chief Executive Officer (Securities code: 8566; Prime Market)
Inquiries:	Kentaro Takita, Executive Officer and General Manager of Corporate Management Division (Telephone: +81-50-1702-4203)

Notice Concerning Partial Amendments to the Articles of Incorporation

RICOH LEASING COMPANY, LTD. (the “Company”) hereby announces that it has resolved, at a meeting of the Board of Directors held on May 2, 2025, to submit a proposal regarding partial amendments to the Articles of Incorporation, as described below, at the 49th Annual General Meeting of Shareholders scheduled to be held on June 23, 2025.

1. Reason for the amendments to the Articles of Incorporation

- (1) To facilitate smooth organizational management, the current head office (Minato-ku, Tokyo) will be changed to the Registered Office, and the location of the head office, as stipulated in Article 3 of the current Articles of Incorporation, will be changed from Chiyoda-ku, Tokyo to Minato-ku, Tokyo. The change will take effect on the date of the head office relocation to be determined at a meeting of the Board of Directors to be held by September 30, 2025, and the Supplementary Provisions will stipulate to that effect. Such Supplementary Provision shall be deleted on the effective date.
- (2) With the enforcement of the “Law for Partial Revision of the Industrial Competitiveness Enhancement Act, etc.,” listed companies are now able to hold shareholders’ meetings without a fixed place (so-called “virtual-only shareholders’ meetings”) under certain conditions stipulated in their articles of incorporation. The Company has been working to strengthen its corporate governance and views the General Meeting of Shareholders as a valuable opportunity to promote dialogue with its shareholders. The Company believes that it is important to reduce physical restrictions on shareholders who have had difficulty attending the General Meeting of Shareholders due to travel time and expenses, and to provide more shareholders with opportunities to participate. To this end, we have implemented a hybrid attendance-type virtual shareholders’ meeting that allows shareholders to view the meeting via the Internet or other means, ask questions, make statements, and exercise their voting rights. Furthermore, we have decided to take this initiative one step further and amend Article 13 of the current Articles of Incorporation in the belief that it is in the best interests of our shareholders to diversify the method of holding shareholders’ meetings as an option in preparation for emergency situations such as infectious diseases and natural disasters, as well as for the progress of digitalization in society as a whole. The Company meets the requirements stipulated in the Ordinance of the Ministry of Economy, Trade and Industry and the Ordinance of the Ministry of Justice, and has received confirmation from the Minister of Economy, Trade and Industry and the Minister of Justice.

<Decision to hold a virtual-only shareholders' meeting>

In the event that a virtual-only shareholders' meeting is to be held, the Company will carefully consider whether or not to implement such a meeting, taking into consideration the circumstances surrounding the Company and its shareholders, the agenda of the shareholders' meeting, the opinions of shareholders, and other factors, and placing the highest priority on the rights of shareholders.

<Decision to hold a virtual-only shareholders' meeting>

It is the Company's policy to implement a transparent General Meeting of Shareholders by introducing a system and mechanism that will not be arbitrarily operated so that shareholders can retain the following rights:

- A) The right to ask questions
- B) The right to exercise voting rights
- C) The right to propose motions
- D) (If a shareholder proposal is made) the right for the proposing shareholder to explain the proposal

The procedures for shareholders to attend the meeting, how to ask questions and make motions, how to exercise voting rights, and other necessary matters will be clarified and communicated to shareholders in the notice convening the meeting.

2. Details of amendments to the Articles of Incorporation

Details of the amendments are as follows:

(Underlined portions are amended)

Current articles of incorporation	Proposed amendment
Article 3 (Location of Head Office) The Company shall have its head office in <u>Chiyoda-ku</u> , Tokyo.	Article 3 (Location of Head Office) The Company shall have its head office in <u>Minato-ku</u> , Tokyo.
Article 13 (<u>Timing of Convocation</u>) An ordinary General Meeting of Shareholders shall be convened in June of each year, and an extraordinary General Meeting of Shareholders shall be convened whenever necessary.	Article 13 (<u>Convocation of Meeting</u>) (Unchanged) <u>2. The Company may hold a general meeting of shareholders without a designated location.</u>
(New)	<u>Supplementary Provision</u> <u>(Effective Date)</u> <u>The amendment to Article 3 (Location of Head Office) of the Articles of Incorporation shall take effect on the date of relocation of the head office to be determined by the Board of Directors at a meeting to be held by September 30, 2025. This Supplementary Provision (Effective Date) shall be deleted after the effective date of the head office relocation date.</u>

3. Schedule

Date of the General Meeting of Shareholders for approval of the amendments to the Articles of Incorporation:
June 23, 2025 (scheduled)

Effective date of the amendments to the Articles of Incorporation: June 23, 2025 (scheduled)