

September 11, 2025

To whom it may concern

Company name: MarkLines Co., Ltd.  
Representative: Makoto Sakai, President  
and Representative Director  
(Code: 3901 TSE Prime)  
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**Notice Concerning Date, Time and Place of Extraordinary General Meeting of  
Shareholders and Agenda Items**

In the "Notice Concerning Establishment of Record Date for Convocation of Extraordinary General Meeting of Shareholders" dated August 7, 2025, the Company announced that it would hold an extraordinary general meeting of shareholders (hereinafter referred to as the "Extraordinary General Meeting of Shareholders") with August 22, 2025 as the record date.

We hereby announce that at the meeting of the Board of Directors held today, the date, time and place of this Extraordinary General Meeting of Shareholders and the agenda for the meeting were resolved as follows.

**Items**

1. Date, time and location of this Extraordinary General Meeting of Shareholders
  - (1) Date and time: Friday, October 10, 2025 at 0:30 p.m.
  - (2) Location: 11-1, Nagatacho 2-chome, Chiyoda-ku, Tokyo  
Sanno Park Tower B1F Conference Room "ROOM A"
2. Agenda items to be submitted to the Extraordinary General Meeting of Shareholders  
Proposals to be resolved:  
Proposal 1: Partial amendments to the Articles of Incorporation
  - (1) Reasons for the proposal  
Article 3 of the current Articles of Incorporation (Location of Head Office)  
will be amended in conjunction with the relocation of the head office to

Minato-ku, Tokyo, scheduled for January 2026, for the purpose of strengthening the head office functions and further improve operational efficiency.

In addition, a supplementary provision will be established stating that this change will take effect on the date of the head office relocation to be decided at a meeting of the Board of Directors to be held by December 31, 2025, and this supplementary provision will be deleted after the effective date.

(2) Details of change

The details of the change are as follows.

(The underlined parts denote the changes)

Current Articles of Incorporation	Proposed change
(Location of head office) Article 3 The Company shall have its head office in <u>Chiyoda-ku</u> , Tokyo.	(Location of head office) Article 3 The Company shall have its head office in <u>Minato-ku</u> , Tokyo.
(Newly established)	<u>Supplementary Provision</u> <u>(Effective date of the change in the location of the head office)</u> <u>The change in Article 3 (Location of Head Office) shall take effect on the date of the relocation of the head office to be determined at a meeting of the Board of Directors to be held by December 31, 2025. This Supplementary Provision shall be deleted after the effective date of the relocation of the head office.</u>

Proposal 2: Election of one (1) Corporate Auditor

One corporate auditor resigned in July of this year for health reasons, and the Company does not have the number of corporate auditors required by law.

Please note that this proposal has been approved by the Board of Corporate Auditors.

The nominee for Corporate Auditor is as follows.

Name Date of birth	Brief personal history, positions and important concurrent positions		Number of Company shares held
[New appointment]  Masaaki Ueno November 15, 1956	April 1980	Joined Nissan Motor Co., Ltd. Renault-Nissan Purchasing Organization (RNPO) Supplier Account Manager	—
	April 2008	Joined Unipres Corporation Head of Corporate Planning Department and President of Unipres Russia	
	March 2024	Joined the Company, works in the Benchmark Center and Consulting Division (to present)	
Reason for nomination as candidate for Corporate Auditor  Mr. Masaaki Ueno has abundant experience and excellent expertise cultivated through many years of business execution at major automobile manufacturers and parts suppliers. He also has considerable knowledge in global management, including experience as president of an overseas subsidiary. We nominated him as a candidate for Corporate Auditor because we expect him to apply his experience and knowledge in monitoring overall management and auditing activities.  He is expected to be appointed as a full-time auditor.			

End