These documents are partial translations of the Japanese originals for reference purposes only. In the event of any discrepancy between these translated documents and the Japanese originals, the originals shall prevail. The Company assumes no responsibility for this translation or for direct, indirect or any other

> (Securities Code 2602) June 4, 2021

## To Shareholders with Voting Rights:

forms of damages arising out of the translations.

Takahisa Kuno President The Nisshin OilliO Group, Ltd. 1-23-1, Shinkawa, Chuo-ku, Tokyo, Japan

# NOTICE OF CONVOCATION OF THE 149TH ANNUAL GENERAL MEETING OF SHAREHOLDERS

#### Dear Shareholders:

We cordially announce that the 149th Annual General Meeting of Shareholders of The Nisshin OilliO Group, Ltd. (the "Company") will be held for the purposes as described below.

In order to prevent the spread of the novel coronavirus disease (COVID-19), we sincerely encourage shareholders to exercise in advance as much as possible their voting rights in writing or via the Internet, etc., and refrain from attending the meeting in person.

[Deadline of exercising voting rights in advance]

By postal mail to be received by 5:30 p.m. Japan time on Monday, June 28,

Via Electromagnetic Means (the Internet, etc.) to be input by 5:30 p.m. Japan time on Monday, June 28,

2021

**Date and Time:** Tuesday, June 29, 2021 at 10 a.m. Japan time

Venue: East 21 Hall, 1F, Hotel East 21 Tokyo, located at 6-3-3 Toyo, Koto-ku, Tokyo,

Japan

### **Meeting Agenda:**

Matters to be reported: 1. The Business Report, Consolidated Financial Statements for the Company's

149th Fiscal Year (April 1, 2020 - March 31, 2021) and results of audits by the Accounting Auditor and the Audit & Supervisory Board of the

Consolidated Financial Statements

2. Non-consolidated Financial Statements for the Company's 149th Fiscal Year (April 1, 2020 - March 31, 2021)

## Proposals to be resolved:

**Proposal No. 1:** Appropriation of Surplus **Proposal No. 2:** Election of Nine Directors

Proposal No. 3: Election of One Substitute Audit & Supervisory Board Member

- Among the attached documents for this Notice of Convocation of the General Meeting of Shareholders, the following documents are not presented in this Notice, as they are posted on the Company's website, in accordance with laws and regulations as well as the provisions of Article 17 of the Articles of Incorporation of the Company.
  - 1) "Systems to Ensure that the Execution of Duties by Directors Comply with Laws, Regulations, and the Articles of Incorporation of the Company, Systems to Ensure Appropriateness of Other Business Operations, and the Status of Operation of the Systems" and "Basic Policy Regarding Control of the Company" in the Business Report
  - 2) "Consolidated Statement of Changes in Equity" and "Notes to Consolidated Financial Statements" in the Consolidated Financial Statements
  - 3) "Statement of Changes in Equity" and "Notes to Non-consolidated Financial Statements" in the Non-consolidated Financial Statements

The Audit & Supervisory Board Members also audited documents 1), 2), and 3) posted on the website, and the Accounting Auditor also audited documents 2) and 3) posted on the website.

• Amendments to the Reference Documents for the General Meeting of Shareholders or the attached documents will be posted on **the Company's website**, if any.

The Company's website (https://www.nisshin-oillio.com)

## Guide to Exercising Voting Rights

#### ♦ To Exercise Your Voting Rights in Writing

Indicate your vote for or against the proposals on the enclosed Voting Rights Exercise Form and return it to us by the following deadline.

## Deadline of exercising voting rights: 5:30 p.m. Japan time on Monday, June 28, 2021

#### ♦ To Exercise Your Voting Rights via Electromagnetic Means (the Internet, etc.)

Access the Company's designated **voting website** (<u>https://www.web54.net</u>) and follow the on-screen guidance to vote for or against the proposals.

### Deadline of exercising voting rights: 5:30 p.m. Japan time on Monday, June 28, 2021

- \* If you exercise your voting rights multiple times via the Internet or in duplicate both on a personal computer or a smartphone, your last vote exercised will be deemed valid.
- \* If you exercise your voting rights in duplicate both in writing and via the Internet, your vote received at a later timing will be deemed valid. If your vote exercised in writing and your vote exercised via the Internet are received on the same day, the vote exercised via the Internet will be deemed valid.
- \* Please note that communication fees (or telephone charges) which may be incurred when exercising voting rights shall be borne by shareholders.

#### ♦ To Attend the General Meeting of Shareholders

Submit the enclosed Voting Rights Exercise Form at the reception desk of the venue. You are also requested to bring this convocation notice with you on the day of the meeting.

Date and time: Tuesday, June 29, 2021 at 10 a.m. Japan time

# Reference Documents for the General Meeting of Shareholders

#### **Proposals and References**

**Proposal No. 1:** Appropriation of Surplus

The Company proposes the following appropriation of surplus for the fiscal year ended March 31, 2021.

#### Year-end Dividend

The Company recognizes returning profits to its shareholders as one of its most important tasks in management. The Company's basic policy is to continue making stable dividends, and we distribute surplus in consideration of both the target dividend payout ratio (approximately 30%) stated in our medium-term management plan "OilliO Value Up 2020" and our consolidated performance. In terms of internal reserves, we intend to utilize them for investments toward improving our corporate value, while also making use of them to satisfy the expectations of our shareholders in the long term, such as by providing for the necessary return of profits in the future.

After a comprehensive consideration of these matters, the Company hereby proposes a year-end dividend of ¥40 per share for the fiscal year ended March 31, 2021. This will result in an annual dividend of ¥80 per share (including the interim dividend of ¥40 per share).

- (1) Type of dividend property

  Cash
- (2) Matters concerning allotment of dividend property to shareholders and total amount thereof ¥40 per share of the Company's common stock, for a total of ¥1,298,799,200
- (3) Effective date of distribution of surplus June 30, 2021

## **Proposal No. 2: Election of Nine Directors**

The terms of office of nine Directors will expire at the conclusion of this General Meeting of Shareholders. Accordingly, the Company proposes the election of nine Directors.

The candidates for Directors are as follows.

No.	N	lame	Current positions and responsibilities at the Company	Attendance at Board of Directors meetings
1	Takahisa Kuno	[Reappointment]	Representative Director and President	100% (11 / 11)
2	Hidetoshi Ogami	[Reappointment]	Representative Director and Senior Managing Officer, Responsible for Financial Dept., Information Systems Dept. and Grain Sourcing & Meal Supply	100% (11 / 11)
3	Yasushi Kawarasaki	[Reappointment]	Director and Senior Managing Officer General Manager of Production Coordination, Responsible for Corporate Sustainability Management, Logistics Management Dept., Yokohama Isogo Plant, Nagoya Plant, Sakai Plant, Mizushima Plant and Safety Management & Disaster Prevention	100% (11 / 11)
4	Arata Kobayashi	[Reappointment]	Director and Managing Officer Responsible for Corporate Planning Dept., Personnel & General Affairs Dept., Corporate Communications Dept., and Quality Assurance Dept.	100% (11 / 11)
5	Yoshiharu Okano	[Reappointment]	Director and Managing Officer Responsible for Global Business, Fine Chemicals Dept. and Fine Chemicals Sales & Marketing	100% (11 / 11)
6	Masato Saegusa	[New appointment]	Managing Officer Deputy General Manager of Food Product Division, Responsible for Sales Promotion Dept.	
7	Sayuri Shirai	[Reappointment] [Outside] [Independent]	Outside Director	100% (11 / 11)
8	Isao Yamamoto	[Reappointment] [Outside] [Independent]	Outside Director	100% (11 / 11)
9	Emi Machida	[Reappointment] [Outside] [Independent]	Outside Director	100% (8 / 8)

Candidate No.		• Career summary, position and responsibilities in the Company					
		April 1985	Joined the Company				
		June 2008	Executive Officer of the Company				
		April 2014	Managing Officer of the Company				
		June 2014	Director and Managing Officer of the Company				
		June 2017	Representative Director and President of the Company				
			(to present)				
		• Significant concurrent position					
		Chairman of Intercontinental Specialty Fats Sdn. Bhd.					
	Takahisa Kuno  Date of birth: October 29, 1961	Chairman of Japan Oilseed Processors Association					
1		Material conflict of interest with the Company					
		None					
[Reappointment]		[Reasons for nomination as a candidate for Director]					
		Mr. Takahisa Kuno has served as President since June 2017 and been					
	Number of shares of	involved in the management of the Company. He has been nominated as					
	the Company held		candidate because the Company believes that his extensive knowledge a				
	6,800 shares	experience in management as well as his achievements to expand the					

(11/11)

Number of shares of the Company held 6,800 shares

Attendance at Board of Directors meetings 100%

involved in the management of the Company. He has been nominated as a candidate because the Company believes that his extensive knowledge and experience in management as well as his achievements to expand the Processed Oil and Fat Business in Japan and overseas would continue to be required for the management of the Company.

	1						
Candidate No.		• Career sum	• Career summary, position and responsibilities in the Company				
		April 1983	Joined the Company				
		July 2004	Executive Officer of the Company				
	( )	June 2005	Director of the Company				
		June 2011	Managing Officer of the Company				
		June 2013	Director and Managing Officer of the Company				
		June 2018	Director and Senior Managing Officer of the Company				
		June 2019	Representative Director and Senior Managing Officer of the				
			Company				
_	TT'1 - 1'0		Responsible for Financial Dept., Information Systems Dept.				
2	Hidetoshi Ogami Date of birth:		and Grain Sourcing & Meal Supply (to present)				
		Material conflict of interest with the Company					
[Reappointment]	February 1, 1961	None					
	NT 1 C 1 C	-	nomination as a candidate for Director]				
	Number of shares of	Mr. Hidetoshi Ogami has been nominated as a candidate because the					
	the Company held	Company believes that his extensive knowledge and experience in					
	4,600 shares	-	as well as his achievements as a supervisor for finance,				
	A., 1 , D 1	_	accounting and businesses related to raw materials purchasing and the meal				
	Attendance at Board	business woul	business would continue to be required for the management of the				
	of Directors meetings	etings Company.					
	100%						
	(11 / 11)						

Candidate No.		• Career summary, position and responsibilities in the Company				
		April 1984 Joined the Company				
		June 2011 Executive Officer of the Company				
		April 2017 Managing Officer of the Company				
		June 2018 Director and Managing Officer of the Company				
		April 2021 Director and Senior Managing Officer of the Company				
		General Manager of Production Coordination, Responsible				
	XAR TY	for Corporate Sustainability Management, Logistics				
		Management Dept., Yokohama Isogo Plant, Nagoya Plant,				
		Sakai Plant, Mizushima Plant and Safety Management &				
3	Yasushi Kawarasaki	Disaster Prevention (to present)				
	5 011.1	Material conflict of interest with the Company				
[Reappointment]	Date of birth:	None				
. 11	August 31, 1958	[Reasons for nomination as a candidate for Director]				
	N. 1 C.1 C.	Mr. Yasushi Kawarasaki has been nominated as a candidate because the				
	Number of shares of					
	the Company held	production work in the Company as well as his longtime demonstration of				
	4,770 shares	leadership as a supervisor for production sections would continue to be				
	Attendance at Board of	required for the management of the Company.				
	Directors meetings 100%					
	(11 / 11)					
	(11 / 11)	I .				

Candidate No.  4 [Reappointment]	Wiay 20, 1901	<ul> <li>◆ Career summary, position and responsibilities in the Company         April 1985</li></ul>
	Number of shares of the Company held 5,500 shares	as his achievements as a supervisor for corporate planning and personnel & general affairs sections would continue to be required for the management of the Company.
	Attendance at Board of Directors meetings 100% (11 / 11)	

Candidate No.		• Career sumi	mary, position and responsibilities in the Company			
		April 1987	Joined Marubeni Corporation			
		April 2013	General Manager of Livestock Feed Operation of Marubeni			
			Corporation			
		April 2015	General Manager of Second Grain Dept. of Marubeni			
		_	Corporation			
		April 2017	Senior Operating Officer of Grain Division of Marubeni			
			Corporation			
		April 2019	Managing Officer of the Company			
		June 2019	Director and Managing Officer of the Company			
	Yoshiharu Okano	April 2021	Director and Managing Officer of the Company			
5			Responsible for Global Business, Fine Chemicals Dept. and			
3	Date of birth:		Fine Chemicals Sales & Marketing (to present)			
[D	September 6, 1962	• Significant concurrent position				
[Reappointment]	Number of shares of the Company held 500 shares	President of The Nisshin OilliO (China) Investment Co., Ltd.				
		Material conflict of interest with the Company				
		None				
		[Reasons for nomination as a candidate for Director]				
		Mr. Yoshiharu Okano has been nominated as a candidate because the				
	Attendance at Board	Company believes that his extensive knowledge and experience in its				
	of Directors meetings	overseas businesses as well as his longtime engagement and achievements				
	100%	in global busin	ness at the general trading company would continue to be			
	(11 / 11)	required for the management of the Company.				
		_				

ompany				
of Tokyo				
t Division				
o present)				
Material conflict of interest with the Company				
ecause th				
;				

34 Joined the Company 4 Executive Officer and General Manager of Tokyo Branch of

ato Saegusa has been nominated as a candidate because the Date of birth: Company believes that his extensive knowledge and experience based on September 22, 1960 his engagement in a wide range of operations at sales sections as well as his achievements in the overall food product business as a supervisor in sales, Number of shares of including his experience serving as General Manager of the Tokyo Branch, the Company held would be required for the management of the Company. 1,800 shares

8

Candidate No.		Career summar	ry, position and responsibilities in the Company				
		April 2006	Professor of Faculty of Policy Management of				
		•	Keio University				
		April 2011	Member of the Policy Board of the Bank of Japan				
		April 2016	Special Guest Professor of Faculty of Policy				
			Management of Keio University				
		April 2016	Visiting Research Fellow of Asian Development Bank Institute				
		June 2016	Outside Director of the Company (to present)				
	Sayuri Shirai	September 2016	Professor of Faculty of Policy Management of Keio University (to present)				
	Date of birth:	January 2020	Senior Advisor for EOS at Federated Hermes (to present)				
	January 2, 1963	• Significant con					
7	January 2, 1903	Professor of Faculty of Policy Management of Keio University					
/	Number of shares of	Material conflict of interest with the Company					
[Reappointment]		None					
[reappointment]	0 shares	[Reasons for nomination as a candidate for Outside Director and overview					
[Outside]		of expected role]					
[cassac]	Attendance at Board of	Ms. Sayuri Shirai has utilized her knowledge and experience in the					
[Independent]	Directors meetings		he Company gained through her research activities in the				
[]	100%	areas of the world economy and finance, international activities, and her					
	(11 / 11)	career as a monetary policy expert, serving as a Member of the Policy					
	, ,	Board of the Bank of Japan. Also, she has invigorated the discussions at the					
		Board of Directors meetings, especially based on her research and practical					
		experiences in the area of sustainability (ESG). Furthermore, she has					
		actively expressed her views to improve governance as a member of the					
		Nomination Advisory Committee and the Remuneration Advisory					
			ough she has never been involved in corporate				
		-	er than as Outside Director of the Company, these facts				
			s appropriately supervised and provided advice to the reasons above, the Company expects her to enhance				
			ectors' functions and continues to propose her nomination				
		as Outside Direct	* *				
		as Outside Diffet	WI.				

Candidate No.		• Career summary, position and responsibilities in the Company					
		April 1981	Joined Nomura Research Institute, Ltd.				
		January 1991	Head of Strategic Advisory Group of Nomura Research				
		UMILIMITY 1991	Institute, Ltd.				
		January 2002	Co-Head and Managing Director of Investment Banking				
		· · · · · · · · · · · · · · · · · · ·	Division, Merrill Lynch Japan Securities Co., Ltd.				
		November 2003	President & CEO, The Institute for Securities Investment				
		11010111001 2005	& Governance K.K.				
		July 2006	Auditor of MASSTUNE, Inc. (current MINKABU				
		July 2000	THE INFONOID, Inc.)				
	Isao Yamamoto	September 2007	Director of MASSTUNE, Inc. (current MINKABU				
		Septemoer 2007	THE INFONOID, Inc.)				
	Date of birth:	November 2009	President of Enterprising Investment, Inc. (to present)				
	May 2, 1957	June 2011	Outside Director of Sony Financial Holdings Inc.				
8		June 2019	Outside Director of the Company (to present)				
0	Number of shares of	October 2019	Board Member of Scenera, Inc. (to present)				
[D	the Company held	Significant concurrent position					
[Reappointment]	0 shares	President of Enterprising Investment, Inc.					
[Outside]		Material conflict of interest with the Company					
[Outside]	Attendance at Board	None					
[Indonondont]	of Directors meetings	[Reasons for nomination as a candidate for Outside Director and overview					
[Independent]	100%	of expected role]					
	(11 / 11)	Mr. Isao Yamamoto has utilized his knowledge and experience in					
		financial markets	and general management, cultivated through years of				
		activities as a sec	curities analyst as well as a financial advisor, in the				
		management of the	he Company. In particular, he has actively made				
		statements on ma	inagement strategies and enhancement of capital				
		efficiency and in	vigorated the discussions at the Board of Directors				
		meetings. Furthermore, he has actively expressed his views to improve					
		governance as a 1	member of the Nomination Advisory Committee and the				
		Remuneration Advisory Committee, and these facts show that he has					
		appropriately supervised and provided advice to management. For the					
		reasons above, the Company expects him to enhance the Board of					
		Directors' functions and continues to propose his nomination as Out					
		Director.					

Candidate No.		Career summar	ry, position and responsibilities in the Company			
		March 1990	Registered as a Certified Public Accountant (to present)			
		July 2004	Member of Deloitte Touche Tohmatsu (current Deloitte			
			Touche Tohmatsu LLC)			
		July 2012	Resigned from Deloitte Touche Tohmatsu LLC			
		April 2013	Part-time Auditor of Deposit Insurance Corporation of			
			Japan			
	C P Samuel Control	June 2016	Outside Audit & Supervisory Board Member of the			
			Company			
		June 2020	Outside Director of the Company (to present)			
	Emi Machida	June 2020	Outside Auditor of Yakult Honsha Co., Ltd. (to present)			
		<ul> <li>Significant cor</li> </ul>	ncurrent position			
	Date of birth:	Certified Public	Accountant			
9	February 7, 1964	Outside Auditor of Yakult Honsha Co., Ltd.				
		Material conflict of interest with the Company				
[Reappointment]	Number of shares of	None				
	the Company held	[Reasons for nomination as a candidate for Outside Director and overview				
[Outside]	0 shares	of expected role]				
		With her extensive knowledge and experience in her field of expertise as a				
[Independent]	Attendance at Board	Certified Public Accountant, Ms. Emi Machida has utilized her four-year				
	of Directors meetings		rving as Outside Audit & Supervisory Board Member of			
	100%	1 .	the management of the Company. In particular, she has			
	(8 / 8)		er opinions on corporate governance from the perspectives			
			sk management, etc. and invigorated the discussions at			
			ectors meetings. Furthermore, she has actively expressed			
			rove governance as a member of the Nomination			
		•	ittee and the Remuneration Advisory Committee.			
			s never been involved in corporate management other			
			e officer, these facts show that she has appropriately			
			rovided advice to management. For the reasons above,			
		1 , 1	pects her to enhance the Board of Directors' functions and			
		continues to prop	pose her nomination as Outside Director.			

### (Notes)

- 1. Ms. Sayuri Shirai, Mr. Isao Yamamoto and Ms. Emi Machida are candidates for Outside Directors. Ms. Sayuri Shirai will have served as an Outside Director for five years at the conclusion of this General Meeting of Shareholders. Mr. Isao Yamamoto will have served as an Outside Director for two years at the conclusion of this General Meeting of Shareholders. Ms. Emi Machida will have served as an Outside Director for one year at the conclusion of this General Meeting of Shareholders. Ms. Emi Machida served as an Audit & Supervisory Board Member of the Company in the past.
- 2. In accordance with the provisions of Article 27 of the Articles of Incorporation of the Company and the provisions of Article 427, Paragraph 1 of the Companies Act, the Company has entered into agreements with Ms. Sayuri Shirai, Mr. Isao Yamamoto and Ms. Emi Machida to limit their liability, as stipulated in Article 423, Paragraph 1 of the Companies Act. The maximum amount of liability under these agreements is ¥5 million or the minimum amount of liability stipulated by laws and regulations, whichever is higher. If this proposal is approved as originally proposed, the Company plans to continue these agreements.
- 3. Ms. Sayuri Shirai, Mr. Isao Yamamoto and Ms. Emi Machida are independent directors required to be retained by Tokyo Stock Exchange, Inc. for the protection of general shareholders.
- 4. There are no significant matters to be noted concerning the relationship between the Company (including its subsidiaries) and the significant entity where Ms. Sayuri Shirai concurrently serves.
- 5. There are no business transactions in the fiscal year ended March 31, 2021 between the Company (including its subsidiaries) and the significant entity where Mr. Isao Yamamoto concurrently serves.
- 6. More than eight years have passed since Ms. Emi Machida resigned from Deloitte Touche Tohmatsu LLC which is the Accounting Auditor of the Company. Ms. Emi Machida was not in charge of auditing the financial statements of the Company and its subsidiaries during the period when she worked at the entity.
- 7. Ms. Emi Machida concurrently serves as Outside Auditor of Yakult Honsha Co., Ltd. ("Yakult Honsha"). In the fiscal year ended March 31, 2021, the Company and its subsidiaries engaged in

- transactions with Yakult Honsha, including payment of commissions for transportation and sale of gift products. However, the transaction amount accounted for less than 0.1% of the consolidated net sales of Yakult Honsha and less than 0.1% of the consolidated net sales of the Company.
- 8. The Company has concluded a directors and officers liability insurance contract with an insurance company that insures all Directors. The insurance policy covers damages that may arise when the insured assumes liability for the execution of his or her duties or receives a claim related to the pursuit of such liability. The candidates will be insured under the insurance contract. The Company will renew the contract with the same details at the next renewal.

## <Reference> Skills matrix

The following is a skills matrix that lists the knowledge, experience, capabilities, etc. of the candidates for Directors.

No.	Name	Corporate management	Sustainability (ESG)	Business investment	Finance/ Accounting	Human resource management	Legal affairs/ Risk management	Sales/ Marketing	Production/ R&D	International experience	IT/ Digital
1	Takahisa Kuno	•	•	•	•	•		•			
2	Hidetoshi Ogami	•	•	•	•	•		•			•
3	Yasushi Kawarasaki		•						•	•	
4	Arata Kobayashi		•			•	•				
5	Yoshiharu Okano			•			•	•		•	
6	Masato Saegusa							•			
7	Sayuri Shirai		•		•					•	
8	Isao Yamamoto	•	•	•	•					•	
9	Emi Machida		•		•		•				

<sup>\*</sup>The above table does not show the complete set of expertise, etc. the candidates possess.

#### Proposal No. 3: Election of One Substitute Audit & Supervisory Board Member

The Company proposes the election of one substitute Audit & Supervisory Board Member to prepare for cases where the number of Audit & Supervisory Board Members falls below the number required by laws and regulations.

Prior consent of the Audit & Supervisory Board has been obtained for this proposal.

The candidate for substitute Audit & Supervisory Board Member is as follows.



• Career summary and position in the Company

April 1990 Registered as an attorney at law (Dai-ichi Tokyo Bar Association) (to

present)

June 2003 Outside Audit & Supervisory Board Member of Tokyo Steel Co., Ltd.

April 2013 Vice-president of Dai-ichi Tokyo Bar Association

June 2015 Outside Director (Audit & Supervisory Committee Member) of Tokyo

Steel Co., Ltd. (to present)

• Significant concurrent position

Attorney at law

Outside Director (Audit & Supervisory Committee Member) of Tokyo Steel Co., Ltd.

• Material conflict of interest with the Company

None

Tatsuhiko Matsumura

Date of birth: March 7, 1962

Number of shares of the Company held 0 shares [Reasons for nomination as a candidate for Substitute Audit & Supervisory Board Member] Mr. Tatsuhiko Matsumura has extensive knowledge and experience in his field of expertise as an attorney at law. He has been nominated as a substitute candidate because the Company would like him to utilize his expertise to improve auditing quality. The Company believes that he can properly fulfill his duties as an Outside Audit & Supervisory Board Member with his knowledge and experience to make objective judgments that are unconstrained by the conventional practices of the Company and take into account corporate society as a whole.

(Notes)

- 1. Mr. Tatsuhiko Matsumura is a candidate for substitute Audit & Supervisory Board Member.
- 2. If Mr. Tatsuhiko Matsumura is elected and assumes his office as an Audit & Supervisory Board Member, the Company plans to enter into an agreement with him to limit his liability as stipulated in Article 423, Paragraph 1 of the Companies Act, in accordance with the provisions of Article 34 of the Articles of Incorporation of the Company and the provisions of Article 427, Paragraph 1 of the Companies Act. The maximum amount of liability under this agreement is a predetermined amount no less than ¥5 million or the minimum amount of liability stipulated by laws and regulations, whichever is higher.
- If Mr. Tatsuhiko Matsumura is elected and assumes his office as an Audit & Supervisory Board
  Member, the Company will register him as an independent auditor required to be retained by Tokyo
  Stock Exchange, Inc. for the protection of general shareholders.
- 4. Mr. Tatsuhiko Matsumura concurrently serves as Outside Director (Audit & Supervisory Committee Member) of Tokyo Steel Co., Ltd. ("Tokyo Steel"). The Company sold industrial oil to Tokyo Steel during the fiscal year ended March 31, 2021. However, the amount of such transactions accounted for less than 0.1% of the Company's consolidated net sales. Mr. Tatsuhiko Matsumura will resign from the office of Outside Director (Audit & Supervisory Committee Member) of Tokyo Steel at the conclusion of Tokyo Steel's annual general meeting of shareholders to be held in June 2021.
- 5. The Company has concluded a directors and officers liability insurance contract with an insurance company. The insurance policy covers damages that may arise when the insured assumes liability for the execution of his or her duties or receives a claim related to the pursuit of such liability. The Company will renew the contract with the same details at the next renewal. Mr. Tatsuhiko Matsumura will be insured under the insurance contract if he assumes his office as an Audit & Supervisory Board Member.

#### Reference

Criteria for Independence of Outside Directors and Outside Audit & Supervisory Board Members

Regarding the Company's criteria for the independence of Outside Directors and Outside Audit & Supervisory Board Members, in addition to the requirements for independent officers stipulated by the Tokyo Stock Exchange, an officer is determined to be independent if they meet none of the 11 items below.

- 1. A major shareholder holding 10% or more of the Company's voting rights currently or within the past 5 years (or, if the major shareholder is a corporation, an officer or employee thereof)
- 2. An officer or employee of a major client of the Company or its subsidiaries (2% or more of consolidated net sales) in the most recent fiscal year
- 3. An officer or employee of a company, of which the Company or a subsidiary of the Company is a major client (2% or more of the said company's consolidated net sales), in the most recent fiscal year
- 4. An officer or employee of a major lender of the Company in the most recent fiscal year
- 5. An executive of any of items 2-4 above within the previous 3 fiscal years, counting from the most recent fiscal year
- 6. A partner or an employee of an Accounting Auditor of the Company or its subsidiaries currently or within the past 3 years
  - Otherwise, a partner or an employee of an Accounting Auditor of the Company or its subsidiaries, who was in an auditing role for the Company or the subsidiaries of the Company, within the past 10 years
- 7. A professional with legal, accounting, or other relevant expertise who received an average of ¥10 million or more in the past 3 years from the Company or the Company's subsidiaries, apart from compensation as an officer
- 8. An executive of an organization that has received over a certain amount of donations (an average of ¥10 million or more in the past 3 fiscal years, or 30% of the said organization's average annual total expenses, whichever amount is greater) from the Company or the Company's subsidiaries
- 9. A spouse or second-degree or closer relative, or a relative in cohabitation with a person meeting items 1-8
- 10. An officer or employee of a corporation to which the Company dispatches officers
- 11. A spouse or second-degree or closer relative, or a relative in cohabitation with an officer, or a significant employee of the Company or the Company's subsidiaries currently or within the past 5 years