

Note: This document has been translated from a part of the Japanese original for reference purposes only. In the event of any discrepancy between this translated document and the Japanese original, the original shall prevail. The Company assumes no responsibility for this translation or for direct, indirect or any other forms of damages arising from the translation.

Securities code 3901

September 24, 2025

(Start date of electronic provision measures: September 18, 2025)

To All Shareholders

11-1, Nagatacho 2-chome,  
Chiyoda-ku, Tokyo  
MarkLines Co., Ltd.

President and	Makoto
Representative	Sakai
Director	

## Notice of Convocation of Extraordinary General Meeting of Shareholders

Dear Shareholders, We would like to express our sincere appreciation for your continued support.

Notice is hereby given that an Extraordinary General Meeting of Shareholders of the Company will be held as follows:

The Company has adopted an electronic method of providing notice of the Extraordinary General Meeting of Shareholders, which is posted on the following website.

Company website (<https://www.marklines.com/ja/ir/library/>).

In addition to the above, the information is also posted on the following website on the Internet.

Tokyo Stock Exchange website

(<https://www2.jpx.co.jp/tseHpFront/JJK010010Action.do?Show=Show>)

Please access the above website, enter or search for our company name or stock code, and select "Basic information" and "Documents for public inspection/PR information" in that order.

If you are unable to attend the meeting, you may exercise your voting rights via the Internet or in writing. We kindly request that you refer to the "Information on How to Exercise Your Voting Rights" below and review the

reference documents for the General Meeting of Shareholders posted in the Electronic Provision Measures section and exercise your voting rights by 5:30 p.m. on Thursday, October 9, 2025 (Tokyo time).

Sincerely

Items

1. **D a t e   a n d   T i m e** Friday, October 10, 2025 at 0:30 p.m.
2. **L o c a t i o n** 11-1, Nagatacho 2-chome, Chiyoda-ku, Tokyo  
Sanno Park Tower B1F Conference Room "ROOM A"
3. **P u r p o s e**  
**Proposals to be resolved:**  
**Proposal 1:** Partial amendments to the Articles of Incorporation  
**Proposal 2:** Election of one (1) Corporate Auditor

#### 4. Other matters to be decided at the time of convocation

- (1) When exercising voting rights by proxy, it is limited to delegating to shareholders who have voting rights. Please note that only one proxy is allowed.
- (2) In the event a shareholder intends to exercise voting rights in a non-uniform manner, please notify the Company of said intention and the reason thereof at least three days prior to the General Meeting of Shareholders.
- (3) Please note that any voting right exercised without an indication of for or against a proposal on the Voting Rights Exercise Form shall be treated as an intent of approval.

End

~~~~~  
~

- ◎ If you attend the meeting in person, please submit the enclosed Voting Rights Exercise Form to the receptionist at the meeting.
- ◎ The document we are sending you based on your request for delivery of the document also serves as the document describing the matters for electronic provision measures.
- ◎ If any revisions are made to the electronic provision measures, the revised information will be posted on the respective websites.

# Reference Documents for the General Meeting of Shareholders

## Proposals and References

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<br>The Company shall have its head office in <u>Chiyoda-ku</u> , Tokyo. | (Location of head office) Article 3<br>The Company shall have its head office in <u>Minato-ku</u> , Tokyo.                                                                                                                                                                                                                                                                                                                                      |
| (Newly established)                                                                                         | <u>Supplementary Provision</u><br><u>(Effective date of the change in the location of the head office)</u><br><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<br>Date of birth                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Brief personal history, positions<br>and important concurrent positions                                                                                                                                                                                                                                                                                                             | Number of<br>Company<br>shares<br>held |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| [New appointment]<br><br>Masaaki Ueno<br>November 15, 1956                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p>April 1980    Joined Nissan Motor Co., Ltd.<br/>Renault-Nissan Purchasing Organization (RNPO)<br/>Supplier Account Manager</p> <p>April 2008    Joined Unipres Corporation<br/>Head of Corporate Planning Department<br/>and President of Unipres Russia</p> <p>March 2024    Joined the Company, works in the<br/>Benchmark Center and Consulting<br/>Division (to present)</p> | —                                      |
| <p>Reason for nomination as candidate for Corporate Auditor</p> <p>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.</p> <p>He is expected to be appointed as a full-time auditor.</p> |                                                                                                                                                                                                                                                                                                                                                                                     |                                        |

- (Note) 1. There are no special interests between Mr. Masaaki Ueno and the Company.
2. If the election of Mr. Masaaki Ueno is approved, the Company will enter into a liability limitation agreement with him pursuant to Article 427, Paragraph 1 of the Companies Act, limiting his liability for damages as stipulated in Article 423, Paragraph 1 of the same act to the maximum amount stipulated by law.
3. The Company has concluded an officer liability insurance contract with an insurance company as stipulated in Article 430-3, Paragraph 1 of the Companies Act, which covers all the Company's Corporate Auditors as insured persons.
- This covers damages and legal expenses incurred by the insured in the event that a claim for damages is brought by a shareholder, third party, or other party.
- Mr. Masaaki Ueno will be insured under the policy if he is appointed as a Corporate Auditor.

End