

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

Start date of measures for electronic provision: March 9, 2023

Date of sending the convocation notice by postal mail: March 15, 2023

To our shareholders:

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

## Notice of the 50th Annual General Meeting of Shareholders

We are pleased to announce the 50th 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, etc.), if at all possible, and refrain from attending the meeting in person.

When convening this General Meeting of Shareholders, the Company takes measures for providing information that constitutes the content of reference documents for the general meeting of shareholders, etc. (matters for which measures for providing information in electronic format are to be taken) in electronic format, and posts this information as “Notice of the 50th Annual General Meeting of Shareholders” on the Company’s website. Please access the Company’s website by using the internet address shown below to review the information.

The Company’s website: <https://www.airtech.co.jp/ir/> (in Japanese only)

In addition to posting matters subject to measures for electronic provision on the website listed above, the Company also posts this information on the website of Tokyo Stock Exchange, Inc. (TSE). Access the TSE website (Listed Company Search) by using the internet address shown below, enter “AIRTECH JAPAN” in “Issue name (company name)” or the Company’s securities code “6291” in “Code,” and click “Search.” Then, click “Basic information” and select “Documents for public inspection/PR information.” Under “Filed information available for public inspection,” click “Click here for access” under “[Notice of General Shareholders Meeting /Informational Materials for a General Shareholders Meeting].”

TSE website (Listed Company Search):

<https://www2.jpx.co.jp/tseHpFront/JJK010010Action.do?Show=Show> (in Japanese only)

If you do not attend the meeting in person, you may exercise your voting rights in writing or by electromagnetic method (via the internet, etc.). Please review the Reference Documents for General Meeting of Shareholders (in Japanese only), and exercise voting rights by no later than 5:15 p.m. on Wednesday, March 29, 2023 (JST).

1. **Date and Time:** Thursday, March 30, 2023, 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 50th fiscal year (from January 1, 2022 to December 31, 2022)

**Matters to be resolved:**

- |                       |  |
|-----------------------|--|
| <b>Proposal No. 1</b> | Appropriation of Surplus   |
| <b>Proposal No. 2</b> | Election of Five Directors (Excluding Directors Who Are Audit and Supervisory Committee Members) |
| <b>Proposal No. 3</b> | Election of Two Directors Who Are Audit and Supervisory Committee Members                        |
| <b>Proposal No. 4</b> | Election of One Substitute Director Who Is an Audit and Supervisory Committee Member             |

### **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., Wednesday, March 29, 2023 (JST).
2. Exercise of voting rights via the internet, etc.  
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., Wednesday, March 29, 2023 (JST).
3. If you exercise your voting rights in duplicate both in writing and via the internet, etc., the vote exercised via the internet, etc. shall prevail. If you exercise your voting rights more than once via the internet, only the last vote shall be deemed effective.
4. If neither approval nor disapproval of each proposal is indicated on the voting form, the Company will deem that you indicated your approval of the proposal.
5. 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> (in Japanese only)
6. 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 voting form provided with this Notice, 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 voting form provided with this Notice. 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.” (QR Code is a trademark of DENSO WAVE INCORPORATED.)
7. Regarding exercise of voting rights via the Electronic Voting Platform (for institutional investors)  
Institutional investors may exercise their voting rights for this General Meeting of Shareholders via electromagnetic means through the “Electronic Voting Platform” operated by ICJ, Inc.

8. 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 Attending the Meeting in Person**

- Due to the continuing concern regarding the spread of COVID-19, we will limit the capacity of the venue to 60 seats. If at all possible, please refrain from attending the meeting in person, and consider exercising your voting rights in advance in writing or by electromagnetic method (via the internet, etc.).
- If at all possible, please refrain from traveling to the venue by car and use public transport instead.
- There will be no gifts offered.
- Photography, video recording, and audio recording are prohibited while inside the venue.

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**When you attend the meeting, we kindly request that you submit the voting form provided with this Notice 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) and TSE website (Listed Company Search) (<https://www2.jpx.co.jp/tseHpFront/JJK010010Action.do?Show=Show>) (in Japanese only).**

**Please note that, in accordance with the amendment to the Companies Act, as a general rule going forward, shareholders will check the information of matters subject to measures for electronic provision by accessing the websites described above, and the Company will only send paper-based documents to shareholders who have made a request for delivery of paper-based documents by the record date. However, for this General Meeting of Shareholders, the Company will send paper-based documents stating matters subject to measures for electronic provision to all shareholders regardless of whether they have made a request for delivery of such documents.**