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September 12, 2025

To whom it may concern:

Company: ACCESS CO., LTD.
Representative: Kiyoyasu Oishi
Representative Director, President & CEO
(Securities Code: 4813 Prime Market, TSE)
Contact: Masayuki Fujii
Executive Officer, CFO
(Phone: +81-3-6853-9088)

Notice Concerning the Holding of an Extraordinary General Meeting of
Shareholders, the Establishment of a Record date for Convening,
and the Agenda

ACCESS CO., LTD hereby announces that at the Board of Directors meeting held on September 12, 2025, the Company resolved to set the record date for convening an Extraordinary General Meeting of Shareholders (hereinafter referred to as the "Extraordinary General Meeting of Shareholders"), to hold the Extraordinary General Meeting of Shareholders, and to submit proposals for discussion as follows.

1. Record date for the Extraordinary General Meeting of Shareholders

To determine the shareholders who can exercise voting rights at this Extraordinary General Meeting of Shareholders, the Company has set September 30, 2025 as the record date, and shareholders listed or recorded in the final shareholder register on that date will be considered shareholders who can exercise voting rights at this Extraordinary General Meeting of Shareholders.

- (1) The Record date : Tuesday, September 30, 2025
- (2) The Public Notice date : Saturday, September 13, 2025
- (3) The Method of Public Notice : The Company will post electronically on the Company's website below.
https://www.access-company.com/investors/public_notice/

2. Date and Time, Place, and Meeting Agenda

(1) Date and Time, Place

Date and Time : Wednesday, November 19, 2025, at 10:00 a.m. Japan time
Place : Belle Salle Akihabara (B1F Hall)
Sumitomo Fudosan Akihabara Building, B1
3-12-8 Sotokanda, Chiyoda-ku, Tokyo

(2) Meeting Agenda

Resolutions : Proposal 1: Election of one Director
Proposal 2: Election of one Audit & Supervisory Board Member

3. Changes in Directors (Provisional decision)

(1) About the Board of Directors

In order to further strengthen management structure, including internal control functions, the Company will be adding one director. Furthermore, director candidate Tsutomu Yoshioka will resign from his position as Audit & Supervisory Board Member at the conclusion of this extraordinary general meeting of shareholders and assume the position of Executive Vice President and Director. As a result, the Board of Directors will consist of a total of eight directors, including three internal directors and five external directors.

(2) The Candidate (newly appointed)

Director: Tsutomu Yoshioka

(3) The Profiles of the new director candidate

Name	: Tsutomu Yoshioka
Birthday	: February 28, 1962
Career Summary	: April 1984 Joined Showa Shell Sekiyu K.K. September 2002 General Manager of Hokkaido Branch Office of Showa Shell Sekiyu K.K. April 2005 Representative Director, President of Shoseki Gas K.K. July 2008 Representative Director, President of Enessance Holdings Co., Ltd. March 2011 Executive Officer in charge of Accounting, Finance, and Credit Management of Showa Shell Sekiyu K.K. April 2015 Executive Officer, General Manager of Petroleum Business Division Metropolitan Area Branch of Showa Shell Sekiyu K.K. March 2017 Audit & Supervisory Board Member of Showa Shell Sekiyu K.K. April 2019 Senior Executive Officer of Idemitsu Kosan Co., Ltd. June 2021 Audit & Supervisory Board Member of Idemitsu Kosan Co., Ltd. July 2025 Audit & Supervisory Board Member of ACCESS CO., LTD. (incumbent)

(4) The date of Appointment as Director

November 19, 2025

4. Changes in Audit & Supervisory Board Member (Provisional decision)

(1) The Candidate (newly appointed)

At this extraordinary general meeting of shareholders, the Company plans to propose the following individuals as candidates for Audit & Supervisory Board Members. The Board of Audit & Supervisory Board members have given their consent to this matter.

Outside Audit & Supervisory Board Member: Shigenobu Fukumoto

(Former Secretary-General of the Cabinet Secretariat's
Headquarters for the Abduction Issue, Former Special Advisor
to the Cabinet Secretariat)

(Note) There are no special interests between Mr. Fukumoto and our company.

(2) About the Audit & Supervisory Board

Audit & Supervisory Board Member (Full-time) Yasuo Kato

Audit & Supervisory Board Member (Full-time)	Takayuki Imoto
Audit & Supervisory Board Member	Masakazu Furukawa
Audit & Supervisory Board Member	Shigenobu Fukumoto (newly appointed)

(Note) The Company has designated Mr. Furukawa as an independent director pursuant to the rules of the Tokyo Stock Exchange and has notified the Exchange. The same is planned for Mr. Fukumoto.