

To Shareholders with Voting Rights:

Takeshi Matsuzono
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**NOTICE OF
THE EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS**

Dear Shareholders:

We would like to take this opportunity to express our sincere gratitude for your continued support and patronage.

We are pleased to announce the Extraordinary General Meeting of Shareholders of JAC Recruitment Co., Ltd. (the “Company”) to be held for the purpose as described below. This General Meeting of Shareholders will be held while taking appropriate precautions against novel coronavirus disease (COVID-19). At this General Meeting of Shareholders, you may exercise your voting rights via the Internet in addition to by postal mail.

When exercising your voting rights by postal mail or via the Internet, please refer to the following Information on Exercise of Voting Rights and the Reference Documents for the General Meeting of Shareholders, and exercise your voting rights by 5:30 p.m. (Japan time), Friday, May 28, 2021.

- 1. Date and Time:** Monday, May 31, 2021 at 2:00 p.m. Japan time
(Reception opens at 1:30 p.m.)
- 2. Place:** Conference Room of the Company, 14F Jinbocho Mitsui Building, 105
Jinbocho 1-Chome, Chiyoda-ku, Tokyo
- 3. Meeting Agenda:**
Proposal to be resolved:
Proposal: Election of 1 Audit & Supervisory Board Member

4. Convocation Decisions:

The exercise of voting rights by proxy

If you wish to exercise your voting rights by proxy, you may appoint one other shareholder with voting rights as your proxy; in such case, however, the submission of a document proving your authorization of said shareholder as proxy is required.

When attending the meeting, please submit the enclosed Voting Rights Exercise Form at the reception desk of the venue.

Revisions to the Reference Documents for the General Meeting of Shareholders will be posted on the Company’s website (<https://corp.jac-recruitment.jp/>).

*We do not prepare gifts for the shareholders attending the General Meeting of Shareholders. Your kind understanding would be greatly appreciated.

Reference Documents for the General Meeting of Shareholders

Proposal: Election of 1 Audit & Supervisory Board Member

The election of 1 new Audit & Supervisory Member as a candidate for Full-time Audit & Supervisory Board Member, which has been left vacant since the passing of Mr. Minoru Yamashita, Full-time Audit & Supervisory Board Member, on February 14, 2021.

The Audit & Supervisory Board has consented to this proposal.

The candidate for Audit & Supervisory Board Member is as follows:

Name (Date of birth)	Past experience	Number of shares of the Company held
Toshiaki Mukaiyama (November 16, 1967)	April 1992	-
	April 2007	
	July 2010	
	April 2012	
	April 2014	
	April 2017	
	February 2018	
	January 2019	

(Notes)

1. No conflict of interest exists between the candidate and the Company.
2. The candidate fulfills the requirements for External Audit & Supervisory Board Member and is nominated as a candidate for External Audit & Supervisory Board Member.
3. The candidate is an independent candidate based on provisions of the Tokyo Stock Exchange.
4. The reasons for nominating the candidate, the reasons for determining that the candidate is able to carry out his duties as Full-time Audit & Supervisory Board Member and External Audit & Supervisory Board Member, and the limited liability agreement with the candidate are as follows:
 - (1) Mr. Toshiaki Mukaiyama has been nominated as a candidate for Full-time Audit & Supervisory Board Member and External Audit & Supervisory Board Member mainly for the reason that he will give advice and recommendations in order to ensure adequacy and fairness based on his extensive experience in administrative operations in general, including business planning, accounting/finance and the management of overseas subsidiaries. It was further determined that the candidate will execute his duties as a Full-time Audit & Supervisory Board Member and External Audit & Supervisory Board Member of the Company in an appropriate manner as he possesses sufficient insight into company auditing operations from his many years of experience in administrative operations.
 - (2) Limited liability agreement with the candidate
The Company does not plan to enter into a limited liability agreement with the candidate.
5. The Company has entered into a management risk protection insurance agreement, in which all Audit & Supervisory Board Members are insured. The insurance indemnifies the Audit & Supervisory Board Members, the insured, for any damages that may arise as a result of being held liable for the execution of their duties or receiving a claim to hold them liable. If the candidate assumes office as Audit & Supervisory Board Member, he will be insured under the said insurance agreement, and the Company plans to renew it during his term of office.