

August 27, 2021

To All shareholders:

Takeshi Yagi  
Representative Director, President and CEO  
TechnoPro Holdings, Inc.  
6-10-1 Roppongi, Minato-ku,  
Tokyo, Japan

## **Regarding Measures to Prevent the Spread of COVID-19 Infection at the 16th Annual General Meeting of Shareholders**

The Company plans to hold the 16th Annual General Meeting of Shareholders at Akihabara Convention Hall (1-18-13 Sotokanda, Chiyoda-ku, Tokyo, Japan) from 10:00 a.m. Wednesday, September 29, 2021.

To help prevent the spread of COVID-19 infection, we ask that all shareholders pay particular attention to the following points. We appreciate your kind understanding and cooperation.

### ■ **Request for exercising your voting rights in advance**

The Company recommends shareholders to refrain from attending the General Meeting of Shareholders in person this year and exercise their voting rights in writing (by post) or via the Internet in advance to prevent the spread of infection. For details on how to exercise voting rights in writing (by post) or via the Internet, please refer to pages 5 and 6 of the Convocation Notice of the 16th Annual General Meeting of Shareholders (Japanese only).

### ■ **Request to shareholders who are attending**

If you are planning to attend, please check the infection status and your health condition on the day of the meeting, and take measures against infection such as wearing a mask. Careful consideration should be given to whether to attend the General Meeting of Shareholders especially if you are elderly, have an underlying health condition, are pregnant, or are unwell (having cold symptoms, etc.).

The Company requests your understanding for the following measures planned for the General Meeting of Shareholders this year to prevent spread of infection.

- **Gifts and drink such as water and tea will not be provided.**
- The number of available seats will be limited due to securing sufficient distance. Therefore, it is possible that you are not allowed to enter the venue.
- Body temperature will be checked near the entrance of the venue. We may have to ask you to refrain from entering the venue if you do not allow us to check your temperature, you have a temperature, or you appear to be unwell.
- Staff who are serving at the venue may query on your state of health or request you to leave if you appear to be unwell.

- Directors on the stage and staff serving at the venue will wear masks, face shields, and gloves, and alcohol-based hand sanitizers will be provided. The Company plans to implement various measures to prevent infection and sincerely requests your kind understanding and cooperation.
- The Company is considering making the proceedings of the General Meeting of Shareholders shorter than normal.

The above descriptions may change depending on the future status.

The venue, time, and administration method may also have to be drastically altered depending on the situation around the day of the General Meeting of Shareholders.

Please check the Company's website for the latest information.

Company's website: <https://www.technoproholdings.com/en/>