



Annual Fee Disclosure Statement — Important Information About Your Investment Options, Fees, and Other Expenses for the Ricoh USA, Inc. Retirement Savings Plan

The Ricoh USA, Inc. Retirement Savings Plan (the “RSP” or “Plan”) is a great way to build savings for your future. Through the RSP you get:

- The convenience of **automatic savings** through payroll deductions and the opportunity for **tax advantages** through before-tax and Roth after-tax contributions
- **Contributions from Ricoh** that match a portion of your savings
- A **flexible, comprehensive investment line-up** that is monitored by the Ricoh Retirement Plans Committee and includes options that are only available to large, institutional investors

You’ll want to make sure you are taking full advantage of the RSP by choosing a savings rate and investments in the Plan to meet your long-term retirement needs. Use the tools available on the Plan’s website (see the website address at the bottom of this page) to explore how your savings and investment decisions affect your long-term savings goals.

Review this statement to learn more about fees and expenses, the Plan’s investment options, and where to go for more information or to take action. To learn more about the Plan, please see the Summary Plan Description available on the Plan’s website at:

<http://digital.alight.com/rus>

Non-Employee Participant Recordkeeping Fee

Any participant with a balance in the RSP that is not an active employee with Ricoh USA, Inc. or its affiliates will be charged a quarterly recordkeeping of \$10.46 which will be deducted pro-rata from their RSP account balance.

1. About Fees and Expenses

As with other investments, many fees and expenses for the RSP are paid by investors; in this case, participants in the Plan. There are several types of fees:

- **Investment fees.** Investment fees are used to pay for investment management services and expenses. You won’t see these fees directly because they are charged to plan investment options and reduce your investment earnings. These fees are included in the “Total Annual Expense Ratio” provided in Section 3 of this statement.
- **Administrative fees** include trustee, legal, accounting, recordkeeping and other fees and expenses associated with maintaining the Plan. You won’t see these fees directly because they are charged to plan investment options and reduce your investment earnings. These fees are included in the “Total Annual Expense Ratio” provided in Section 3 of this statement. See the next page to learn more about these fees.
- **Individual fees** include charges associated with a service or transaction that you may select. See the next page to learn more about these fees.
- When you decide to invest in any of the funds in the RSP, there are no upfront sales loads or charges. However, a few of the Plan’s investment options have **redemption fees** that apply if you move money out of these funds before a minimum period of time or “holding period.” (Section 3 identifies any redemption fees that apply to the Plan’s investment options.)

What’s Inside

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Administrative and Individual Fees in the RSP

- **Administrative fees:** The Plan is charged fees for Plan services, such as trustee, legal, recordkeeping, and accounting services. The Plan offsets these fees by adding a 0.09% administration fee to each of the investment options in the Plan. This 0.09% administration fee is included in the “Total Annual Expense Ratio” in Section 3 of this statement.
- **Individual fees:** The only individual fee that the Plan charges, aside from the non-employee participant fee referenced above, is a \$75 loan origination fee, which is assessed whenever you take a loan from the RSP. This fee is taken out of your loan proceeds.

Learn more about applicable Plan fees on the Plan's website.

Fees and expenses are important because they can substantially reduce the growth of your account over the long term. (You can find an example that illustrates the long-term affect of fees and expenses on the Employee Benefit Security Administration's website, <https://www.dol.gov/sites/default/files/ebsa/about-ebsa/our-activities/resource-center/publications/a-look-at-401k-plan-fees.pdf>). However, fees are still only one of several factors to consider when making investment decisions. You also should carefully consider other key factors, including asset class and investment risk, investment objectives, principal investment strategies, and historical performance when selecting investment options.

2. The Plan's Investment Options

As a participant in the Ricoh RSP, you're responsible for investing your account in one or any combination of the Plan's investment options. Section 3 provides more specific information about the investment options, which include:

- **Target Retirement Date Funds** and the **Core Funds** that primarily provide you with investments that have returns that can change as the market goes up and down.

You may change your investment elections as often as you like. Keep in mind, however, that some funds are subject to trading restrictions. If trading restrictions apply, they will be listed in Section 3.

Choosing Your Investment Strategy

Ultimately, how you invest your account should depend on your age, lifestyle, accumulated wealth, years to retirement, and comfort level with risk. This statement only provides some information about your investment choices, like fees, expenses, and historical returns. Your decisions should be based on the full picture, taking into account your individual situation, not just the information in this statement.

- **To Learn More About the Investment Options.** To learn more about the investment funds offered and fees that apply to these funds, visit the RSP website (see the website address at the bottom of this page). You can find fund facts, current fund performance metrics, and other fund information. You can also receive free of charge more information about the funds, including paper copies of the information that is provided online, by calling Benefits Express toll-free at **1-800-953-2526**. Representatives are available from 8:00 a.m. to 4:00 p.m., Central Time, Monday through Friday (except holidays).
- **To Enroll or Make Changes to Your Investments.** You can enroll in the RSP or make changes to your investments at any time by logging on to the Plan's website (see the website address at the bottom of this page). Once you have logged on you can:
 - **Enroll**—simply go to Retirement Savings > Start Savings Now > Enroll Now
 - **Change your current investment mix or your investment elections for future contributions**—go to Retirement Savings > 401(k) Savings Plan > Investments > Change Investments and follow the instructions on the website

3. Investment-Related Information

The following table provides you with information on the investment options that have a variable rate of return. You'll find three things:

1. General information about the investment option (name and type)
2. Annual fee information including total annual operating expenses of each fund (often called the expense ratio) plus other shareholder-type fees or investment restrictions²
3. Historical performance for the fund and an appropriate benchmark for the same period of time³

For more information about this statement, you may contact Benefits Express at **1-800-953-2526** or the Plan Administrator:

Ricoh USA, Inc.
300 Eagleview Boulevard,
Suite 200
Exton, PA 19341

Keep in mind, however, that past performance does not guarantee how the investment option will perform in the future. Your investments in these options could lose money. Information about an option's principal risks is available on the Plan's website (see the website address at the bottom of this page).

← General Information →		← Fee Information →			← Historical Performance →			
Fund Name/ Benchmark	Type of Investment / Asset Class	Total Annual Expense Ratio ¹	Annual Cost Per \$1,000 of Investment	Shareholder-Type Fees and Investment Restrictions ²	Average Annual Total Return as of 12/31/20 (Fund and Benchmark)			
					1 yr.	5 yr.	10 yr.	Incept. to date
Target Date Funds								
BlackRock LifePath Index Retirement Fund <i>Benchmark: Dow Jones Moderately Conservative Index</i>	Lifestyle	0.18%	\$1.80	N/A	11.86% 10.08%	7.75% 7.35%	6.02% 5.96%	5.96% 6.59%
BlackRock LifePath Index 2025 Fund <i>Benchmark: Dow Jones U.S. Target 2025 Index</i>	Lifestyle	0.18%	\$1.80	N/A	12.08% 9.62%	8.99% 7.66%	7.16% 6.58%	6.17% 5.98%
BlackRock LifePath Index 2030 Fund <i>Benchmark: Dow Jones U.S. Target 2030 Index</i>	Lifestyle	0.18%	\$1.80	N/A	12.78% 10.88%	9.82% 8.86%	7.72% 7.52%	7.68% 7.97%
BlackRock LifePath Index 2035 Fund <i>Benchmark: Dow Jones U.S. Target 2035 Index</i>	Lifestyle	0.18%	\$1.80	N/A	13.42% 12.15%	10.60% 9.93%	8.25% 8.31%	6.70% 7.06%
BlackRock LifePath Index 2040 Fund <i>Benchmark: Dow Jones U.S. Target 2040 Index</i>	Lifestyle	0.18%	\$1.80	N/A	14.03% 13.28%	11.28% 10.84%	8.69% 8.95%	8.18% 8.53%
BlackRock LifePath Index 2045 Fund <i>Benchmark: Dow Jones U.S. Target 2045 Index</i>	Lifestyle	0.18%	\$1.80	N/A	14.69% 14.18%	11.76% 11.48%	9.05% 9.37%	7.03% 7.78%
BlackRock LifePath Index 2050 Fund <i>Benchmark: Dow Jones U.S. Target 2050 Index</i>	Lifestyle	0.18%	\$1.80	N/A	15.10% 14.78%	11.96% 11.83%	9.25% 9.56%	6.18% 6.97%
BlackRock LifePath Index 2055 Fund <i>Benchmark: Dow Jones U.S. Target 2055 Index</i>	Lifestyle	0.18%	\$1.80	N/A	15.20% 15.03%	11.98% 11.90%	9.40% 9.59%	10.49% 9.92%
BlackRock LifePath Index 2060 Fund <i>Benchmark: Dow Jones U.S. Target 2060 Index</i>	Lifestyle	0.18%	\$1.80	N/A	15.20% 15.03%	11.97% 11.90%	N/A N/A	9.04% 9.12%

← General Information →		← Fee Information →			← Historical Performance →			
Fund Name/ Benchmark	Asset Class	Total Annual Expense Ratio ¹	Annual Cost Per \$1,000 of Investment	Shareholder-Type Fees and Investment Restrictions ²	Average Annual Total Return as of 12/31/20 (Fund and Benchmark)			
					1 yr.	5 yr.	10 yr.	Incept. to date
Core Funds								
BlackRock Lifepath Index 2065 Fund <i>Benchmark: Dow Jones U.S. Target 2060 Index</i>	Lifestyle	0.18%	\$1.80	N/A	15.06% 15.03%	N/A N/A	N/A N/A	17.12% 18.16%
Stable Value Fund <i>Benchmark: Bank of America Merrill Lynch USD LIBOR 3 M Cons Maturity TR</i>	Stable Value	0.415%	\$4.15	N/A	2.21% 1.08%	2.08% 1.50%	2.04% 0.90%	4.56% N/A
Vanguard Total Bond Market Index <i>Benchmark: Bloomberg Barclays Capital U.S. Aggregate Bond TR</i>	Bond	0.125%	\$1.25	30 Calendar Day Purchase block on any money transferred in	7.66% 7.51%	4.38% 4.44%	3.67% 3.84%	4.33% 4.59%
Loomis Sayles Core Plus Fixed Income Trust <i>Benchmark: Bloomberg Barclays U.S. Universal Trust</i>	Bond	0.44%	\$4.40	N/A	11.06% 7.58%	6.30% 4.87%	N/A N/A	4.90% 3.82%
Vanguard Balanced Index Fund <i>Benchmark: Dow Jones Moderately Aggressive Index</i>	Balanced	0.15%	\$1.50	30 Calendar Day Purchase block on any money transferred in	16.30% 14.14%	11.18% 11.08%	9.84% 8.94%	7.01% 7.56%
Vanguard Total Stock Market Index <i>Benchmark: Russell 3000 TR</i>	Domestic Equity All Cap	0.11%	\$1.10	30 Calendar Day Purchase block on any money transferred in	20.89% 20.89%	15.32% 15.43%	13.63% 13.79%	7.77% 7.87%
Wellington SMID Cap Research Equity <i>Benchmark: Russell MidCap TR</i>	Mid Cap Core	0.78%	\$7.80	N/A	20.69% 17.10%	15.70% 13.40%	N/A N/A	13.74% 11.17%
Vanguard U.S. Growth Fund <i>Benchmark: Russell 1000 Growth Index</i>	Large US Equity	0.37%	\$3.70	N/A	58.74% 38.49%	22.83% 21.00%	18.59% 17.21%	9.23% 9.67%
T.Rowe Price Equity Income Fund <i>Benchmark: Russell 1000 Value TR</i>	Large Cap Value	0.54%	\$5.40	N/A	1.35% 2.80%	9.96% 9.74%	9.22% 10.50%	10.43% 10.60%
Vanguard Institutional Index Fund <i>Benchmark: S&P 500 TR</i>	Large US Equity	0.12%	\$1.20	30 Calendar Day Purchase block on any money transferred in	18.30% 18.40%	15.08% 15.22%	13.70% 13.88%	9.23% 9.71%
American Funds EuroPacific Growth Fund <i>Benchmark: MSCI EAFE Growth NR USD</i>	International	0.55%	\$5.50	30 Calendar Day Purchase block on any money transferred in	25.15% 18.29%	12.36% 10.50%	8.00% 7.51%	8.27% 5.10%
Dodge & Cox International Stock Fund <i>Benchmark: MSCI EAFE NR USD</i>	International	0.72%	\$7.20	N/A	2.00% 7.82%	6.54% 7.45%	4.49% 5.51%	6.88% 5.01%
Vanguard Global Equity <i>Benchmark: MSCI World NR USD</i>	International	0.57%	\$5.70	30 Calendar Day Purchase block on any money transferred in	22.28% 15.90%	13.88% 12.19%	10.75% 9.87%	9.48% 7.43%
Vanguard Total International Stock Index <i>Benchmark: MSCI EAFE NR USD</i>	International	0.17%	\$1.70	30 Calendar Day Purchase block on any money transferred in	11.19% 7.82%	9.01% 7.45%	5.07% 5.51%	5.33% 5.71%

¹ Total annual operating expenses (i.e., expense ratio) include investment fees and administrative fees.

² Shareholder-Type Fees and Investment Restrictions outlines any fees paid directly from your investment in this option (e.g., [sales loads, sales charges, deferred sales charges, redemption fees, exchange fees, account fees, purchase fees, transfer or withdrawal fees, surrender charges, contract maintenance fees, and mortality and expense charges]) and any restrictions (e.g., [round trip, equity wash and purchase block provisions]) on trading that might exist for a specific investment option.

4. Terms You Should Know

For definitions related to investments, go to the Plan's website (see website address below). You will find definitions by typing in the Search Bar on the right "Investing in Your Plan's Funds. From here you will find a link which describes key terms. Here are a few key terms and concepts to help you understand the information described in this statement.

Asset class: A specific category of assets or investments (such as stocks, bonds, or cash) as well as certain types of stocks (such as international stocks, large-cap stocks, etc.). Assets within the same class generally exhibit similar characteristics.

Benchmark: A benchmark is typically a market index that tracks general market performance of similar types of investments. For instance, the S&P 500 Index is commonly used as a benchmark for large-cap stocks.

Core Funds: Each of these funds represents a single asset class. A combination of Core

Funds is needed to have a diversified portfolio that will provide the most optimal long-term investment experience.

Designated Investment Advisor: This is the individual or organization that manages investments for individuals who choose to participate in managed account services.

Investment management fees: Fees paid to the investment manager for selecting and managing the investments in an investment option. These fees may also include costs such as advertising and promotion, administration, and other related services.

Purchase Block: This transfer restriction applies when money is moved out of a fund and then cannot be moved back into the fund for a specific period of time (usually 30 to 90 days).

BlackRock LifePath Index funds: These funds are premixed, diversified investment strategies that are designed to be a single investment solution. They have a mix of underlying investments that are generally appropriate for a given retirement date.