

Note: This document has been translated from a part of the Japanese original for reference purposes only. In the event of any discrepancy between this translated document and the Japanese original, the original shall prevail.

Securities Code: 6291  
March 8, 2022

To our shareholders:

Shinya Hirasawa  
Representative Director and President  
**AIRTECH JAPAN, LTD.**  
1-14-9, Iriya, Taito-ku, Tokyo

## Notice of the 49th Annual General Meeting of Shareholders

We are pleased to announce the 49th Annual General Meeting of Shareholders of AIRTECH JAPAN, LTD. (the “Company”), which will be held as described below.

In order to prevent the spread of the novel coronavirus disease (COVID-19), we will be holding this General Meeting of Shareholders with appropriate measures in place to prevent infection.

Although the General Meeting of Shareholders is an important opportunity for dialogue between shareholders and the Company, we wish to prioritize the health and safety of our shareholders, and accordingly ask you to exercise your voting rights in advance in writing or by electromagnetic method (via the internet), if at all possible, and refrain from attending the meeting in person.

Please review the attached Reference Documents for General Meeting of Shareholders (in Japanese only), and either return the enclosed voting form to the Company by postal mail, or exercise your voting rights, following the instructions provided hereinafter, so that your vote is received by no later than 5:15 p.m. on Monday, March 28, 2022 (JST).

- 1. Date and Time:** Tuesday, March 29, 2022, at 10:00 a.m. (JST)
- 2. Venue:** “Toki” Hall, 2F, ART HOTEL Nippori Lungwood  
5-50-5, Higashinippori, Arakawa-ku, Tokyo
- 3. Purpose of the meeting:**

**Matter to be reported:**

The Business Report and the Financial Statements for the 49th 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 Five Directors (Excluding Directors Who Are Audit and Supervisory Committee Members)
- Proposal No. 4** Election of Three Directors Who Are Audit and Supervisory Committee Members
- Proposal No. 5** Election of One Substitute Director Who Is an Audit and Supervisory Committee Member

Please refer to the following page for information regarding exercise of the voting rights via the internet.

## **Instructions for Exercising Voting Rights**

1. Exercise of voting rights in writing

Please indicate your approval or disapproval of each proposal on the enclosed voting form and send it by postal mail to arrive at the Company no later than 5:15 p.m., Monday, March 28, 2022 (JST).

2. Exercise of voting rights via the internet

Please follow the instructions provided below to exercise your voting rights using the website for the exercise of voting rights no later than 5:15 p.m., Monday, March 28, 2022 (JST).

3. If you exercise your voting rights in duplicate both in writing and via the internet, the vote exercised via the internet shall prevail. If you exercise your voting rights more than once via the internet, only the last vote shall be deemed effective.

4. Regarding the website for the exercise of voting rights:

The exercise of the voting rights via the internet is available only by using the website for the exercise of the voting rights designated by the Company. <https://www.web54.net>

5. Regarding the methods for the exercise of voting rights:

(1) When using a personal computer

Please access the website using the above address, enter your “voting code” and “password” presented on the enclosed voting form, and indicate your approval or disapproval.

(2) When using a smartphone

Please scan the “QR Code for login to the voting website for smartphones” presented in the enclosed voting form. You will be able to exercise your voting rights using the voting website for smartphones, which does not require you to enter your “voting code” and “password.”

6. Contact for questions

Dedicated phone line for Stock Transfer Agency Web Support, Sumitomo Mitsui Trust Bank, Limited  
Telephone number within Japan: 0120 (652) 031 (9:00 a.m. to 9:00 p.m. (JST))

## **Notice Regarding Measures Against COVID-19**

- In order to avoid the “3 Cs” (Closed spaces, Crowded spaces, Close-contact settings) at the meeting venue, only 40 chairs will be prepared. Also no gifts will be offered. Thank you in advance for your understanding.

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**When you attend the meeting, we kindly request that you submit the enclosed voting form to the receptionist at the venue.**

**Any updates to the Reference Documents for General Meeting of Shareholders, the Business Report and the Financial Statements will be posted on the Company’s website (<https://www.airtech.co.jp>) (in Japanese only).**