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Securities code: 7976 March 8, 2022

To our shareholders:

Eiichiro Suhara Representative Director, Chairman **Mitsubishi Pencil Co., Ltd.** 5-23-37, Higashi-ohi, Shinagawa-ku, Tokyo

Notice of the 147th Annual General Meeting of Shareholders

You are hereby notified that the 147th Annual General Meeting of Shareholders of Mitsubishi Pencil Co., Ltd. (the "Company") will be held as indicated below.

From the viewpoint of preventing the spread of the novel coronavirus disease (COVID-19), we strongly recommend that you, regardless of your health condition, refrain from attending the General Meeting of Shareholders in person if possible and exercise your voting rights in advance in writing or via the Internet. Please review the attached Reference Documents for the General Meeting of Shareholders and exercise your voting

rights by 5:10 p.m. on Tuesday, March 29, 2022 (JST).

- 1. Date and Time: Wednesday, March 30, 2022 at 10:00 a.m. (JST) (The venue opens at 9:30 a.m. (JST))
- 2. Venue: Second Floor Seminar Room at the Company's Head Office

5-23-37, Higashi-ohi, Shinagawa-ku, Tokyo

3. Purpose of the Meeting

Matters to be reported:

- 1. Business Report and Consolidated Financial Statements for the 147th fiscal year (from January 1, 2021 to December 31, 2021), and the results of audits of the Consolidated Financial Statements by the Financial Auditor and the Audit & Supervisory Board
- 2. Non-consolidated Financial Statements for the 147th fiscal year (from January 1, 2021 to December 31, 2021)

Matters to be resolved:

- Proposal No. 1 Appropriation of Surplus
- Proposal No. 2 Partial Amendments to the Articles of Incorporation
- Proposal No. 3 Election of Nine (9) Directors
- Proposal No. 4 Election of Two (2) Audit & Supervisory Board Members
- Proposal No. 5 Election of One (1) Substitute Audit & Supervisory Board Member
- **Proposal No. 6** Renewal of Countermeasures to Large-Scale Acquisitions of Company Shares (Takeover Defense Measures)
- Of the documents to be provided at the time of this notice, Systems to Ensure Appropriateness of Operations and Operational Status of the Systems as well as Basic Policy on Control of the Company in the Business Report, the Consolidated Statement of Changes in Equity and the Notes to Consolidated Financial Statements, and the Non-consolidated Statement of Changes in Equity and the Notes to the Non-consolidated Financial Statements are posted on our website below in accordance with relevant laws and regulations and the Company's Articles of Incorporation, and are not stated in this notice. Note that the Business Report audited by Audit & Supervisory Board Members in preparing their audit reports includes the above Systems to Ensure Appropriateness of Operations and Operational Statements attements audited by the Financial Auditor and Audit & Supervisory Board Members in preparing their audit describes to the Non-consolidated Financial Statements audited by the Financial Auditor and Audit & Supervisory Board Members in consolidated Financial Statements and the Non-consolidated Financial Statements audited by the Financial Auditor and Audit & Supervisory Board Members in preparing their audit consolidated Statement of Changes in Equity and the Notes to the Consolidated Financial Statements, and the Non-consolidated Financial Statements of Changes in Equity and the Notes to the Non-consolidated Financial Statements.
- Company's website: https://www.mpuni.co.jp/ir/index.html
- If there are any amendments made to the Business Report, Consolidated Financial Statements, Non-consolidated Financial Statements and Reference Documents for the General Meeting of Shareholders or if there are significant changes in the way the General Meeting of Shareholders will be run, we will post them on our website as noted above.

Reference Documents for the General Meeting of Shareholders

Proposal No. 1 Appropriation of Surplus

The Company has given consideration to the business performance of the fiscal year and future business development, and it proposes to pay year-end dividends for the 147th fiscal year as follows:

Year-end dividends

- (1) Type of dividend property Cash
- (2) Allotment of dividend property and the total amount 16 JPY per common share of the Company In this event, the total dividends will be 932,087,232 JPY.
- (3) Effective date of dividends of surplus March 31, 2022

Proposal No. 2 Partial Amendments to the Articles of Incorporation

1. Reasons for the proposal

As the amendment provisions stipulated in the proviso of Article 1 of the Supplementary Provisions of the Act Partially Amending the Companies Act (Act No. 70 of 2019) will come into effect on September 1, 2022, the Articles of Incorporation of the Company shall be amended as follows to prepare for the introduction of the system of electronic provision of materials for the General Meetings of Shareholders.

- 1) Article 13, paragraph (1) of the Proposed Amendment provides that the Company shall take measures to provide electronically the information that is the content of the Reference Documents for the General Meeting of Shareholders and other documents.
- 2) Article 13, paragraph (2) of the Proposed Amendment establishes a provision to limit the scope of matters to be stated in the documents to be delivered to shareholders who have requested the delivery of paper-based documents.
- 3) As the provision of Internet Disclosure and Deemed Provision of Reference Documents for the General Meeting of Shareholders and other documents (Article 13 of the current Articles of Incorporation) will be no longer necessary, it is hereby deleted.
- 4) In line with the new establishment and deletion stated above, the Company will establish supplementary provisions regarding the effective date and related matters.

2. Details of the amendments

Details of the amendments to the Articles of Incorporation are as follows:

	(Underlined parts represent amendments)
Current Articles of Incorporation	Proposed Amendment
Chapter 3	Chapter 3
General Meetings of Shareholders	General Meetings of Shareholders
(Internet Disclosure and Deemed Provision of Reference	
Documents for the General Meeting of Shareholders and other	
documents)	
Article 13	(Deleted)
The Company may, when convening a General Meeting of	
Shareholders, deem to have provided shareholders with	
information pertaining to matters to be stated or indicated in the	
reference documents for general meetings of shareholders,	
business reports, financial statements and consolidated	
financial statements by disclosing such information through the	
Internet in accordance with the applicable Ministry of Justice Ordinance.	
<u>Ordinance.</u>	(Electronic Provision Measures, Etc.)
(Navily astablished)	
(Newly established)	Article 13 1. The Company shall, when convening a General Meeting of
	Shareholders, take measures to provide electronically the
	information that is the content of the Reference Documents
	for General Meeting of Shareholders and other documents.
	2. The Company may choose to exclude all or part of the
	matters for which electronic provision measures are to be
	taken, as provided for in the applicable Ministry of Justice
	Ordinance, from being stated in the paper-based documents
	to be delivered to shareholders who have made a request
	for the paper-based documents by the Record Date for
	Voting Rights.

Current Articles of Incorporation	Proposed Amendment
Articles 14 to 42 (Omitted)	Articles 14 to 42 (As is currently written)
	Supplementary Provisions
(Newly established)	1. The deletion of Article 13 (Internet Disclosure and Deemed
	Provision of Reference Documents for the General Meeting
	of Shareholders and other documents) from the Articles of
	Incorporation before amendment and the new
	establishment of the amended Article 13 (Electronic
	Provision Measures, Etc.) shall become effective as of
	September 1, 2022 (the "Effective Date"), which is the date
	of enforcement of the amendment provisions stipulated in
	the proviso of Article 1 of the Supplementary Provisions of
	the Act Partially Amending the Companies Act (Act No. 70
	<u>of 2019).</u>
	2. Notwithstanding the provisions of the preceding paragraph,
	Article 13 of the Articles of Incorporation before
	amendment shall remain in force with respect to a General
	Meeting of Shareholders to be held on a date within six (6)
	months from the effective date.
	3. <u>These Supplementary Provisions shall be deleted after six</u>
	(6) months have elapsed from the effective date or three (3)
	months have elapsed from the date of the General Meeting
	of Shareholders set forth in the preceding paragraph,
	whichever date is later.

Proposal No. 3 Election of Nine (9) Directors

The terms of office of all eight (8) Directors will expire at the conclusion of this meeting. Therefore, the Company proposes the election of nine (9) Directors, increasing the number of Directors by one (1) to strengthen the management system. The candidates for Directors are as follows:

Candidate No.	Name	Current position and responsibility in the Company	Attribute
1	Eiichiro Suhara	Representative Director, Chairman	Reelection
2	Shigehiko Suhara	Representative Director, President	Reelection
3	Hiroshi Yokoishi	Director, Managing Executive Officer, Marketing	Reelection
4	Nobuyuki Nagasawa	Director, Managing Executive Officer, Corporate Administration, in charge of Compliance	Reelection
5	Kazuhisa Kirita	Director, Managing Executive Officer, Engineering, in charge of Quality Assurance and Environment	Reelection
6	Takao Suzuki	Senior Executive Officer in charge of Human Resources and Information systems	New election
7	Tojiro Aoyama	Outside Director	Reelection Outside Independent Director
8	Asako Yano	Outside Director	Reelection Outside Independent Director Female
9	Tadashi Shimamoto		New election Outside Independent Director

Reelection: Candidate for Director to be reelected

New election: Candidate for Director to be newly elected

Outside: Candidate for Outside Director

Independent Director: Independent Director as defined by the securities exchange

Candidate No.	Name (Date of birth)	Career s	ummary, and position and responsibility in the Company	Number of the Company's shares
110.			(Important concurrent positions)	owned
		Aug. 1974	Joined the Company	
		Mar. 1980	Director	
		Mar. 1982	Managing Director	
		Mar. 1985	Director, Vice President	
		Mar. 1987	Representative Director, President	
		June 2015	Outside Director of Eisai Co., Ltd.	
	Eiichiro Suhara	Mar. 2019	Representative Director, Chairman and	
	(July 19, 1948)		President of the Company	393,507 shares
	Reelection	Mar. 2020	Representative Director, Chairman (current	, , , , , , , , , , , , , , , , , , ,
			position)	
1		June 2020	Outside Audit & Supervisory Board Member of	
		0000 2020	FUJI KYUKO CO., LTD (current position)	
		[Important co	oncurrent positions]	
		-	t & Supervisory Board Member of FUJI KYUKO	
		CO., LTD.	t & Supervisory Dourd Member of FOST K FORO	
	[Reasons for nomination as a car	· · · · ·	ctor]	
	-		irector, President in 1987, Eiichiro Suhara has exhibi	ited superior
		-	business for many years. He has played an importan	-
			value of the Group. His abundant experience and wi	
	-		a big-picture view of the Group, are essential for us	
			after. Therefore, the Company proposes his reelection	
	Turtifer strengthen the supervisor	Apr. 2005	Joined the Company	Il as Director.
		Apr. 2003	General Factory Manager of Gunma Factory	
		Apr. 2010 Apr. 2012		
		Mar. 2012	General Manager of Sales Planning Department	
			Director in charge of Corporate Planning	
		Nov. 2015	Director in charge of Corporate Planning and	
			General Manager of International Operations	
		N 2016	Planning Department	
		Mar. 2016	Director in charge of Product Development and	
	Shigehiko Suhara	16 2017	New Business Development	
	(February 11, 1979)	Mar. 2017	Managing Director in charge of Writing	364,540 shares
	Reelection		Business, New Business Development, Product	
		2010	Development and Quality Assurance	
2		Mar. 2018	Director, Vice President	
2		Mar. 2019	Representative Director, Vice President	
		Mar. 2020	Representative Director, President (current	
			position)	
			oncurrent positions]	
		~	ve Director, President of Yamagata Mitsubishi	
		Pencil Precis		
			Mitsubishi Pencil Vietnam Co., Ltd.	
	[Reasons for nomination as a can			
	-		Manager of Gunma Factory and General Manager of	
			arge of Corporate Planning, Product Development, a	
			ement execution capabilities and leadership as Repre	
			nportant role in efforts aimed at further enhancing th	
	-		tion, as well as at achieving business growth and inc	reasing the
	corporate value of the Company.	Therefore, the	Company proposes his reelection as Director.	

Candidate	Name	Career s	summary, and position and responsibility in the Company	Number of the Company's shares	
No.	(Date of birth)		(Important concurrent positions)	owned	
		Oct. 1985	Joined the Company	owned	
		Apr. 1998	General Manager of International Business Department		
		Mar. 2001	Director and General Manager of International Business Department		
		Apr. 2005	Director and General Manager of International Operations Department		
	Hiroshi Yokoishi	Mar. 2017	Managing Director and General Manager of International Operations Department	15,200 shares	
	(April 17, 1959) Reelection	Mar. 2018	Managing Director in charge of International Affairs		
3		Mar. 2019	Director, Managing Executive Officer in charge of International Affairs		
		Mar. 2020	Director, Managing Executive Officer in charge of International Affairs, Global Marketing and Cosmetics		
		Mar. 2021	Director, Managing Executive Officer, Marketing (current position)		
	[Reasons for nomination as a ca				
			iltivate new sales channels by leading international o		
	-		experience in those divisions. We consider that his w		
			business in the global market. In addition, he has pla	iyed an important	
	role in management decision-m		e, the Company proposes his reelection as Director.		
		Apr. 1980	Joined the Company		
		Apr. 2001	General Manager, assistant to International		
		Apr. 2003	Business Department General Manager of Financial Resources and		
		1 ipi. 2005	Accounting Department		
		Mar. 2006	Director and General Manager of Financial		
			Resources and Accounting Department		
		Jan. 2008	Director in charge of Financial Affairs, Legal		
			Affairs and Information System		
		Apr. 2010	Director in charge of Financial Affairs, Legal		
			Affairs, Information System and Internal Control		
	Nobuyuki Nagasawa (April 3, 1957) Reelection	Mar. 2016	Director in charge of Corporate Planning and Information System	25,500 shares	
4	Reciention	Mar. 2017	Managing Director in charge of Human Resources, Corporate Planning and Information System		
		Mar. 2018	Managing Director in charge of Human Resources, General Affairs, Legal Affairs and Compliance		
		Mar. 2019	Director, Managing Executive Officer in charge of Human Resources, General Affairs, Legal Affairs, and Compliance		
		Mar. 2021	Director, Managing Executive Officer, Corporate Administration and in charge of Compliance (current position)		
	[Reasons for nomination as a ca	andidate for Dire		•	
		-	and experience in managerial divisions, including acc	-	
	-		hievements include establishing a group-wide compl	-	
			eye view of the Company Group's situation from a di		
			played an important role in the strengthening of busin		
	supervising functions and in ma	inagement decis	ion-making. Therefore, the Company proposes his re	election as Director	

Candidate	Name	Career s	ummary, and position and responsibility in the Company	Number of the Company's shares
No.	(Date of birth)		(Important concurrent positions)	owned
		Apr. 1981	Joined the Company	owned
		Apr. 2003 Apr. 2007	General Manager of Product Development Department General Manager of Gunma Research and	
			Development Center	
		Apr. 2011	General Manager of Product Development Department	
		Mar. 2012	Director and General Manager of Product Development Department	
	Kazuhisa Kirita	Mar. 2016	Director in charge of Engineering, Patent Administrations and Cosmetics	
	(November 13, 1958) Reelection	Mar. 2018	Managing Director in charge of Engineering, Intellectual Property Rights, Cosmetics and New Business Development	10,400 shares
5		Mar. 2019	Director, Managing Executive Officer in charge of Engineering, Intellectual Property Rights, Cosmetics and Industrial Materials	
		Mar. 2020	Director, Managing Executive Officer, Engineering, in charge of Quality Assurance	
		Mar. 2021	Director, Managing Executive Officer,	
			Engineering, in charge of Quality Assurance	
			and Environment (current position)	
:] 1	accumulated experience of com- person in charge of the environ the entire company. We judged establishment of a sustainable s	nmercialization b ment, he is invol that his insight g system. He will a	her areas. Furthermore, he has made many achievend ased on the combination of technology and business. ved in activities aimed at building a sustainable busin grounded on such extensive experience will contribut lso play an important role in management decision-n	In addition, as the ness structure for e to the
	the Company proposes his reele			
		Apr. 1985	Joined the Company	
		Apr. 2009	General Manager of President's Office	
		Aug. 2009 Apr. 2013	General Manager of Sales Planning Department General Manager of Corporate Planning Department	
		Apr. 2017	General Manager of IT Solution Center	
	T-1 C1-i	Apr. 2018	Senior General Manager, General Manager of	
	Takao Suzuki (December 14, 1962)	Apr. 2019	IT Solution Center Executive Officer, General Manager of IT	4,000 share
6	New election	Apr. 2020	Solution Center Senior Executive Officer, General Manager of	
0		Apr. 2020	Corporate Planning Department and in charge of Information System	
		Apr. 2021	Senior Executive Officer in charge of Human Resources and Information systems (current position)	
	[Reasons for nomination as a ca	andidate for Dire		
	Takao Suzuki has extensive ach	nievements and e	xperience in managerial departments, mainly in corp can grasp the Company's situation from a diversified	
	-		-making in management and supervising business ex	

Candidate	Name	Career s	summary, and position and responsibility in the	Number of the
No.	(Date of birth)		Company	Company's shares
1.01	(2000 01 01101)		(Important concurrent positions)	owned
		Mar. 1979	Ph.D. in Engineering at Keio University	
		Apr. 1988	Assistant Professor, Department of Mechanical	
			Engineering, Faculty of Science and	
			Technology, Keio University	
		Apr. 1995	Professor, Department of Mechanical	
			Engineering, Faculty of Science and	
			Technology, Keio University	
		Apr. 1996	Professor, Department of System Design	
			Engineering, Faculty of Science and	
			Technology, Keio University	
		July 2009	Dean of Faculty of Science and Technology and	
(August 29 Reelect Outsi	Tojiro Aoyama		Dean of Graduate School of Science and	
	(August 29, 1951)		Technology, Keio University	
	Reelection	June 2015	External Director of DMG MORI CO., LTD.	
	Outside		(current position)	
	Independent Director	Mar. 2016	President of the Japan Society for Precision	
			Engineering	
		Mar. 2017	Outside Audit & Supervisory Board Member of	
7			the Company	
		Apr. 2017	Professor Emeritus, Keio University	
		May 2017	Vice President of Keio University	
		Mar. 2019	Outside Director of the Company (current	
			position)	
		Aug. 2021	Chairperson of Keio Engineering Foundation	
			(current position)	
		[Important co	oncurrent positions]	
		External Dire	ector of DMG MORI CO., LTD.	
	[Reason for nomination as a can	ndidate for Outsi	de Director and overview of expected role]	
	In addition to having extensive	knowledge and	experience in mechanical engineering, production en	gineering, and
	other fields, Tojiro Aoyama has	served as Vice-I	President of Keio University, and possesses a wide b	readth of
	knowledge. Based on this exper-	rience, he has be	en able to give beneficial opinions and advice at ven	ues such as
	meetings of the Company's Boa	ard of Directors,	a voluntary committee, etc. from a viewpoint that is	not confined to the
		-	will lead to improved soundness and transparency of	-
			as Outside Director as it expects him to continue to	
			or of the Company will be three (3) years at the cond	
		rs. His total term	n of office, including his time as an Outside Audit &	Supervisory Board
	Member, will be five (5) years.			

Candidate	Name	Career s	ummary, and position and responsibility in the	Number of the	
No.	(Date of birth)		Company	Company's shares	
	· · · · · · · · · · · · · · · · · · ·		(Important concurrent positions)	owned	
		Apr. 1990	Joined Mercedes-Benz Japan Co., Ltd.		
		Sept. 1997	Joined Boston Consulting Group Japan Co.,		
			Ltd.		
		Mar. 2000	Joined Louis Vuitton Japan K.K.		
		June 2002	COO of Celux Co., Ltd.		
		Oct. 2008	Established Dramatic Co., Ltd.; Representative Director		
		May 2014	Established ten to four inc.; Representative Director		
		June 2015	Outside Director of YAOKO Co., Ltd. (current position)		
	Asako Yano	Aug. 2015	Director of Cogito Education and Management		
	(January 21, 1968)	8	Inc.		
	Reelection	June 2018	Outside Director of Watabe Wedding		
	Outside		Corporation	-	
	Independent Director Female	Mar. 2019	Outside Director of the Company (current position)		
8		May 2020	Outside Director of SANYO SHOKAI LTD. (current position)		
		Nov. 2020	Outside Director of CIRCULATION Co., Ltd. (current position)		
		Nov. 2020	Established BLOOM Co., Ltd.; Representative Director (current position)		
		[Important co	oncurrent positions]		
		-	ve Director of BLOOM Co., Ltd.		
		-	ctor of YAOKO Co., Ltd.		
			ctor of SANYO SHOKAI LTD.		
			ctor of CIRCULATION Co., Ltd.		
	Reason for nomination as a ca		de Director and overview of expected role]		
	-		usiness management and diversity management, Asa	ako Yano nossesses	
			n marketing and branding. She has made diversified	-	
	_		ersity, and other matters at venues such as meetings		
			from a standpoint which is independent of the Com		
	-		vitalization of the Company's Board of Directors. The		
			rector as it expects her to continue to primarily fulfil		
			ny will be three (3) years at the conclusion of this G		

Candidate	Name	Career s	Number of the	
No.	(Date of birth)		Company	Company's shares
		107((Important concurrent positions)	owned
		Apr. 1976	Joined Nomura Computer Systems Co., Ltd.	
			(currently Nomura Research Institute, Ltd.)	
		Apr. 2002	Senior Managing Director and Division	
			Manager of Advanced Information Technology	
			Division, Nomura Research Institute, Ltd.	
		Apr. 2004	Senior Corporate Managing Director, Division	
			Manager of Advanced Information Technology	
			Division, and Deputy Division Manager of	
			Center for Knowledge Exchange & Creation,	
		1 2000	Nomura Research Institute, Ltd.	
		June 2008	Representative Director, Member of the Board,	
			Senior Executive Managing Director in charge	
			of Supervising of Business Divisions, Nomura	
	Tadashi Shimamoto		Research Institute, Ltd.	
	(February 8, 1954)	Apr. 2010	President & CEO, Representative Director,	1 000 1
	New election		Member of the Board, Nomura Research Institute, Ltd.	1,000 shares
	Outside Independent Director	Apr. 2015	Chairman and President & CEO,	
	Independent Director	Api. 2015	Representative Director, Member of the Board,	
9			Nomura Research Institute, Ltd.	
		Apr. 2016	Chairman, Member of the Board, Nomura	
			Research Institute, Ltd.	
		June 2019	Member of the Board, Nomura Research	
		2013	Institute, Ltd.	
		June 2021	Special Advisor, Nomura Research Institute,	
			Ltd. (current position)	
		June 2021	Director of Reading Skill Test, Inc. (current	
			position)	
		[Important co	oncurrent positions]	
		Special Advi	sor to Nomura Research Institute, Ltd.	
		Director of R	leading Skill Test, Inc.	
	[Reason for nomination as a can	didate for Outsi	ide Director and overview of expected role]	
	Tadashi Shimamoto has been in	volved in the ma	anagement of Nomura Research Institute, Ltd. for ma	any years and has
	extensive experience and achiev	ements in corpo	prate management, as well as broad insight into corpo	orate governance.
	By leveraging his wealth of exp	erience and kno	wledge, he is expected to play an important role in in	nproving the
	soundness and transparency of r	nanagement dec	cision-making at the Company from a standpoint whi	ich is independent
		-	e Board of Directors and voluntary committees. The	refore, the
	Company proposes him as a can			
otes: 1.		-	sentative Director, President of Yamagata Mitsubishi	
		• •	ucts from this company and is also leasing real estat	· ·
2.			rman of Mitsubishi Pencil Vietnam Co., Ltd. The Co	ompany purchases i
2	specified products from this con		deter for Director of an then there stated in 1 and 2	
3.			date for Director other than those stated in 1. and 2. a	and the Company.
4.			amoto are candidates for Outside Directors.	antered into limit
э.	_	-	agraph (1) of the Companies Act, the Company has d Asako Yano to limit their liability for damage	
			ndition that the requirements stipulated by laws and r	
			Il continue the above-mentioned limited liability ag	
			s under this agreement is 5 million JPY or the mining	
			hever is the higher amount. If Tadashi Shimamoto's	
	the Company will enter into a s			election is upplove
6.			Officers liability insurance policy with an insurance of	company. as provid
5.			panies Act. This insurance policy covers damages	
			execution of their duties as a Director etc. or cla	-

for in Article 430-3, paragraph (1) of the Companies Act. This insurance policy covers damages arising from liability borne by the insured persons in the course of execution of their duties as a Director, etc. or claims pertaining to the pursuit of such liability. Excluding Tadashi Shimamoto, each candidate for Director is included as an insured person under the said insurance policy as a Director of the Company, and will continue to be included as an insured person if reelected as a Director of the Company pursuant to this proposal. If Tadashi Shimamoto's election is approved, he will be included as an insured person in the said insurance policy. The Company intends to renew the said insurance policy during the terms of office of the Directors pertaining to this proposal.

- 7. The Company has designated Tojiro Aoyama and Asako Yano as Independent Directors under the provisions of the Tokyo Stock Exchange and has notified the Exchange thereof, and plans to continue to designate them as Independent Directors. If Tadashi Shimamoto's election is approved, the Company will also designate him as an Independent Director.
- 8. Tojiro Aoyama, Asako Yano, and Tadashi Shimamoto who are candidates for Outside Directors, satisfy the "Independence Criteria for Outside Directors and Outside Audit & Supervisory Board Members" stipulated by the Company on page 17.
- 9. Asako Yano's registered name is Asako Saito.

Proposal No. 4 Election of Two (2) Audit & Supervisory Board Members

The terms of office of Audit & Supervisory Board Members Jun Tomaru and Toshio Aoi will expire at the conclusion of this meeting. Therefore, the Company proposes the election of two (2) Audit & Supervisory Board Members. The consent of the Audit & Supervisory Board has been obtained for this proposal. The candidates for Audit & Supervisory Board Members are as follows.

Candidate No.	Name (Date of birth)	Car	eer summary and position in the Company (Important concurrent positions)	Number of the Company's shares owned
	Emi Murakami (May 17, 1963) New election Female	Apr. 1986 July 2011 Apr. 2016	Joined the Company President of MITSUBISHI PENCIL KOREA SALES CO., LTD (current position) General Manager of International Operations Planning Department of the Company (current position)	2,000 share
1	Emi Murakami has extensive exp international operations divisions strengthening the auditing system candidate for Audit & Supervisor	erience and kn . Based on this 1 for our Group y Board Memb	it & Supervisory Board Member] is we have determined that she can play an important by including overseas subsidiaries, and have nominate per. At the conclusion of this meeting, she will retire TD. and General Manager of International Operation	role in further ed her as a as President of
2	Osamu Ishida (November 15, 1958) New election Outside Independent Audit & Supervisory Board Member	Apr. 1981 June 2007 Apr. 2010 May 2011 June 2014 May 2015 June 2015	Joined The Bank of Yokohama, Ltd. General Manager of Auditing Department, The Bank of Yokohama, Ltd. General Manager of Business Management Department, The Bank of Yokohama, Ltd. Executive Officer, General Manager of Yokohama Ekimae Branch and General Manager of Yokohama Chuo Block Sales Headquarters, The Bank of Yokohama, Ltd. Full-time Audit & Supervisory Board Member, The Bank of Yokohama, Ltd. Outside Audit & Supervisory Board Member of Saikaya Department Store Co., Ltd. Outside Audit & Supervisory Board Member of	
		Audit & Supe Ltd.	Yamato Inc. (current position) Audit & Supervisory Board Member of Yokohama Stadium Co., Ltd. (current position) oncurrent positions] ervisory Board Member of Yokohama Stadium Co., it & Supervisory Board Member of Yamato Inc.	
	In addition to his extensive know Member at a financial institution judged that he will be able to refl	date for Outsic ledge and expe Osamu Ishida ect his wide rat	de Audit & Supervisory Board Member] erience as both a corporate manager and an Audit & S has considerable knowledge of finance and account nge of insight in the Company's audits and provide a fore nominated him as a candidate for Outside Audit	ing. We have ppropriate advice
lotes: 1. 2. 3.	Osamu Ishida is a candidate for If the election of Osamu Ishida is the Company plans to enter into	Outside Audit o approved, pur a limited liab	ates for Audit & Supervisory Board Members and the & Supervisory Board Member. suant to the provisions of Article 427, paragraph 1 o ility agreement with him to limit his liability for date the condition that the requirements stipulated by law	f the Companies A amages under Artic

423, paragraph 1 of the Companies Act, on the condition that the requirements stipulated by laws and regulations are met. The maximum amount of liability for damages under this agreement is 1 million JPY or the minimum liability amount provided for under laws and regulations, whichever is the higher amount.

4. The Company has concluded a Directors and Officers liability insurance policy with an insurance company, as provided for in Article 430-3, paragraph (1) of the Companies Act. This insurance policy covers damages arising from liability borne by the insured persons in the course of execution of their duties as a Director, etc. or claims pertaining to the

pursuit of such liability. If each Audit & Supervisory Board Member's election is approved, she or he will be included as an insured person in the said insurance policy. The Company intends to renew the said insurance policy during the term of office of the Audit & Supervisory Board Members pertaining to this proposal.

- 5. If the appointment of Osamu Ishida as a candidate for Outside Audit & Supervisory Board Member is approved, the Company plans to designate him as an Independent Audit & Supervisory Board Member in accordance with the provisions of the Tokyo Stock Exchange.
- 6. Outside Audit & Supervisory Board Member candidate Osamu Ishida satisfies the "Independence Criteria for Outside Directors and Outside Audit & Supervisory Board Members" stipulated by the Company on page 17. He served as a Full-time Audit & Supervisory Board Member of The Bank of Yokohama, Ltd. until March 2018. Although the Company has conducted borrowing transactions with this bank, in light of the same criteria, the bank is not "a business partner who is indispensable in fund procurement of the Company and whom the Company relies on to the extent that there is no substitution." Also, although the bank is one of the Company's major shareholders as of December 31, 2021, in light of the same criteria, the bank is not a person "who directly or indirectly hold[s] 10% or more of voting rights at the end of the Company's most recent fiscal year." Furthermore, approximately eight (8) years have passed since he retired as an executive officer of the bank, and approximately four (4) years have passed since he retired as a Full-time Audit & Supervisory Board Member of the bank. Based on these factors, the Company has judged that he possesses independence.

Proposal No. 5 Election of One (1) Substitute Audit & Supervisory Board Member

The validity of election of Satoshi Sugano, who was elected as a Substitute Audit & Supervisory Board Member at the 146th Annual General Meeting of Shareholders held on March 30, 2021, will expire as of commencement of this meeting. Therefore, the Company requests approval for the election of one (1) Substitute Audit & Supervisory Board Member to be ready to fill a vacant position should the number of Audit & Supervisory Board Members fall below the number required by laws and regulations. The consent of the Audit & Supervisory Board has been obtained for this proposal. The candidate for Substitute Audit & Supervisory Board Member is as follows:

Name (Date of birth)	Career summary (Important concurrent positions)	Number of the Company's shares owned
Satoshi Sugano (December 17, 1965) Reelection Outside Independent Audit & Supervisory Board Member	Apr. 1994 Registered as an attorney at law; joined Naritomi & Partne (currently Marunouchi Minami Law Office) Oct. 2003 Partner of Naritomi & Partners June 2015 Established Nakadori Law Office; Representative Attorney at Law (current position) [Important concurrent positions] Representative Attorney at Law of Nakadori Law Office	

[Reasons for nomination as a candidate for Substitute Outside Audit & Supervisory Board Member] Satoshi Sugano has no prior experience in the management of a company, but has advanced professional legal knowledge as an attorney at law. As we judged that his extensive knowledge could be reflected in the Company's auditing system and that he could provide us with appropriate advice and suggestions for securing legal compliance from a standpoint which is independent of the Company's management team, the Company proposes his reelection as Substitute Outside Audit & Supervisory Board Member.

- Notes: 1. There is no special interest between the candidate for Substitute Audit & Supervisory Board Member and the Company.
 - 2. Satoshi Sugano is a candidate for Substitute Outside Audit & Supervisory Board Member.
 - 3. If Satoshi Sugano has taken office of Audit & Supervisory Board Member, pursuant to the provisions of Article 427, paragraph (1) of the Companies Act, the Company plans to enter into a limited liability agreement with him to limit his liability for damages under Article 423, paragraph (1) of the Companies Act, on the condition that the requirements stipulated by laws and regulations are met. The maximum amount of liability for damages under this agreement will be 1 million JPY or the minimum liability amount provided for under laws and regulations, whichever is the higher amount.
 - 4. The Company has concluded a Directors and Officers liability insurance policy with an insurance company, as provided for in Article 430-3, paragraph (1) of the Companies Act. This insurance policy covers damages arising from liability borne by the insured persons in the course of execution of their duties as a Director, etc. or claims pertaining to the pursuit of such liability. If Satoshi Sugano takes office as Audit & Supervisory Board Member, he will be included as an insured person in the said insurance policy. The Company intends to renew the said insurance policy while the election of the Substitute Audit & Supervisory Board Members pertaining to this proposal is valid.
 - 5. If Satoshi Sugano has taken office of Audit & Supervisory Board Member, the Company plans to designate him as an Independent Audit & Supervisory Board Member under the provisions of the Tokyo Stock Exchange and notify the Exchange thereof.
 - 6. Substitute Outside Audit & Supervisory Board Member candidate Satoshi Sugano satisfies the "Independence Criteria for Outside Directors and Outside Audit & Supervisory Board Members" stipulated by the Company on page 17.

[Reference]

As disclosed in the "Notice Concerning the Formulation of 'Vision 2036 (Long-term Vision)' and 'Medium-term Management Plan 2022-2024'" on February 17, 2022, the Company has formulated a medium-term management plan for the period from 2022 to 2024 to achieve its long-term Group vision of becoming "The World's Most Expressive Innovation Company" that unleashes the individuality and creativity of people around the world through "writing and drawing." As the priority measures in our medium-term management plan, we are engaged in "globalization of the writing instrument business," "bringing new businesses to the growth stage," and "building a sustainable structure."

In order to achieve these priority measures in the medium-term management plan, we believe it is important for the Board of Directors to be composed of a well-balanced group of members with the knowledge, experience, and abilities described in the skills matrix below. Candidates for Directors and Audit & Supervisory Board Members are selected after considering the balance and diversity of these skills. All candidates for Directors and Audit & Supervisory Board Members are selected after considering the balance experience at the Company or other companies or organizations.

Director/Audit & Su	pervisory Board Member	Management Strategy/ Marketing	Finance/ Accounting	Legal/Risk Management	Global	Innovation/ Technology	ESG (Environ- mental/ Social/ Governance)
Representative Director Chairman	Eiichiro Suhara	0	0		0		
Representative Director President	Shigehiko Suhara	0				0	0
Director Managing Executive Officer	Hiroshi Yokoishi	0			0	0	
Director Managing Executive Officer	Nobuyuki Nagasawa	0	0	0			
Director Managing Executive Officer	Kazuhisa Kirita	0				0	0
Director Senior Executive Officer	Takao Suzuki	0	0			0	
Outside Director	Tojiro Aoyama	0			0	0	
Outside Director	Asako Yano	0			0		0
Outside Director	Tadashi Shimamoto	0				0	0
Full-time Audit & Supervisory Board Member	Akira Fukai	0		0		0	
Full-time Audit & Supervisory Board Member	Emi Murakami	0		0	0		
Outside Audit & Supervisory Board Member	Toru Kajikawa		0	0			0
Outside Audit & Supervisory Board Member	Osamu Ishida		0	0			0

(*) Up to three main skills that each person possesses are marked with "O." This does not represent all of the skills of each person.

[Reference] Independence Criteria for Outside Directors and Outside Audit & Supervisory Board Members

The Company deems that Outside Directors and Outside Audit & Supervisory Board Members (including candidates) who do not fall under any of the criteria of the following items possess independence with regard to the Company and do not pose a risk of conflict of interest with general shareholders.

1. Major shareholder

Major shareholder of the Company or its executing person. "Major shareholder" means any of those who directly or indirectly hold 10% or more of voting rights at the end of the Company's most recent fiscal year.

- 2. Major business partner
 - (1) Our principal business partner or its executing person. "Our principal business partner" means any one of the following:

- The amount of payment from the said business partner to the Company in the most recent business year exceeds 2% of the Company's annual consolidated net sales.

- A business partner who is indispensable in fund procurement of the Company and whom the Company relies on to the extent that there is no substitution.
- (2) A party who considers the Company as a major business partner or its executing person. "A party who considers the Company as a major business partner" means the following party:
 - The amount of payment from the Company to the said party in the most recent business year exceeds 2% of the said party's annual consolidated net sales.
- 3. Professional service provider

A legal expert such as an attorney at law, accounting or tax specialist such as a certified public accountant or tax accountant, consultant, corporate manager, university professor, etc. who obtains monetary or other property profit exceeding 10 million JPY per year other than executive remuneration from the Company. When such property is obtained by an organization such as a corporation or a partnership, this criterion applies to a person belonging to such organization.

4. Donation/Grant

A person who receives donation or grant exceeding 10 million JPY per year from the Company. When such donation or grant is obtained by an organization such as a corporation or a partnership, this criterion applies to an executing person of such organization.

- 5. A person who has fallen under any of the above 1. to 4. in the past three (3) years.
- 6. A spouse or a relative within second degree of kinship of a Director or an employee of the Company or the Company's subsidiary.
- * In these criteria, the term "executing person" means a person who executes business in an organization such as a corporation or a partnership regardless of his/her title or position name such as director, executive officer, employee, etc.

Proposal No. 6 Renewal of Countermeasures to Large-Scale Acquisitions of Company Shares (Takeover Defense Measures)

The Board of Directors of the Company decided at its meeting held on February 17, 2022 to renew the plan for countermeasures to large-scale acquisitions of the shares in the Company (takeover defense measures) and introduce a renewed plan as a measure to prevent decisions on the Company's financial and business policies from being controlled by persons deemed inappropriate (Article 118, Item 3(b)(ii) of the Enforcement Regulations of the Companies Act) under the basic policy regarding the persons who control decisions on the Company's financial and business policies (as provided in the main text of Article 118, Item 3 of the Enforcement Regulations of the Companies Act; the "Basic Policy") subject to the shareholders' approval at this General Meeting of Shareholders (in this Proposal, the plan for countermeasures to large-scale acquisitions of the shares in the Company (takeover defense measures) before the renewal is referred to as the "Former Plan," and the plan after the renewal is referred to as the "Plan"). This Proposal is made to request that shareholders approve the introduction of the Plan pursuant to Article 16, Paragraph 1 of the Company's Articles of Incorporation and the delegation to the Company's Board of Directors of the authority to decide matters regarding the gratis allotment of share options in accordance with the terms and conditions set out in the Plan pursuant to Article 16, Paragraphs 2 and 3 of the Company's Articles of Incorporation.

The Former Plan was approved by the shareholders at the 144th annual general meeting of shareholders held on March 28, 2019, and it will become invalid upon the expiration of its effective period at the conclusion of this General Meeting of Shareholders. Although the basic framework of the Plan is the same as that of the Former Plan, in light of recent business practice, slight changes have been made to the contents of the Plan, such as the scope of joint holders and persons in special relationship and the matters regarding which information will be required from an acquirer.

In addition, all of the Directors of the Company, including three Outside Directors, and all of the Audit & Supervisory Board Members of the Company, including two Outside Audit & Supervisory Board Members, agreed to the introduction of the Plan, and the Company obtained the unanimous approval of the members of the Independent Committee for the Former Plan for the introduction of the Plan.

I. Basic Policy regarding Persons Who Control Decisions on the Company's Financial and Business Policies

The Company believes that the persons who control decisions on the Company's financial and business policies need to be persons who understand the source of the Company's corporate value and who will enable the Company to continually and persistently ensure and enhance the Company's corporate value and, in turn, the common interests of its shareholders. The Company believes that the intrinsic value of writing instruments is to express and support each customer's inherent personality and abilities through "writing and drawing." The Company also believes that the enhancement of the Company's corporate value will be achieved by (i) providing a wide range of writing instruments to people all over the world, (ii) creating and nurturing new businesses originated from the intrinsic value of providing writing instruments, and thereby (iii) conducting integrated management by linking those businesses.

The Company believes that ultimately its shareholders as a whole must make the decision if a proposal for an acquisition that would involve a transfer of corporate control of the Company is made. Also, the Company would not reject a large-scale acquisition of the shares in the Company if it would contribute to ensuring and enhancing the corporate value of the Company and the common interests of its shareholders. Nonetheless, there are some forms of large-scale acquisitions of shares that benefit neither the corporate value of the target company of the large-scale acquisition nor the common interests of its shareholders including without limitation those with a purpose that would obviously harm the corporate value of the target company and the common interests of its shareholders; those that threaten to effectively coerce shareholders into selling their shares, those that do not provide sufficient time or information for the target company's board of directors and shareholders to consider the details of the large-scale acquisition or for the target company's board of directors to make an alternative proposal to shareholders and those that require the target company to negotiate with the acquirer in order to procure more favorable terms for shareholders than those presented by the acquirer.

Unless the acquirer in a proposed large-scale acquisition of the shares in the Company understands the source of the Company's corporate value described below, as well as the details of the financial and business affairs of the Company's group (the "Group"), and will ensure and enhance the source of the corporate value over the mid- to long-term, the corporate value of the Company and the common interests of its shareholders would be harmed. The Company believes that persons who would make a large-scale acquisition of the shares in the Company in a manner that harms the corporate value of the Company and the common interests of its shareholders would be inappropriate as persons who make decisions on the Company's financial and business policies and that it is necessary to ensure the corporate value of the Company and, in turn, the common interests of its shareholders by taking the necessary and reasonable countermeasures to large-scale acquisitions of the shares in the Company by such persons.

II. The Source of the Company's Corporate Value and Special Measures to Realize the Basic Policy

1. The Source of the Company's Corporate Value

Since its establishment in 1887, the Company has carried out activities mainly in the area of the writing instruments business with the view that its mission is to give pleasure to more customers by offering high-quality and high-value-added writing instruments under its corporate motto "The Finest Quality Is the Best Service."

However, in this era of multifarious changes to society that make the future difficult to predict, the Company has taken this opportunity to pause for a moment in order to reexamine and redefine the value that it has offered to customers through its many years of business. The Company believes that the value it has offered to customers through its writing instrument products is to give shape to each customer's inherent personality and abilities through "writing and drawing" and to support these activities. This reexamination of the value offered to customers is the starting point for elucidating the source of the corporate value of the Company.

The Company's business started when Niroku Masaki, the founder of the Company, began selling an early type of pencil called "*hasami enpitsu*," one pencil at a time, with an enthusiasm for popularizing pencils in Japan. Driven by an eagerness to manufacture pencils that are comparable to overseas products, the Company then went on to create the "uni" pencil in 1958, the best quality pencil proudly offered by the Company.

Now, the writing instruments offered by the Company have grown into products that are used by customers in more than 100 countries all over the world, not only in Japan but also in other countries in Asia, as well as countries in other regions including Europe, North America, and the Middle and Near East, and the Company has widely expanded its business fields accordingly. Throughout every era, the writing instruments offered by the Company have been products closely familiar to people across a wide range of ages. Our writing instruments have been supporting customers' daily lives, from the time when children at a tender age first grip a colored pencil or felt-tip pen in their small hands to draw or color in pictures, then start using pencils and mechanical pencils, until, as the years go by, they begin using ballpoint pens to put into writing all the various facts, thoughts and memories from their lives. Our writing instruments have also been used as tools to generate innovative ideas and concepts or to create artworks admired by many.

The Company's guiding principal for its craftsmanship is embodied in the brand name of "uni" pencil, which originates from the word "unique." The Company believes that, in order for products and services to be widely loved by the public, they must be the one and only of their kinds and have the finest quality. Continuing to offer such products and services will also consequently enable the Company to assist more customers in expressing the "uniqueness" waiting to be discovered in each individual's inherent personality and abilities.

Exponential technological progress in recent years has generated numerous products and services and, in addition to the writing instruments that have conventionally been used thus far, broadened the range of options for how customers can express themselves. Further, while globalization has progressed at an accelerated pace due to the popularization of the Internet, an increased interest in urgent issues concerning the global environment, which is a resource shared by all peoples, has significantly changed customers' values relating to consumption and given rise to new methods of consuming, such as sharing and subscription. The Company believes that, in the midst of the significant changes to the social environment described above, customers' values have diversified and the joy of expressing diverse values has become more universally shared by people around the world.

Particularly because of the environment described above, the Company has made a resolution to return to the value that it has accumulated and offered to customers since its establishment and, by using this as a starting point, transform from a "manufacturer of writing instruments," which manufactures instruments used for writing, and be reborn as a "company that innovates means of expression," which offers the joy of expressing the uniqueness waiting to be discovered in each customer. Based on the belief that "everyone is born unique," the Company intends to strive to give material shape to the value it offers to customers – unlocking the inherent personality and creativity of people all over the world through "writing and drawing." Writing instruments have the power to bring out, increase, and add color to the unique properties of each customer and change them into what people can share. The Company continues to make efforts to sincerely work on the value it has offered to customers through the writing instruments business that it has focused on since its establishment, create a wealth of expression and new connections by empowering customers to fulfil the potential in their various inherent differences, including gender, culture, and disabilities, and thereby add color to the world with new technology based on the belief that difference is beautiful.

The Company recognizes that the concept of "corporate value" has several meanings, among which the focus tends to be placed on the figures of cash flow to be achieved in the future as economic and shareholder value (discounted to current value), as well as the market capitalization of shares. On the other hand, the Company believes that the term "corporate value" also means corporate activities carried out by a company with a firm determination to put on the market various products and services required by the public and to respond to the expectations of stakeholders surrounding the Company, including shareholders and customers, and that, above all, the source of the Company's corporate value lies in the technological and development capabilities that it has accumulated since its establishment and abundant experience, knowledge, and expertise of each of its individual employees, as well as its corporate climate and culture and management policy that foster and pass down these elements. The Company also believes that, in the midst of the changing environment and changing times, ceaselessly examining such source of corporate value and sophisticating and continuously improving it will continue to create a sense of energy and vigor among the Company and its employees and, as a result, the Company's corporate value will increase, and this will in turn maximize the value for all stakeholders surrounding the Company, including shareholders, customers, employees, trading partners, and the broader social community.

The Company will aim for sustainable growth and further enhance the corporate value of the Company and, in turn, the common interests of its shareholders while performing our social responsibilities as a corporation by improving what we consider to be the source of corporate value and encouraging the further evolution of the source of corporate value.

2. Measures to Enhance Corporate Value

As the long-term ideal image of the Company toward which it will aim from January 2022 to 2036, which will mark the 150th anniversary of its establishment, the Company has adopted "the world's leading company for innovating expression." In January 2022, the Company launched a medium-term management plan for the period from 2022 to 2024 with the basic policy of "uni redesign" as a foothold

toward the achievement of this long-term vision and as a measure for enhancing corporate value. The focus of the management plan is centered on the following three policies.

The first policy is "globalization of the writing instruments business," and an outline of this policy is to shift the writing instruments business, which has operated from a Japan-focused perspective, to a global mindset to offer unique writing instruments to a larger number of people, thereby contributing to assist people all over the world in expressing their "uniqueness." The second policy is to redefine the Company's business, which thus far has been defined mainly from the perspective of writing instrument products and related technology, to one that starts from the perspective of the value offered to customers through "writing and drawing," and to focus on the creation and nurturing of new businesses that are capable of materializing such value offered to customers, and the objective of this policy is to offer unprecedented customer experience by combining the writing instruments business and the new businesses. The last policy is to establish a "sustainable organizational framework" as the foundation for the realization of the above two policies and as a foothold toward sustainable development, thereby seeking to achieve not only corporate growth but also co-existence with the natural environment and society and, in turn, contributing to the realization of a free and borderless society in which people can continue to enjoy expressing themselves.

The Company believes that, in order for the Company to continuously enhance the Company's corporate value in the future, it is important to earnestly work on, improve, and further enrich what we consider to be the source of corporate value. And, the Company believes that, as the first step of such measures, to achieve the further strengthening of the competitiveness of the Company under the medium-term management plan as a matter of first priority will lead to the enhancement of the Company's corporate value and, in turn, the maximization of the interests of all stakeholders surrounding the Company, including its shareholders.

Please refer to "Notice Concerning the Formulation of 'Vision 2036 (Long-term Vision)' and 'Medium-term Management Plan 2022-2024'" released on February 17, 2022 for the details of the medium-term management plan.

3. Strengthening of Corporate Governance

The Company is a company with an audit and supervisory board, and the Company's Board of Directors and Audit & Supervisory Board supervise and audit the management of the Company. The term of office of each Director of the Company is set at one year in order to clarify the responsibilities of each Director toward shareholders, and the Company maintains the ratio of Outside Directors on the Board of Directors at one-third or more with an aim to strengthen the supervision of management from the perspective of independent third-parties. In addition, the Company has introduced the executive officer system for purposes such as accelerating the decision making process of management and realizing agile execution of business, as well as reinforcing the framework for monitoring management from an objective standpoint by separating management's supervisory functions and business execution functions. Four Audit & Supervisory Board Members, including two Outside Audit & Supervisory Board Members, constitute the Audit & Supervisory Board, and they audit the execution of duties by the Directors.

On the other hand, the Company believes that corporate governance is about "building a system for organizing a better company" for all stakeholders surrounding the Company and, as an effective measure for corporate governance, the Company established the Basic Policy for Corporate Governance at the meeting of the Board of Directors held on December 16, 2021. It is necessary for the Company to continuously consider what are the best measures for all stakeholders surrounding it in order to strengthen corporate governance, and the Company will continue to endeavor to further strengthen corporate governance in order to "organize a better corporate governance structure in accordance with the provisions of the Basic Policy for Corporate Governance.

Please refer to the "Announcement of Establishment of the Basic Policy for Corporate Governance" released on December 16, 2021 for the details of the Basic Policy for Corporate Governance.

III. Purpose and Details of the Plan

1. Purpose of the Plan

The Plan will be introduced by renewing the Former Plan in line with the Basic Policy set out in section I above for the purpose of ensuring and enhancing the corporate value of the Company and the common interests of its shareholders.

As set out in the Basic Policy, the Company's Board of Directors believes that persons who would propose a large-scale acquisition in a manner that does not contribute to the corporate value of the Company or the common interests of its shareholders would be inappropriate as persons who control decisions on the Company's financial and business policies. Based on this belief, the Company decided to introduce the Plan as a framework for enabling the Company's Board of Directors to present an alternative proposal to the shareholders or ensure necessary time and information for the shareholders to decide whether or not to accept the large-scale acquisition proposal and to negotiate for the benefit of the shareholders on the Company from an acquirer, for the purpose of preventing decisions on the Company's financial and business policied by persons deemed inappropriate and deterring large-scale acquisitions that are detrimental to the corporate value of the Company and the common interests of its shareholders.

Major shareholders of the Company as of December 31, 2021 are listed in the Schedule entitled "Major Shareholders of the Company." The Company has not received any notice or proposal of a large-scale acquisition to date from a specific third party.

2. Plan Outline

The Plan sets out procedures necessary to achieve the purpose stated above, including requirements for acquirers to provide information in advance in the case that the acquirer intends to make an acquisition of 20% or more of the Company's share certificates or other equity securities.

The acquirer may effect a large-scale acquisition of the Company's share certificates or other equity securities if and only after the Company's Board of Directors or the Company's general meeting of shareholders determines that the Company should not trigger the Plan in accordance with the procedures for the Plan.

In cases such as where an acquirer does not follow the procedures set out in the Plan or a large-scale acquisition of the Company's share certificates or other equity securities could harm the corporate value of the Company and the common interests of its shareholders, and if the acquisition satisfies the triggering requirements set out in the Plan, the Company will implement a countermeasure by means such as allotting share options with (a) an exercise condition that does not allow the acquirer to exercise rights as a general rule, and (b) an acquisition provision to the effect that the Company may acquire the share options in exchange for the Company's shares from persons other than the acquirer, in the form of a gratis allotment of share options to all shareholders, except the Company, at that time.

The Company's policy is that it will establish the Independent Committee, which is solely composed of Outside Directors and other outside parties who are independent from the management of the Company, and will obtain its objective determination with respect to matters such as the implementation, non-implementation, or cancellation of the gratis allotment of share options or other countermeasures permitted under laws and ordinances and the Company's Articles of Incorporation in accordance with the Plan in order to eliminate arbitrary decisions by Directors, and cause the Company's Board of Directors to make a careful determination with respect to these matters.

In addition, the Company's Board of Directors may hold a general meeting of shareholders in certain cases prescribed in the Plan and confirm the intent of the shareholders regarding the implementation of the gratis allotment of share options or other countermeasures permitted under laws and ordinances and

the Company's Articles of Incorporation.

The Company will ensure the transparency of the above procedures by disclosing information to the Company's shareholders as appropriate in the course of those procedures.

3. Plan Details (Measures to Prevent Decisions on the Company's Financial and Business Policies from being Controlled by Persons Deemed Inappropriate Under the Basic Policy)

- 3.1 Procedures for Triggering the Plan
 - (a) Targeted Acquisitions

The Plan will be applied in cases where any purchase or other acquisition of share certificates, etc. of the Company that falls under (i) or (ii) below or any similar action or a proposal¹ for such action (except for such action as the Company's Board of Directors separately determines not to be subject to the Plan; the "Acquisition") takes place.

- (i) A purchase or other acquisition² or an act of forming a relationship whereby a third party becomes a joint holder³ of a holder (*hoyuusha*)⁴ with respect to the share certificates, etc. (*kabuken tou*)⁵ issued by the Company that would result in the holding ratio of share certificates, etc. (*kabuken tou hoyuu wariai*)⁶ of that holder totaling at least 20% of the share certificates, etc. issued by the Company; or
- (ii) A tender offer (koukai kaitsuke)⁷ with respect to the share certificates, etc. (kabuken tou)⁸ issued by the Company that would result in the ownership ratio of share certificates, etc. (kabuken tou shoyuu wariai)⁹ of the party conducting the tender offer after the tender offer and the ownership ratio of share certificates, etc. of other persons in special relationship with that party (tokubetsu kankei-sha)¹⁰ totaling at least 20% of the share certificates, etc. issued by the Company.

¹ "Proposal" includes socilcitation of a third party for an Acquisition.

² "Acquisition" includes having the right to request delivery of share certificates, etc. under a purchase and sale contract or any other contract or executing any of the transactions provided for in Article 14-6 of the Order for Enforcement of the Financial Instruments and Exchange Act. The same applies throughout this Proposal.

³ Meaning a joint holder provided for in Article 27-23(5) of the Financial Instruments and Exchange Act, including persons regarded as a joint holder under Article 27-23(6) of the Financial Instruments and Exchange Act (including persons who are deemed to fall under a joint holder by the Board of Directors of the Company). (i) A person in special relationship defined in Article 27-2(7) of the Financial Instruments and Exchange Act and (ii) an investment bank, a securities firm, or other financial institution that executes a financial advisory agreement with the holder or a joint holder or the person in (i), or a tender offer agent or securities firm acting as lead manger of the holder (collectively, "contract financial institution, etc." in this Proposal) are deemed to be a joint holder of that holder of that holder of that Proposal and in the calculation of holding ratios of share certificates, etc. under the Plan.

⁴ Including persons described as a holder under Article 27-23(3) of the Financial Instruments and Exchange Act (including persons who are deemed to fall under the above by the Board of Directors of the Company). The same applies throughout this Proposal.

⁵ Defined in Article 27-23(1) of the Financial Instruments and Exchange Act. The same applies throughout this Proposal unless otherwise provided for.

⁶ Defined in Article 27-23(4) of the Financial Instruments and Exchange Act. The same applies throughout this Proposal.

⁷ Defined in Article 27-2(6) of the Financial Instruments and Exchange Act. The same applies throughout this Proposal.

⁸ Defined in Article 27-2(1) of the Financial Instruments and Exchange Act.

⁹ Defined in Article 27-2(8) of the Financial Instruments and Exchange Act. The same applies throughout this Proposal.

¹⁰ Defined in Article 27-2(7) of the Financial Instruments and Exchange Act (including persons who are deemed to fall under the above by the Board of Directors of the Company); provided, however, that persons provided for in Article 3(2) of the Cabinet Office Ordinance on Disclosure Required for Tender Offer for Share Certificates, etc. by Person other than Issuer are excluded from the persons described in Article 27-2(7)(i) of the Financial Instruments and Exchange Act. A joint holder and contract financial institution, etc. are deemed to be a person in special relationship. The same applies throughout this Proposal.

The party intending to make the Acquisition (the "Acquirer") shall follow the procedures set out in the Plan, and the Acquirer must not commence or effect the Acquisition until and unless the Company's Board of Directors or the Company's general meeting of shareholders resolves not to implement the gratis allotment of share options or other countermeasures permitted under laws and ordinances and the Company's Articles of Incorporation in accordance with the Plan.

(b) Submission of Acquirer's Statement

The Company will request the Acquirer to submit to the Company in the form separately prescribed by the Company a document that includes an undertaking such as that the Acquirer will comply with the procedures set out in the Plan (signed by or affixed with the name and seal of the representative of the Acquirer) and a qualification certificate of the person who signed or affixed its name and seal to that document (collectively, "Acquirer's Statement") before commencing or effecting the Acquisition. The Acquirer's Statement must include the name, address or location of headquarters, location of offices, governing law for establishment, name of the representative, contact information in Japan for the Acquirer and outline of the intended Acquisition. The Acquirer's Statement and the Acquisition Document set out in (c) below must be written in Japanese.

(c) Request to the Acquirer for the Provision of Information

The Company will provide the Acquirer the format for the Acquisition Document (defined below), including a list of information that the Acquirer should provide to the Company, no later than 10 business days(*) after receiving the Acquirer's Statement. The Acquirer must provide the Company's Board of Directors with the document in the form provided by the Company (collectively, the "Acquisition Document"), which includes the information described in each item of the list below ("Essential Information").

- (i) Details (including name, capital relationship, financial position, operation results, details of violation of laws or ordinances in the past (if any), and terms of any previous transactions which are similar to the Acquisition by the Acquirer) of the Acquirer and its group (joint holders, persons in special relationship and persons in special relationship with a person in relation to whom the Acquirer is the controlled juridical person, etc.¹¹).¹²
- (ii) The purpose, method and specific terms of the Acquisition (including the amount and type of consideration, the timeframe, the scheme of any related transactions, the legality of the Acquisition method, and the feasibility of the Acquisition).
- (iii) The amount and basis for the calculation of the purchase price of the Acquisition.
- (iv) Whether the Acquirer has exchanged communications with a third party in connection with the Acquisition and, if it has, the details of the communications and a brief description of that third party.
- (v) Information on any past acquisition of the share certificates, etc. of the Company by the Acquirer.
- (vi) If the Acquirer has reached or intends to reach an agreement with a third party regarding the share certificates, etc. of the Company, the details of the agreement and a brief description of that third party.
- (vii) Financial support for the Acquisition (including the names of providers of funds (including all indirect providers of funds) for the Acquisition, financing methods and the terms of any related transactions).

^{* &}quot;Business day" means any day other than days listed in the items of Article 1(1) of the Act on Holidays of Administrative Organs.

¹¹ Defined in Article 9(5) of the Order for Enforcement of the Financial Instruments and Exchange Act.

¹² If an Acquirer is a fund, information relating to the matters described in (i) about each partner and other constituent members is also required.

- (viii) Post-Acquisition management policy, business plan, and capital and dividend policies for the Group.
- (ix) Policies for the Company's shareholders (other than the Acquirer), employees, business partners, clients, and other stakeholders.
- (x) Specific measures to avoid any conflicts of interest with other shareholders of the Company.
- (xi) Any other information that the Independent Committee reasonably considers necessary.

If the Company's Board of Directors receives the Acquisition Document, it will promptly send it to the Independent Committee (which will be established based on the resolution of the Company's Board of Directors; standards for appointing members, requirements for resolutions, resolution matters, and other matters concerning the Independent Committee are as described in Attachment 1 'Outline of the Rules of the Independent Committee' and business backgrounds and other matters of members of the Independent Committee at the time of the introduction of the Plan are as described in Attachment 2 'Profiles of the Members of the Independent Committee'). If the Independent Committee determines that the Acquisition Document does not contain sufficient Essential Information, it may set a reply period as appropriate (up to 60 days from the date on which the Company's Board of Directors receives the Acquisition Document) and request that the Acquirer provide additional information. In such case, the Acquirer should provide the additional information within the reply period.

- (d) Consideration of Acquisition Terms, Negotiation with the Acquirer, and Consideration of an Alternative Proposal
 - (i) Request to the Company's Board of Directors for the Provision of Information If the Acquirer submits the Acquisition Document and any additional information that the Independent Committee requests, the Independent Committee may set a reply period as appropriate and request that the Company's Board of Directors present an opinion (including an opinion to refrain from giving such opinion; hereinafter the same) on the Acquirer's Acquisition terms, materials supporting such opinion, an alternative proposal (if any), and any other information that the Independent Committee considers necessary.
 - (ii) Independent Committee Consideration

The Independent Committee will conduct its consideration of the Acquisition terms, collection of information such as the management plans and business plans of the Acquirer and the Company's Board of Directors and comparison thereof, and consideration of any alternative plan presented by the Company's Board of Directors, and the like for, as a general rule, a period of up to 90 days after it receives the Acquisition Document submitted by the Acquirer (however, if the Independent Committee requests the Acquirer to provide additional information after setting a reply period, then a period of up to 90 days from the day following the last day of the reply period) (or, for a period of up to 60 days in the case of an Acquisition through a tender offer in consideration for cash (JPY) and in which the maximum number to be purchased is not set) (such period required for the collection of information and consideration by the Independent Committee is hereinafter referred to as the "Independent Committee Consideration Period"). Further, if it is necessary in order to improve the terms of the Acquisition from the standpoint of ensuring and enhancing the corporate value of the Company and the common interests of its shareholders, the Independent Committee will directly or indirectly discuss and negotiate with the Acquirer.

In order to ensure that the Independent Committee's decision contributes to the Company's corporate value and the common interests of its shareholders, the Independent Committee may, at the cost of the Company, obtain advice from independent third parties (including financial advisers, certified public accountants, attorneys, certified public tax accountants, consultants or any other experts). If the Independent Committee directly or indirectly requests the Acquirer to provide materials for consideration or any other

information, or to discuss and negotiate with the Independent Committee, the Acquirer must promptly respond to such request.

(e) Recommendations by the Independent Committee

Based on the abovementioned procedures, the Independent Committee will make recommendations or the like to the Company's Board of Directors in the manner described below.

(i) If triggering of the Plan is recommended:

If the Independent Committee determines that the Acquisition falls under any of the trigger events set out below in 3.2, 'Requirements for Implementation of the Countermeasures' (collectively, "Trigger Events"), the Independent Committee will recommend the implementation of the gratis allotment of share options (whose principal terms are set out below in 3.3 'Outline of the Countermeasures'; such share options hereinafter referred to as "Share Options") or of other countermeasures permitted under laws and ordinances and the Company's Articles of Incorporations (collectively, the "Countermeasures") to the Company's Board of Directors except in any specific case where further provision of information by the Acquirer or negotiation, discussion, or the like with the Acquirer is necessary. If there is a concern that an Acquisition may fall under the second Trigger Event ("Trigger Event (2)") set out below in 3.2 'Requirements for Implementation of the Countermeasures,' the Independent Committee may recommend the implementation of the Countermeasures subject to obtaining an approval at a general meeting of shareholders regarding the implementation in advance.

Notwithstanding the above, even after the Independent Committee has already made a recommendation for the implementation of the Countermeasures, if the Independent Committee determines that either of the events in (A) or (B) below applies, it may make a new recommendation that (i) (on or before the second business day prior to the ex-rights date with respect to the gratis allotment of Share Options) the Company should cancel the gratis allotment of Share Options, or (ii) (from the effective date of the gratis allotment of Share Options and until the day immediately prior to the commencement date of the exercise period of the Share Options) the Company should acquire the Share Options for no consideration, cancel the implementation of the Countermeasures, or take other actions.

- (A) The Acquirer withdraws the Acquisition or the Acquisition otherwise ceases to exist after the recommendation for the implementation of the Countermeasures.
- (B) There is no longer any Trigger Event due to a change or the like in the facts or other matters on which the decision of the recommendation for the implementation of the Countermeasures was made.
- (ii) If non-triggering of the Plan is recommended:

If the Independent Committee determines that no Trigger Events exist with respect to the Acquisition, the Independent Committee will recommend the non-implementation of the Countermeasures to the Company's Board of Directors regardless of whether or not the Independent Committee Consideration Period has ended.

Notwithstanding the foregoing, even after the Independent Committee has already made a recommendation for the non-triggering of the Countermeasures, if there is a change in the facts or other matters on which the decision for the recommendation was made and Trigger Events arise, the Independent Committee may make a new recommendation that the Company should implement the Countermeasures.

(iii) If the Independent Committee Consideration Period is extended:

If the Independent Committee does not reach a recommendation for the implementation or non-implementation of the Countermeasures during the initial Independent Committee Consideration Period, the Independent Committee may, to the reasonable extent that it is considered necessary for actions such as consideration of the terms of the Acquirer's Acquisition, consideration of an alternative proposal and negotiation with the Acquirer, extend the Independent Committee Consideration Period (up to 30 days as a general rule). If the Independent Committee Consideration Period is extended, the Independent Committee will continue to collect information, deliberate, and perform similar activities, and use its best efforts to make a recommendation for the implementation or nonimplementation of the Countermeasures within the extended period.

(f) Resolutions by the Board of Directors

In case the Independent Committee makes any recommendation stated above, the Company's Board of Directors, in exercising their role as an organization under the Companies Act, will pass a resolution relating to the implementation or non-implementation of the Countermeasures while respecting the recommendation to the maximum extent and carefully considering matters such as whether the Acquisition opposes the corporate value of the Company and the common interests of its shareholders.

However, if a general meeting of shareholders is held pursuant to (g) below, the Company's Board of Directors shall follow the resolution of that general meeting of shareholders.

The Company's Board of Directors will not implement the Countermeasures if the Independent Committee recommends the non-implementation of the Countermeasures or a general meeting of shareholders resolves to reject the proposal for the implementation of the Countermeasures.

(g) Convocation of a General Meeting of Shareholders

When implementing the Countermeasures in accordance with the Plan, if (i) the Independent Committee recommends the implementation of the Countermeasures subject to obtaining an approval at a general meeting of shareholders in advance in accordance with (e)(i) above or (ii) if there is a concern that an Acquisition may fall under Trigger Event (2) and the Board of Directors determines that it is appropriate to refer the matter to a general meeting of shareholders pursuant to the duty of care of a good manager after taking into account the time required for holding a general meeting of shareholders and other relevant matters, it may convene a general meeting of shareholders and present a proposal regarding the implementation of the Countermeasures on the agenda at the general meeting of shareholders.

(h) Information Disclosure

When operating the Plan, the Company will disclose, in a timely manner, information on the progress of each procedure set out in the Plan (including the fact that the Acquirer's Statement and Acquisition Document have been submitted, the fact the Independent Committee Consideration Period has commenced, and the fact that the Independent Committee Consideration Period has been extended, as well as the specific extended period and the reason for the extension), or an outline of recommendations made by the Independent Committee, an outline of resolutions by the Company's Board of Directors, and other matters that the Independent Committee in accordance with the applicable laws and ordinances or the applicable regulations, etc. of the financial instruments exchange.

3.2 Requirements for Implementation of the Countermeasures

The requirements to trigger the Plan to implement the Countermeasures are as follows. As described above in (e) of 3.1, 'Procedures for Triggering the Plan,' the Company's Board of Directors will make a determination as to whether any of the following requirements applies to an Acquisition only after the recommendation by the Independent Committee is obtained.

Trigger Event (1)

The Acquisition does not follow the procedures prescribed in the Plan (including cases where reasonable time and information necessary to consider the details of the Acquisition is not offered) and it is reasonable to implement the Countermeasures.

Trigger Event (2)

The Acquisition falls under any of the items below and it is reasonable to implement the Countermeasures.

- (a) An Acquisition that threatens to cause obvious harm to the corporate value of the Company and the common interests of its shareholders through any of the following actions:
 - (i) A buyout of share certificates, etc. to require such share certificates, etc. to be compulsorily purchased by the Company side at a high price.
 - (ii) Management that achieves an advantage for the Acquirer to the detriment of the Company, such as temporary control of the Company's management for the low-cost acquisition of the Company's material assets.
 - (iii) Diversion of the Company's assets to secure or repay debts of the Acquirer or its group company.
 - (iv) Temporary control of the Company's management to bring about the disposal of highvalue assets that have no current relevance to the Company's business and declaring temporarily high dividends from the profits of the disposal, or selling the shares at a high price taking advantage of the opportunity afforded by the sudden rise in share prices created by the temporarily high dividends.
- (b) Certain Acquisitions that threaten to effectively coerce shareholders into selling shares, such as coercive two-tiered tender offers (meaning acquisitions of shares including tender offers, in which acquisition terms for the second stage are set to be unfavorable compared to the initial acquisition or unclear).
- (c) Acquisitions to which the economic terms (including the amount and type of consideration and the payment date and method of consideration) are inadequate or inappropriate in light of the Company's intrinsic value.
- (d) The terms of a proposed Acquisition (including the economic terms of the Acquisition, as well as the legality and feasibility of the Acquisition, post-Acquisition management policy and business plan, and post-Acquisition policies dealing with the Company's shareholders (other than the Acquirer), employees, business partners, clients, and other stakeholders of the Company) materially threaten to oppose the corporate value of the Company or the common interests of shareholders, by damaging relationships with the Group's employees, business partners, clients, and other stakeholders and the brand strength of the Group, which are indispensable to the generation of the Company's corporate value.
- 3.3 Outline of the Countermeasures

The countermeasure to an Acquisition that is triggered by the Company in accordance with the Plan is, as a general rule, a gratis allotment of share options. However, there is also a possibility that the Company will use other countermeasures permitted under laws and ordinances and the Company's Articles of Incorporation if it is determined appropriate to trigger those countermeasures.

If a gratis allotment of share options is implemented as a countermeasure under the Plan, the outline

of the implementation is as follows.

(a) Number of Share Options

The number of Share Options to be allotted upon implementation of a gratis allotment of Share Options is the same as the most recent total number of issued shares in the Company (excluding the number of shares in the Company held by the Company at that time) on a certain date (the "Allotment Date") that is separately determined in a resolution by the Company's Board of Directors relating to the gratis allotment of Share Options (the "Gratis Allotment Resolution").

(b) Shareholders Eligible for Allotment

The Company will allot the Share Options to shareholders, other than the Company, who are recorded in the Company's most recent register of shareholders on the Allotment Date, at a ratio of one Share Option for each share in the Company held as a general rule.

- (c) Effective Date of Gratis Allotment of Share Options The effective date of the gratis allotment of Share Options will be separately determined in the Gratis Allotment Resolution.
- (d) Number of Shares to be Acquired upon Exercise of the Share Options
 The number of shares in the Company to be acquired upon exercise of each Share Option (the
 "Number of Subject Shares") shall be a number to be separately determined in the Gratis
 Allotment Resolution.
- (e) Amount to be Contributed upon Exercise of Share Options Contributions upon exercise of the Share Options are to be in cash, and the amount per share in the Company to be contributed upon exercise of the Share Options will be one yen.
- (f) Exercise Period of the Share Options

The commencement date of the exercise period will be a date separately determined in the Gratis Allotment Resolution (this commencement date of the exercise period is hereinafter referred to as the "Exercise Period Commencement Date"), and the period will, in principle, be a period from one month to six months long as separately determined in the Gratis Allotment Resolution.

- (g) Conditions for Exercise of Share OptionsThe following parties may not exercise the Share Options (the parties falling under (I) through (VI) below are hereinafter collectively referred to as "Non-Qualified Parties"):
 - (I) Specified Large Holders;¹³
 - (II) Joint holders of Specified Large Holders;
 - (III) Specified Large Purchasers;¹⁴

¹³ "Specified Large Holder" means, in principle, a party who is a holder of share certificates, etc. issued by the Company and whose holding ratio of share certificates, etc. in respect of such share certificates, etc. is at least 20% (including any party who is deemed applicable to the above by the Company's Board of Directors); provided, however, that a party that the Company's Board of Directors recognizes as a party who, without its own intention, becomes applicable to the above as a result of the acquisition of own shares by the Company or for any other reason (except if that party subsequently newly acquires the share certificates, etc. of the Company of its own will), a party that the Company is not contrary to the Company's corporate value or the common interests of shareholders or a certain other party that the Board of Directors determines in the Gratis Allotment Resolution is not a Specified Large Holder. The same applies throughout this Proposal.

- (IV) Persons in special relationship with Specified Large Purchasers;
- (V) Any transferee of, or successor to, the Share Options of any party falling under (I) through (IV) without the approval of the Company's Board of Directors; or
- (VI) Any Affiliated Party¹⁵ of any party falling under (I) through (V).

Further, nonresidents of Japan who are required to follow certain procedures under applicable foreign laws and ordinances to exercise the Share Options may not as a general rule exercise the Share Options (provided, however, that the Share Options held by nonresidents will be subject to acquisition by the Company in exchange for shares in the Company as set out in (ii) of (i), 'Acquisition of Share Options by the Company' below, on the condition that it is confirmed that the relevant acquisition by the Company does not infringe any applicable law or ordinance). In addition, anyone who fails to submit a written undertaking, in the form prescribed by the Company and containing representations and warranties regarding matters such as the fact that he/she/it satisfies the exercise conditions of the Share Options, indemnity clauses and other covenants, may not exercise the Share Options.

(h) Assignment of Share Options

Any acquisition of the Share Options by assignment requires the approval of the Company's Board of Directors.

- (i) Acquisition of Share Options by the Company
 - (i) At any time on or before the date immediately prior to the Exercise Period Commencement Date, if the Company's Board of Directors deems that it is appropriate for the Company to acquire the Share Options, the Company may, on a day separately determined by the Company's Board of Directors, acquire all of the Share Options for no consideration.
 - (ii) On a date separately determined by the Company's Board of Directors, the Company may acquire all of the Share Options that have not been exercised before or on the day immediately prior to such date determined by the Company's Board of Directors, that are

¹⁵ An "Affiliated Party" of a given party means a person who substantially controls, is controlled by, or is under common control with such given party (including any party who is deemed to fall under the above by the Company's Board of Directors), or a party deemed by the Company's Board of Directors to act in concert with such given party. "Control" means to "control the determination of the financial and business policies" (as defined in Article 3(3) of the Enforcement Regulations of the Companies Act) of other corporations or entities.

¹⁴ "Specified Large Purchaser" means, in principle, a person who makes a public announcement of purchase, etc. (as defined in Article 27-2(1) of the Financial Instruments and Exchange Act; the same applies throughout this Footnote) of share certificates, etc. (as defined in Article 27-2(1) of the Financial Instruments and Exchange Act; the same applies throughout this Footnote) issued by the Company through a tender offer and whose ratio of ownership of share certificates, etc. in respect of such share certificates, etc. owned by such person after such purchase, etc. (including similar ownership as prescribed in Article 7(1) of the Order for Enforcement of the Financial Instruments and Exchange Act) is at least 20% when combined with the ratio of ownership of share certificates, etc. of a person in special relationship (including any party who is deemed to fall under the above by the Company's Board of Directors); provided, however, that a party that the Company's Board of Directors recognizes as a party whose acquisition or holding of share certificates, etc. of the Company is not contrary to the Company's corporate value or the common interests of shareholders or a certain other party that the Company's Board of Directors and the Company's Board of Directors determines in the Gratis Allotment Resolution is not a Specified Large Purchaser. The same applies throughout this Proposal.

held by parties other than Non-Qualified Parties (if any) and, in exchange, deliver shares in the Company in the number equivalent to the Number of Subject Shares for each Share Option. In addition, if, on or after the date upon which the acquisition takes place, the Company's Board of Directors recognizes the existence of any party holding Share Options other than Non-Qualified Parties, the Company may, on a date determined by the Company's Board of Directors that falls after the date upon which the acquisition described above takes place, acquire all of the Share Options held by that party that have not been exercised by or on the day immediately prior to such date determined by the Company's Board of Directors (if any) and, in exchange, deliver shares in the Company in the number equivalent to the number of the Number of Subject Shares for each Share Option. The same will apply thereafter.

- (j) Delivery of Share Options in Case of Merger, Absorption-type Company Split (kyushu bunkatsu), Incorporation-type Company Split (shinsetsu bunkatsu), Share Exchange (kabushiki koukan), and Share Transfer (kabushiki iten) These matters will be separately determined in the Gratis Allotment Resolution.
- (k) Issuance of Certificates Representing the Share Options Certificates representing the Share Options will not be issued.
- (l) Other

In addition, the details of the Share Options will be separately determined in the Gratis Allotment Resolution.

3.4 Procedures for the Introduction of the Plan

With regard to the Plan, the Company will request that the shareholders approve the introduction of the Plan by renewing the Former Plan and delegate to the Company's Board of Directors the authority to decide matters regarding the gratis allotment of Share Options in accordance with the terms and conditions set out in the Plan by resolutions at this General Meeting of Shareholders in accordance with Article 16 of the Company's Articles of Incorporation.

3.5 Effective Period, and Abolition and Amendment of the Plan

The effective period of the Plan will be the period of delegation of authority to decide matters regarding the gratis allotment of Share Options under the Plan, for which a resolution is passed at this General Meeting of Shareholders, and the period of delegation will be until the conclusion of the annual general meeting of shareholders relating to the last fiscal year ending within three years after the conclusion of this General Meeting of Shareholders.

However, if, before the expiration of the effective period of the Plan, (i) a general meeting of shareholders of the Company resolves to abolish the Plan or to withdraw the above delegation to the Board of Directors of the authority to decide matters regarding the gratis allotment of Share Options under the Plan or (ii) the Company's Board of Directors resolves to abolish the Plan, the Plan will be abolished at that time.

Further, the Company's Board of Directors may revise or amend the Plan even during the effective period of the Plan, in cases where the revision or amendment is not contrary to the purpose of the resolution of this General Meeting of Shareholders such as cases where any law, ordinance, or regulation, etc. of a financial instruments exchange or the like concerning the Plan is established, amended or abolished and it is appropriate to reflect such establishment, amendment or abolition in the Plan, cases where it is appropriate to revise the wording for reasons such as typographical errors and omissions, and cases where the revision or amendment does not cause any disadvantage to the Company's shareholders, and subject to the approval of the Independent Committee.

If the Plan is abolished, revised or amended, the Company will promptly disclose the fact that such abolition, revision or amendment has taken place, and (in the event of a revision or amendment) the details of the revision, amendment and any other matters.

3.6 Revision Due to Amendment to Laws and Ordinances

The provisions of laws and ordinances referred to under the Plan are subject to the prevailing provisions as of February 17, 2022. If it becomes necessary after such date to revise the terms and conditions or definitions of terms set out in the paragraphs above due to the establishment, amendment or abolishment of laws and ordinances, the terms and conditions or definitions of terms set out in the paragraphs above will be read accordingly as required to a reasonable extent, taking into consideration the purposes of such establishment, amendment or abolishment.

4. Impact on Shareholders and Investors

4.1 Impact on Shareholders and Investors Upon Introduction of the Plan

Upon introduction, the Plan will have no direct or specific impact on shareholders and investors because no actual Countermeasures, including gratis allotment of Share Options, will be implemented.

4.2 Impact on Shareholders and Investors at the Time of Implementation of the Countermeasures

Even upon implementation of the Countermeasures, it is not assumed that the Plan would cause a situation that results in particular losses to the Company's shareholders (excluding Non-Qualified Parties) in terms of legal rights or economic aspects. If the Countermeasures are taken, the Company will disclose information in a timely and appropriate manner in accordance with laws and ordinances and the rules of the financial instruments exchange.

The impact on shareholders and investors at the time a gratis allotment of Share Options is implemented as the Countermeasures would be as follows.

(i) Procedures for Gratis Allotment of Share Options

If the Company's Board of Directors resolves to make a gratis allotment of Share Options, it will also decide the Allotment Date in the same resolution and give public notice of this Allotment Date. In this case, the Company will make a gratis allotment of Share Options to shareholders, other than the Company, who are recorded in the Company's most recent register of shareholders on the Allotment Date (the "Entitled Shareholders") for one Share Option per share in the Company held by the Entitled Shareholders, as a general rule. All Entitled Shareholders will automatically become Share Option holders on the effective date of the gratis allotment of Share Options, and no further procedures, such as applying for such gratis allotment, will be necessary.

In addition, even after the Company's Board of Directors resolves to make a gratis allotment of Share Options, the Company may, by respecting any recommendation of the Independent Committee described above in section (e)(i) of 3.1, 'Procedures for Triggering the Plan,' to the maximum extent, (i) (on or before the second business day prior to the ex-rights date with respect to the gratis allotment of Share Options) cancel the gratis allotment of Share Options, or (ii) (from the effective date of the gratis allotment of Share Options and until the day immediately prior to the commencement date of the exercise period) acquire Share Options for no consideration. In such cases, no dilution of the value per share in the Company held by the shareholders will result, and it is possible that investors who have sold or bought the shares in the Company expecting to see such a dilution will suffer unexpected damage as a result of a fluctuation in the share price.

(ii) Procedures for Exercising Share Options

The Company will deliver, as a general rule, a document to be submitted upon the exercise of the Share Options (in the form prescribed by the Company and containing necessary matters such as the terms and number of Share Options for exercise and the exercise date for the Share Options, as well as representations and warranties regarding matters such as that the shareholders themselves satisfy the exercise conditions of the Share Options, indemnity clauses and other covenants, and information necessary to record shares in the Company to be delivered to the account of the Entitled Shareholders) and other documents necessary for the exercise of the Share Options to the Entitled Shareholders. After the gratis allotment of Share Options, the shareholders will be issued shares in the Company in a number equivalent to the Number of Subject Shares in exchange for each Share Option upon submitting these necessary documents during the exercise period of Share Options and by paying in the prescribed manner one yen per share for the Number of Subject Shares of the Share Options, as a general rule. The Non-Qualified Parties intending to exercise Share Options must follow the Company's separate determination in accordance with (g) of 3.3, 'Outline of the Countermeasures.'

If the Company's shareholders do not exercise their Share Options or pay the amount equivalent to the exercise price, the shares they hold in the Company will be diluted by the exercise of Share Options by other shareholders.

However, it is also possible for the Company to acquire the Share Options of all shareholders other than Non-Qualified Parties and, in exchange, deliver shares in the Company, in accordance with the procedures set out in (iii) below. If the Company carries out such acquisition procedures, all shareholders other than Non-Qualified Parties will come to receive shares and the like in the Company without exercising their Share Options or paying an amount equivalent to the exercise price and, in principle, there will be no subsequent dilution of the shares in the Company they hold.

- (iii) Procedures for the Acquisition of Share Options by the Company
 - If the Company's Board of Directors determines to acquire the Share Options, the Company will acquire the Share Options in accordance with the statutory procedures from the shareholders other than Non-Qualified Parties, on the date separately determined by the Company's Board of Directors and deliver shares in the Company in exchange for the Share Options. In this case, the shareholders concerned will come to receive shares in the Company in a number equivalent to the Number of Subject Shares as consideration for the acquisition by the Company of those Share Options, without paying the amount equivalent to the exercise price. However, in such case, the shareholders concerned will be separately requested to provide information necessary to record shares in the Company to be delivered to the account of the Entitled Shareholders and submit, in the form prescribed by the Company, a written undertaking including representations and warranties regarding matters such as the fact that they are not Non-Qualified Parties, indemnity clauses and other covenants.

If the Gratis Allotment Resolution provides for the matters relating to acquisition, including acquisition of the Share Options from the Non-Qualified Parties, the Company may take procedures in accordance with the provisions of the Gratis Allotment Resolution.

In addition, the Company will disclose information to or notify all of its shareholders with respect to the particulars of the allotment method, exercise method and method for acquisition by the Company after these matters are determined in the Gratis Allotment Resolution. We request that shareholders check these details at that time.

IV. Decisions and Reasoning by the Company's Board of Directors regarding Above Measures

1. Decisions and Reasoning regarding the Special Measures to Realize the Basic Policy (measures set out in II above)

As set out in section II above, the Company has implemented such measures for enhancing the corporate value and such policies for strengthening its corporate governance practices, including the medium-term management plan, as specific measures to continually and persistently enhance the Company's corporate value and the common interests of the Company's shareholders. These measures will indisputably contribute to the realization of the Basic Policy.

Therefore, these measures comply with the Basic Policy and are consistent with the common interests of the Company's shareholders, and are not implemented for the purpose of maintaining the positions of the Directors and the Audit & Supervisory Board Members of the Company.

2. Decisions and Reasoning regarding the Measures to Prevent Decisions on the Company's Financial and Business Policies from being Controlled by a Person Deemed Inappropriate under the Basic Policy (measures set out in III above)

2.1 The Plan Satisfies the Basic Policy

The Plan is a mechanism to maintain the corporate value of the Company and, in turn, the common interests of its shareholders by ensuring the necessary time and information is made available for the shareholders to decide whether or not to accept the Acquisition of share certificates, etc. of the Company and for the Company's Board of Directors to present an alternative proposal to the shareholders, and by enabling the Board of Directors to negotiate with the Acquirer for the benefit of the shareholders when such Acquisition is made. As above, the Plan is in compliance with the Basic Policy.

2.2 The Plan is not Detrimental to the Common Interests of the Shareholders and does not Aim to Maintain the Positions of Directors and Audit & Supervisory Board Members of the Company

For the following reasons, the Company believes that the Plan is not detrimental to the common interests of the Company's shareholders, and that it does not aim to maintain the positions of the Directors and the Audit & Supervisory Board Members of the Company.

(a) Satisfying the Requirements of the Guidelines for Takeover Defense Measures, Etc.

The Plan satisfies all of the three principles set out in "Guidelines Regarding Takeover Defense for the Purposes of Protection and Enhancement of Corporate Value and Shareholders' Common Interests" (the "Guidelines") released by the Ministry of Economy, Trade and Industry and the Ministry of Justice on May 27, 2005, namely, the principles of:

- \cdot ensuring and enhancing the corporate value and shareholders' common interests;
- · prior disclosure and respect for shareholders' intent; and
- ensuring necessity and reasonableness.

The Plan has also introduced details based on "Takeover Defense Measures in Light of Recent Environmental Changes" published on June 30, 2008 by the Corporate Value Study Group established under the Ministry of Economy, Trade and Industry, and other practice and discussion related to takeover defense measures, and in this way it is considered that the Plan is reasonable.

(b) Placing High Value on the Intent of Shareholders

The Company intends to ask for shareholders' approval at this General Meeting of Shareholders regarding adoption of the Plan in order to reflect the intent of the shareholders, as set out above in III.3.4, 'Procedures for the Introduction of the Plan.'

Further, as set out above in (g) of III.3.1, 'Procedures for Triggering the Plan,' the Company's Board of Directors may, in certain cases, confirm the intent of the shareholders regarding implementation of the Countermeasures at a general meeting of shareholders.

In addition, the Plan is subject to a so-called sunset clause setting the effective period of approximately three years after implementation and if, even before the expiration of the effective period of the Plan, the general meeting of shareholders or the Board of Directors of the Company resolves to abolish the Plan, the Plan will be abolished in accordance with that resolution. In this regard, the life of the Plan depends on the intent of the Company's shareholders.

(c) Information Disclosure

When operating the Plan, the Company will disclose information in a timely manner on matters that the Independent Committee or the Company's Board of Directors considers appropriate including the progress of each procedure set out in the Plan (including the fact that the Acquirer's Statement and Acquisition Document have been submitted, that the Independent Committee Consideration Period has commenced, and that the Independent Committee Consideration Period has been extended), an outline of recommendations made by the Independent Committee, and an outline of resolutions by the Company's Board of Directors, in accordance with the applicable laws and ordinances or the rules of the financial instruments exchange. In this way, the Company ensures a structure under which the Plan is operated in a transparent way for the benefit of the corporate value of the Company and the common interests of its shareholders.

(d) Emphasis on the Decisions of Independent Parties Such As Outside Directors and Obtaining the Advice of Third-Party Experts

The Company must obtain a recommendation from the Independent Committee, composed only of members who are independent such as Outside Directors, when making decisions for triggering the Plan.

Further, the Independent Committee may obtain advice from independent third-party experts at the Company's expense, which is a mechanism to even more securely enhance the fairness and objectivity of the decisions made by the Independent Committee.

(e) Establishment of Reasonable and Objective Requirements

As set out above at section (e) of III.3.1, 'Procedures for Triggering the Plan,' and section III.3.2, 'Requirements for Implementation of the Countermeasures,' the Company believes that the Plan is established so that it will not be triggered unless reasonable and objective requirements have been satisfied, and ensures a structure to eliminate arbitrary triggering by the Company's Board of Directors.

- (f) No Dead-Hand or Slow-Hand Takeover Defense Measures
 - The Plan is not a dead-hand takeover defense measure (a takeover defense measure in which even if a majority of the members of the board of directors are replaced, the triggering of the measure cannot be stopped) because the Plan may be abolished through a resolution of the Board of Directors attended by the Directors elected at a general meeting of shareholders of the Company. Also, as the term of office of the Company's Directors is one year and the Company has not adopted a system of staggered terms of office, the Plan is not a slow-hand takeover defense measure either (a takeover defense measure in which triggering takes more time to stop due to the fact that all members of the board of directors cannot be replaced at once).

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Attachment 1

Outline of the Rules of the Independent Committee

- The Independent Committee shall be established by resolution of the Company's Board of Directors.
- There shall be no less than three members of the Independent Committee, and the Company's Board of Directors shall elect the members from (i) Outside Directors of the Company, (ii) Outside Audit & Supervisory Board Members of the Company and (iii) other experts who are independent from the management that executes the business of the Company. Such experts must be experienced corporate managers, parties with knowledge of the investment banking industry, lawyers, certified public accountants, researchers whose research focuses on the Companies Act or the like, or parties of similar qualifications, and must have executed with the Company an agreement separately specified by the Company's Board of Directors that contains a provision obligating them to exercise the duty of care of a good manager or similar provision.
- Unless otherwise determined by a resolution of the Company's Board of Directors, the term of office of members of the Independent Committee will be until the conclusion of the annual general meeting of shareholders relating to the final fiscal year ending within three years after the conclusion of this General Meeting of Shareholders. Further, the term of office of any member of the Independent Committee who is an Outside Director or Outside Audit & Supervisory Board Member of the Company shall end at the same time that person loses his or her position as an Outside Director or Outside Audit & Supervisory Board Member of their re-appointment).
- The Independent Committee shall make decisions on the matters listed below and make recommendations to the Company's Board of Directors containing the details of and reasons for the determination. Respecting such recommendations of the Independent Committee to the maximum extent, the Company's Board of Directors shall carefully consider matters such as whether or not the Acquisition is detrimental to the corporate value of the Company or the common interests of shareholders and make decisions on implementation or non-implementation of the Countermeasures as an organization under the Companies Act (however, if a resolution is otherwise adopted at a general meeting of shareholders with respect to implementation). Each member of the Independent Committee and each Director of the Company must make such decisions with a view to whether or not the corporate value of the Corporate value of the Company and the common interests of its shareholders will be enhanced, and they must not solely serve the purpose of their own interests or those of the management of the Company.
 - (i) The implementation or non-implementation of the Countermeasures.
 - (ii) The cancellation of the Countermeasures or acquisition of Share Options for no consideration.
 - (iii) Any other matters that are for determination by the Company's Board of Directors in respect to which it has consulted the Independent Committee.
- In addition to the matters prescribed above, the Independent Committee may conduct the matters listed below.
 - (i) Determining whether the Acquisitions should be made subject to the Plan.
 - (ii) Determining the information that the Acquirer and the Company's Board of Directors should provide to the Independent Committee, and the deadline for the provision of that information.
 - (iii) Examination and consideration of the terms of the Acquirer's Acquisitions.
 - (iv) Discussion and negotiation with the Acquirer.
 - (v) Request for an alternative proposal to the Company's Board of Directors and consideration of the alternative proposal.
 - (vi) Determination for extension of the Independent Committee Consideration Period.
 - (vii) Approval of revision or amendment of the Plan.
 - (viii) Determination whether or not takeover defense measures other than the Plan should be introduced.
 - (ix) Any other matters that the Plan prescribes that the Independent Committee may conduct.
 - (x) Any matters that the Company's Board of Directors separately determines that the Independent Committee may conduct.
- If the Independent Committee decides that the details stated in the Acquisition Document are inadequate as Essential Information, it will request that the Acquirer submit additional information. Further, if the Independent Committee receives from the Acquirer the Acquisition Document and any additional information that it requests, it may request that the Company's Board of Directors provide within a certain period an opinion regarding the terms of the Acquisition by the Acquirer and materials supporting that opinion, an alternative proposal (if any), any other information and the like that the Independent Committee may consider necessary.
- · If it is necessary in order to have the terms of the Acquirer's Acquisition improved from the standpoint of

ensuring and enhancing the corporate value of the Company and the common interests of its shareholders, the Independent Committee shall directly or indirectly discuss and negotiate with the Acquirer, or present to shareholders the alternative plan of the Company's Board of Directors or conduct any similar action.

- In order to collect the necessary information, the Independent Committee may request the attendance of a Director, Audit & Supervisory Board Member or employee of the Company, or any other party that the Independent Committee considers necessary, and may require explanation of any matter it requests.
- The Independent Committee may, at the Company's expense, obtain the advice of an independent third party (including financial advisers, certified public accountants, lawyers, certified public tax accountants, consultants and other experts) and conduct similar actions.
- Any member of the Independent Committee may convene a meeting of the Independent Committee when an Acquisition arises, or at any other time.
- As a general rule, resolutions of meetings of the Independent Committee shall pass with a majority when all of the members of the Independent Committee are in attendance (including attendance via video conference or telephone conference; hereinafter the same). However, in unavoidable circumstances a resolution may pass with a majority when a majority of the members of the Independent Committee are in attendance.

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Attachment 2

Profiles of the Members of the Independent Committee

The following three persons are scheduled to be the initial members of the Independent Committee upon introduction of the Plan.

Name:	Tojiro Aoyama	
	Outside Director of the Company	
Date of birth:	August 29, 1951	
Background:	March 1979	Ph.D. in Engineering at Keio University
	April 1988	Assistant Professor, Department of Mechanical Engineering,
		Faculty of Science and Technology, Keio University
	April 1995	Professor, Department of Mechanical Engineering, Faculty of
		Science and Technology, Keio University
	April 1996	Professor, Department of System Design Engineering, Faculty of
		Science and Technology, Keio University
	July 2009	Dean of Faculty of Science and Technology and Dean of Graduate
		School of Science and Technology, Keio University
	June 2015	External Director of DMG MORI CO., LTD. (current position)
	March 2016	President of the Japan Society for Precision Engineering
	March 2017	Outside Audit & Supervisory Board Member of the Company
	April 2017	Professor Emeritus, Keio University
	May 2017	Vice President of Keio University
	March 2019	Outside Director of the Company (current position)
	August 2021	Chairperson of KEIO Engineering Foundation (current position)

* Mr. Tojiro Aoyama is an Outside Director of the Company as defined in Article 2, Item 15 of the Companies Act.

Name:	Toru Kajikawa Outside Audit & Sur	ervisory Board Member of the Company
Date of birth:	September 24, 1951	5 1 5
Background:	October 1976	Joined Chuo Audit Corporation
-	September 1979	Registered as certified public accountant
	May 1990	Audit & Supervisory Board Member of Kakiyasu Honten Co., Ltd.
	September 1990	Representative Partner, Taiyo Audit Corporation (currently Grant
		Thornton Taiyo LLC)
	June 1997	Outside Audit & Supervisory Board Member of Kakiyasu Honten
		Co., Ltd. (current position)
	July 2000	Managing Partner of Taiyo Audit Corporation (currently Grant
		Thorton Taiyo LLC)
	April 2005	Professor of Graduate School of Aoyama Gakuin University
	April 2010	Visiting Professor of Graduate School of Aoyama Gakuin
		University
	June 2014	Outside Audit & Supervisory Board Member of Kikkoman
		Corporation (current position)
	July 2014	Chairman and Representative Partner of Grant Thornton Taiyo
		ASG LLC (currently Grant Thornton Taiyo LLC) (current position)
	March 2017	Outside Audit & Supervisory Board Member of the Company (current position)
		• /

* Mr. Toru Kajikawa is an Outside Audit & Supervisory Board Member of the Company as defined in Article 2, Item 16 of the Companies Act.

Tadashi Shimamoto	a Director of the Company
February 8, 1954	
April 1976	Joined Nomura Computer Systems Co., Ltd. (currently Nomura Research Institute, Ltd.)
April 2002	Senior Managing Director and Division Manager of Advanced Information Technology Division, Nomura Research Institute, Ltd.
April 2004	Senior Corporate Managing Director, Division Manager of Advanced Information Technology Division, and Deputy Division Manager of Center for Knowledge Exchange & Creation, Nomura Research Institute, Ltd.
June 2008	Representative Director, Member of the Board, Senior Executive Managing Director in charge of Supervising of Business Divisions, Nomura Research Institute, Ltd.
April 2010	President & CEO, Representative Director, Member of the Board, Nomura Research Institute, Ltd.
April 2015	Chairman and President & CEO, Representative Director, Member of the Board, Nomura Research Institute, Ltd.
April 2016 June 2019 June 2021 June 2021	Chairman, Member of the Board, Nomura Research Institute, Ltd. Member of the Board, Nomura Research Institute, Ltd. Special Advisor, Nomura Research Institute, Ltd. (current position) Director of Reading Skill Test, Inc. (current position)
	Candidate for Outside February 8, 1954 April 1976 April 2002 April 2004 June 2008 April 2010 April 2015 April 2016 June 2019 June 2021

* Mr. Tadashi Shimamoto will be an Outside Director of the Company as defined in Article 2, Item 15 of the Companies Act if Proposal No. 3 for this General Meeting of Shareholders is approved.

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Schedule

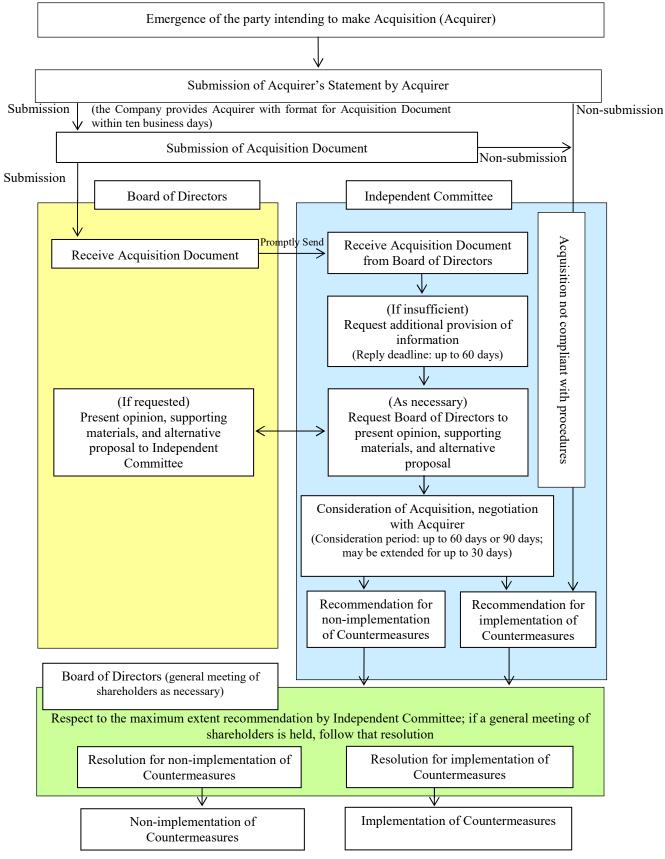
Major Shareholders of the Company (as of December 31, 2021)

Name of Shareholders	Number of Shares Held (hundred shares)	Shareholding Ratio (%)
The Master Trust Bank of Japan, Ltd. (Trust Account)	40,681	6.98
The Bank of Yokohama, Ltd.	29,165	5.00
Sumitomo Mitsui Banking Corporation	25,337	4.34
Sumitomo Mitsui Trust Bank, Limited	25,000	4.29
Mitsubishi Pencil Business Association	24,363	4.18
DAIDO LIFE INSURANCE COMPANY	23,440	4.02
Aioi Nissay Dowa Insurance Co., Ltd.	19,030	3.26
Mitsui Sumitomo Insurance Company, Limited	19,030	3.26
Meiji Yasuda Life Insurance Company	17,994	3.08
Custody Bank of Japan, Ltd. (Trust Account)	16,274	2.79

* In addition to the above, the Company holds 60,308 hundred treasury shares. Also, "Shareholding Ratio" described above is calculated after deducting the number of treasury shares held by the Company from the total number of outstanding shares.

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Reference Outline of Procedures for Large-Scale Acquisitions of Shares in the Company



Note: This chart states the outline of the procedures for the Plan. Please refer to the main text for further details.