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To Our Shareholders

Securities code: 4170  
March 11, 2022

Kenji Sudo  
Executive Officer  
Kaizen Platform, Inc.  
1-27-6 Shirokane, Minato-ku, Tokyo

## Notice of the 5th Ordinary General Meeting of Shareholders

We take this opportunity to express our warmest appreciation for the continued support and patronage of our shareholders.

We are pleased to inform you that the 5th Ordinary General Meeting of Shareholders of Kaizen Platform, Inc. (hereinafter “the Company”), which will be held as described below.

**Although we will be holding this General Meeting of Shareholders after taking appropriate measures to avoid risking the spread of novel coronavirus infectious disease (COVID-19), we ask shareholders to kindly refrain from attending the venue in person.**

Instead of exercising voting rights in person, shareholders may exercise them either in writing or via the Internet. Shareholders should first consider the attached shareholder meeting reference materials, then indicate on the enclosed voting form whether or not they approve of the resolutions it contains before returning the form to us. Alternatively, they may indicate whether or not they approve of the resolutions presented on the website designated by the Company for the exercise of voting rights (<https://evote.tr.mufg.jp/>). Whichever method is used, shareholders must exercise their voting rights by 6 p.m. on Monday, March 28, 2022.

**1. Date and Time** 10:00 a.m., Tuesday, March 29, 2022 (reception opens at 9:30 a.m.)

**2. Venue** 4-1-23 Shiba, Minato-ku, Tokyo

Mita NN Building B1

Mita NN Hall

(Please note that the venue has changed from the one used previously. To ensure that they attend the right location, shareholders should refer to the directions to the venue appended here.)

### 3. Agenda

#### Matters to be reported

Reporting of the Business Report, Non-Consolidated Financial Statements, Consolidated Financial Reports, and Audit Reports of the Accounting Auditor and the Audit & Supervisory Board for the Consolidated Financial Statements for the 5th fiscal year (January 1, 2021 to December 31, 2021)

#### Matters to be resolved

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|---------------|---|
| Proposal No.1 | Partial amendments to the Articles of Incorporation (general meeting of shareholders without a designated location)   |
| Proposal No.2 | Partial amendments to the Articles of Incorporation (introduction of measures for providing shareholder meeting reference materials, etc. in electronic form) |
| Proposal No.3 | Election of Five (5) Directors  |
| Proposal No.4 | Determination of remuneration for the granting of restricted stock to Directors   |

#### 4. Items Decided for Convocation of the Meeting

Please refer to “Procedure for exercising voting rights via the Internet” on pp.5-6.

- Shareholders attending the venue in person on the day are asked to bring the enclosed voting form and present it at venue reception. They are also asked to bring this notice of convocation as a reference to the proceedings. If a shareholder exercises their voting rights by proxy, one other shareholder with a voting right shall be allowed to attend the general meeting of shareholders as proxy. However, please be aware that a written statement attesting to the right of proxy must be submitted.
- In accordance with relevant laws and regulations as well as the provisions of Article 15 of the Articles of Incorporation of the Company, the following matters have been made available on the Company website (<https://kaizenplatform.com/ir/>) and thus are not presented in this notice of convocation. Accordingly, the documents attached to this notice of convocation constitute only a part of the documents audited by Audit & Supervisory Board Members and the Accounting Auditor when preparing audit reports.
  - (1) Business report: Business results and financial position for the three most recent fiscal years; Main businesses; Main business locations; Status of employees; Main lenders; Other important matters related to the current status of the corporate group; Shares of the Company; Share acquisition rights, etc.; Overview of contracts for limitation of liability; Outside officers; Accounting auditor; Systems for ensuring the appropriateness of operations and overview of operating status of these systems; Basic policy on control of the company; Policy on decisions related to dividends of surplus, etc.
  - (2) Consolidated financial statements: Consolidated balance sheet; Consolidated statement of income; Consolidated statement of changes in net assets; Notes to consolidated financial statements
  - (3) Non-consolidated financial statements: Non-consolidated statement of changes in net assets; Notes to non-consolidated financial statements
  - (4) Accounting audit report on consolidated financial statements
- In the event that amendments are made to the shareholder meeting reference materials, business report, non-consolidated financial statements and consolidated financial statements, they will be made available on the Company website.

Our website: <https://kaizenplatform.com/ir/>

[Request to shareholders attending the venue in person]

- In addition to checking your own state of health before traveling, please take adequate precautions to prevent infection, such as by using a mask.
- Shareholders are asked to understand and accept in advance that we may put in place measures to prevent the spread of infection at the venue for the general meeting of shareholders (for example, we may deny entry due to limitations on the number of attendees, or deny entry to those with symptoms such as a temperature or a cough and request that they leave the location).

[COVID-19 safety measures at the venue]

- In order to prevent the spread of infection the seats at the venue will be widely spaced, resulting in the meeting operating with a significant reduction in the number of seats available.
- Company employees operating the general meeting of shareholders will be wearing masks.
- Alcohol-based hand sanitizer will be provided. We ask shareholders to cooperate in the alcohol-based disinfection of their hands.
- Because we place the highest priority on preventing the spread of COVID-19 and protecting the health of our shareholders, the proceedings and the scale of this year's general meeting of shareholders have been reduced. Video footage of the general meeting of shareholders will be made available to view from home via the Company website (<https://kaizenplatform.com/ir/>) after the event.

## Information on Voting

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Voting rights can be exercised by one of the three methods below.

### If you are attending the General Meeting of Shareholders in person

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Please **submit** the enclosed voting form **at reception**.

<b>Date and Time</b>	<b>10:00 a.m., Tuesday, March 29, 2022</b> <b>(reception opens at 9:30 a.m.)</b>
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### Exercising voting rights in writing (by post)

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After indicating on the enclosed voting form whether or not they support the resolutions, shareholders should post the envelope back to us without using a stamp.

<b>Voting deadline</b>	<b>Arrival at the Company by 6:00 p.m., Monday, March 28, 2022</b>
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### Exercising voting rights via the Internet

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Access the voting site (<https://evote.tr.mufg.jp/>) using a personal computer or smartphone, and enter the Login ID and temporary password printed on the enclosed voting form. Follow the on-screen instructions to indicate whether or not you approve of the resolutions.

<b>Voting deadline</b>	<b>By 6:00 p.m., Monday, March 28, 2022</b>
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- \* If you vote both in writing and via the Internet, the content of the voting via the Internet shall be deemed to be effective.
- \* If you vote multiple times via the Internet, the content of the final voting via the Internet shall be deemed to be effective.

# Information on Voting via the Internet

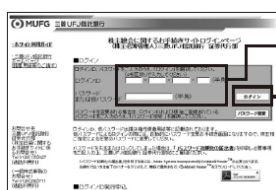
Voting Site <https://evote.tr.mufg.jp/>



1. Access the voting site.



2. Enter the "Login ID" and "Temporary password" shown on the voting form.



Enter the "login ID" and "Temporary password".  
Click "Login".

3. Register new password.



Enter your "New password".  
Click "Send".

\* Image of operation screen.

**Then enter your approval or disapproval of the proposals according to the information on the screen.**

- \* The voting site undergoes maintenance and inspection between 2 a.m. and 5 a.m., during which time it cannot be used.
- \* Depending on the Internet environment, communications service and device being used, use of the voting site may not be possible.
- \* Internet connection and telecommunications charges incurred during the course of accessing the voting site are the responsibility of the shareholder.

**Questions regarding the system, etc.**

**Securities Agency Division (Help Desk), Mitsubishi UFJ Trust and Banking Corporation**

Telephone: 0120-173-027

(Toll free / Business hours: 9:00 a.m. to 9:00 p.m./ In Japan only)

<Procedure for exercising voting rights via the Internet>

Please confirm the following matters before exercising voting rights via the Internet.  
When attending the venue on the day in person, neither the postal procedure (using the voting form) nor the Internet procedure is necessary to exercise voting rights.

1. Website for exercising voting rights

- (1) The exercise of voting rights via the Internet can only be accomplished by accessing the voting site designated by the Company (<https://evote.tr.mufg.jp/>) from a personal computer or smartphone. (However, use of the voting site is suspended between 2 a.m. and 5 a.m. every day.)
- (2) Depending on the Internet environment used by the shareholder, it may not be possible to access the voting site in such cases where a firewall is used for Internet connections, where antivirus software is installed, where TLS encrypted communications has not been specified, or where a proxy server is used.
- (3) The exercise of voting rights via the Internet is accepted until 6 p.m. on Monday, March 28, 2022, but shareholders are advised to exercise their voting rights early on, and seek the assistance of the helpdesk if there are points that remain unclear.

2. How to exercise voting rights via the Internet

(1) Using a personal computer

- At the voting site (<https://evote.tr.mufg.jp/>) use the Login ID and temporary password printed on the enclosed voting form, then follow the on-screen instructions to indicate whether or not you approve of the resolutions.
- Please be aware that in order to prevent illicit access by third parties other than shareholders (spoofing) and falsification of the exercise of voting rights, shareholders will be asked to change their temporary password on the voting site.
- A new Login ID and temporary password will be provided each time shareholders are notified of the convocation of a general meeting of shareholders.

(2) Using a smartphone

- Reading the Login QR code printed on the enclosed voting form with a smartphone will result in it being connected automatically to the voting site, and enable the exercise of voting rights.  
(There is no need to enter the Login ID and the temporary password.)
- For security reasons, the exercise of voting rights using the QR code can only be performed once.  
From the second time onward, even if the QR code is read, the user will be required to enter the Login ID and temporary password.
- Depending on the smartphone model, it may not be possible to login using the QR code. In cases where the shareholder is unable to login using the QR code, they are asked to use a personal computer to exercise their voting rights as described in 2.(1) above.

\* “QR code” is a registered trademark of DENSO WAVE Inc.

3. Expenses incurred in the course of accessing the voting site

Expenses incurred in the course of accessing the voting site (Internet connection charges, etc.) are the responsibility of the shareholder.

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