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## Notice Regarding the Establishment of a Remuneration Committee



March 19, 2024

Name of listed company: Chatwork Co., Ltd. Listing exchange: Tokyo Stock Exchange  
Securities code: 4448 URL: <https://corp.chatwork.com/en/>  
Representative: Masaki Yamamoto, Representative Director, President, Senior Executive Officer & CEO  
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Chatwork Co., Ltd. (the “Company”) hereby announces that at the Board of Directors meeting held today, it resolved to establish a Remuneration Committee as a voluntary advisory body to the Board, as below.

### 1. Purpose of establishment

To further reinforce the Company’s corporate governance system by strengthening the fairness, transparency, and objectivity of procedures relating to the remuneration, etc. of the Company’s Directors (excluding Directors who are members of the Audit and Supervisory Committee), Senior Executive Officers and Executive Officers (hereafter collectively referred to as the “Officers”), and by making the remuneration of the Subject Officers contribute to improving corporate value over the medium to long term.

### 2. Roles of the committee

Upon consultation by the Board of Directors, the Remuneration Committee will deliberate on the following matters and report its decision to the Board.

- 1) Matters relating to the policy for determining compensation for the Officers
- 2) Matters relating to the level and composition of compensation for the Officers
- 3) Matters relating to the appropriateness of compensation for individual Officers
- 4) Other matters deemed necessary by the Board of Directors

### 3. Composition of the committee

The Remuneration Committee will consist of three or more Directors elected by the resolution of the Board of Directors, and the majority of the members shall be Independent Outside Directors.

### 4. Date of establishment

March 19, 2024