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(Stock Exchange Code: 4813)

November 4, 2025

(Date of commencement of electronic provision measures: October 28, 2025)

To Shareholders with Voting Rights:

Kiyoyasu Oishi
Representative Director
ACCESS CO., LTD.
3 Kandaneribei-cho, Chiyoda-ku,
Tokyo

NOTICE OF THE EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS

Dear Shareholders:

We would like to express our appreciation for your continued support and patronage.

The Extraordinary General Meeting of Shareholders of ACCESS CO., LTD. (the “Company”) will be held for the purposes as described below.

Measures for electronic provision have been taken for the convocation of this General Meeting of Shareholders, and the matters to be provided electronically are posted on the following internet website.

The Company’s website:

<https://www.access-company.com/en/investors/library/shareholders/>

In addition to the above website, matters to be provided electronically will also be posted on the following internet website. Access the following website, enter and search for the issue name (ACCESS) or the stock exchange code (4813), select “Basic information,” and then select “Documents for public inspection/PR information.”

The Tokyo Stock Exchange website (Listed Company Search):

<https://www2.jpx.co.jp/tseHpFront/JJK020010Action.do?Show=Show>

If you are not attending the Meeting in person, you may exercise your voting rights in writing (by returning the enclosed Voting Rights Exercise Form via postal mail) or by electromagnetic means (via the Internet). Please review the attached reference documents for the General Meeting of Shareholders and exercise your voting rights.

- 1. Date and Time:** Wednesday, November 19, 2025 at 10:00 a.m. Japan time
- 2. Place:** Belle Salle Akihabara (B1F Hall)
Sumitomo Fudosan Akihabara Building, B1
3-12-8 Sotokanda, Chiyoda-ku, Tokyo
- 3. Meeting Agenda:**
Proposals to be resolved:
Proposal 1: Election of One (1) Executive Director
Proposal 2: Election of Two (2) Audit & Supervisory Board Members

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- * When attending the Meeting, please submit the enclosed Voting Rights Exercise Form at the reception desk.
 - * If you do not indicate your vote of approval or disapproval of proposals on the Voting Rights Exercise Form, you will be deemed to have approved the proposals.
 - * Should there be any amendments to the matters to be provided electronically, the amendments will be posted on the websites where the original documents were posted.
 - * We request shareholders attending the Meeting to check the latest information on the spread of infectious diseases and their own health condition on the day of the Meeting, and take protective measures as necessary, such as wearing a face mask, upon coming to the venue of the Meeting. Furthermore, we may implement measures to prevent infection at the venue on the day of the Meeting, such as having our staff wear face masks and providing alcohol disinfectant, and we would appreciate your cooperation.

Reference Documents

for the Extraordinary General Meeting of Shareholders

Proposal 1: Election of One (1) Executive Director

In order to further strengthen our management structure, including internal control functions, the Company proposes the election of one (1) Executive Director. Furthermore, Mr. Tsutomu Yoshioka, a candidate for Executive Director, will resign from his position as Audit & Supervisory Board Member of the Company at the conclusion of this Extraordinary General Meeting of Shareholders and assume the office of Executive Director of the Company.

The candidate is as follows:

Name (Date of birth)	Career summary, positions and responsibilities at the Company (Significant concurrent positions)	Number of shares of the Company held
Tsutomu Yoshioka (February 28, 1962) (New appointment)	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 the Company (incumbent) [Reason for nomination as a candidate for Executive Director and roles expected to be fulfilled] Mr. Tsutomu Yoshioka has extensive experience and high-level insight as both a corporate manager and an auditor. The Company expects that he will leverage his deep knowledge of the broad aspects of management and leadership to further strengthen the Company's management structure and enhance its corporate value, and therefore nominates him as a candidate for Executive Director.	0

(Notes)

1. There are no special interests between the candidate and the Company.
2. The Company has entered into a directors and officers liability insurance contract with an insurance company, which names all Executive Directors as the insured. The insurance indemnifies the Executive Directors for damage that may arise due to them becoming liable in connection with execution of their duties or being subject to a claim related to enforcement of such liability. However, certain types of such damage, including damage that has arisen by intention or gross negligence, are excluded from indemnity. In the event that Mr. Tsutomu Yoshioka assumes the office of Executive Director, he will be insured by the policy and the policy will be renewed during his term of office.

Proposal 2: Election of Two (2) Audit & Supervisory Board Members

To strengthen and enhance our audit system, the Company proposes the election of two (2) Audit & Supervisory Board Members. For this proposal, the Company has obtained the consent of the Audit & Supervisory Board.

The candidates are as follows:

No.	Name (Date of birth)	Career summary and positions at the Company (Significant concurrent positions)	Number of shares of the Company held
1	Shigenobu Fukumoto (May 20, 1963) (New appointment) (Outside) (Independent Auditor)	April 1986 Joined National Police Agency August 1989 Director of Public Safety Division of Toyama Prefectural Police Headquarters July 1990 Director of Public Safety Division of Kyoto Prefectural Police Headquarters July 1991 Deputy Director of First Foreign Affairs Division of National Police Agency June 1994 Deputy Director of Personnel Division of National Police Agency February 1997 First Secretary of Embassy of Japan in the UK March 2000 Executive Officer of General Affairs Division of National Police Agency December 2000 Executive Officer of General Affairs Division of National Police Agency, Cabinet Secretariat, and Cabinet Office (Chairman of National Public Safety Commission and Secretary to Minister of State for Crisis Management and Disaster Management) April 2001 Executive Officer of Traffic Management and Control Division of National Police Agency February 2003 Executive Officer of Security Planning Division, and Info-Communications Bureau of National Police Agency March 2005 Director of Security Department of Kanagawa Prefectural Police Headquarters September 2006 Director-General of Radio Department, Defense Intelligence Headquarters of Defense Agency October 2009 Counsellor of Public Safety Department of Tokyo Metropolitan Police Department May 2011 Chief of Shiga Prefectural Police Headquarters May 2013 Dispatched to Center for Strategic and International Studies (CSIS) of the U.S. August 2014 Counsellor to Assistant Chief Cabinet Secretary (Secretariat of the Headquarters for the Abduction Issue) of Cabinet Secretariat August 2015 Councillor, Cabinet Secretariat (Secretariat of the Headquarters for the Abduction Issue) December 2015 Councillor, Cabinet Secretariat (Cabinet Intelligence and Research Office (Deputy Director General of Cabinet Counter Terrorism Intelligence Coordination Center)), and Deputy Assistant Minister, Minister's Secretariat, of Ministry of Foreign Affairs September 2019 Councillor, Cabinet Secretariat, and Director General for Cabinet Counter Terrorism Intelligence Coordination Center April 2023 Secretary-General of the Cabinet Secretariat's Headquarters for the Abduction Issue April 2025 Special Advisor to the Cabinet September 2025 Advisor of Mitsui Sumitomo Insurance Company, Limited (incumbent) [Reason for nomination as a candidate for Outside Audit & Supervisory Board Member]	0

		Mr. Shigenobu Fukumoto has highly specialized knowledge of legal compliance and risk management, gained through a range of key positions at the police, the Cabinet Secretariat, the Ministry of Foreign Affairs, and other government organizations. Leveraging his expertise, he is expected to further strengthen the audit system of the Company by auditing the execution of duties by Executive Directors with objectivity and rigor. Therefore, the Company nominates him as a candidate for Outside Audit & Supervisory Board Member.	
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No.	Name (Date of birth)	Career summary and positions at the Company (Significant concurrent positions)	Number of shares of the Company held
2	Tetsuzo Hamajima (January 12, 1958) (New appointment) (Outside) (Independent Auditor)	April 1981 Joined Arthur Andersen & Company Tokyo Office (currently KPMG AZSA LLC) March 1984 Registered as Certified Public Accountant September 2001 Partner of Arthur Andersen & Company April 2016 Managing Director, General Manager of Quality Control Department of KPMG AZSA LLC August 2022 Member of Disciplinary Committee of the Japanese Institute of Certified Public Accountants (incumbent) March 2023 Established Tetsuzo Hamajima CPA Office to assume the office of Representative (incumbent) July 2025 Senior Advisor of A&M Japan Certified Public Tax Accountant Corporation (incumbent) [Significant concurrent positions] Representative of Tetsuzo Hamajima CPA Office [Reason for nomination as a candidate for Outside Audit & Supervisory Board Member] Mr. Tetsuzo Hamajima has professional knowledge and extensive practical business experience as a certified public accountant. The Company expects that he will conduct highly effective audits by using his knowledge and experience, thereby further strengthening its audit system. Therefore, the Company nominates him as a candidate for Outside Audit & Supervisory Board Member.	0

(Notes)

1. There are no special interests between the candidates and the Company.
2. Mr. Shigenobu Fukumoto and Mr. Tetsuzo Hamajima are candidates for Outside Audit & Supervisory Board Members.
3. The Company has judged that Mr. Shigenobu Fukumoto and Mr. Tetsuzo Hamajima are capable of appropriately executing their duties based on the comprehensive consideration of factors such as their practical business experience described above.
4. The Company plans to designate Mr. Shigenobu Fukumoto and Mr. Tetsuzo Hamajima as Independent Auditors in accordance with the Independence Standards described on page 7 and register them as Independent Auditors with the Tokyo Stock Exchange, Inc.
5. In the event that the appointment of Mr. Shigenobu Fukumoto and Mr. Tetsuzo Hamajima is approved, the Company plans to enter into an agreement with them, pursuant to the provisions of Article 427, Paragraph 1 of the Companies Act, to limit their liability for damages stipulated in Article 423, Paragraph 1 of the same act to the minimum amount prescribed in Article 425, Paragraph 1 of the same act.
6. The Company has entered into a directors and officers liability insurance contract with an insurance company, which names all Audit & Supervisory Board Members as the insured. The insurance indemnifies the Audit & Supervisory Board Members for damage that may arise due to them becoming liable in connection with execution of their duties or being subject to a claim related to enforcement of such liability. However, certain types of such damage, including damage that has arisen by intention or gross negligence, are excluded from indemnity. In the event that Mr. Shigenobu Fukumoto and Mr. Tetsuzo Hamajima assume the office of Audit & Supervisory Board Member, they will be insured by the policy and the policy will be renewed during their terms of office.

ACCESS CO., LTD. (the “Company”) has established the independence standards for outside officers (outside directors and outside auditors) as given below. If an outside officer does not fall under any of the following criteria items, such outside officer shall be deemed to be independent of the Company and have no risk of conflict of interests with general shareholders.

1. A party who is or was an executive director, executive officer, manager, or other employee (collectively, “Executive, etc.”) of the Group.
2. A current major shareholder of the Group (a shareholder who holds 10% or more of the voting rights), or, if such major shareholder is a legal entity, an Executive, etc. of such major shareholder, its parent company or a significant subsidiary.
3. A party who was an Executive, etc. of a corporation, its parent company or a significant subsidiary that is a major shareholder of the Company, in the past five years.
4. A party for whom the Group is a major business partner (a party who received payments from the Group in an amount of 2% or more of the party’s consolidated gross sales for the most recent fiscal year), or a party who is a major business partner of the Group (a party who paid to the Group an amount of 2% or more of the Group’s consolidated gross sales for the most recent fiscal year), or its parent company or a significant subsidiary thereof, or, if the party is a corporation, an Executive, etc. of such corporation.
5. A party for whom the Group was a major business partner or a party who was a major business partner of the Group, its parent company or a significant subsidiary thereof, or, if the party was a corporation, an Executive, etc. of such corporation, in any of the past three fiscal years prior to the most recent fiscal year.
6. A trustee (limited to a party responsible for business execution) or other executive (an officer, an employee or a staff member who executes business of such organization) of an organization that receives a donation or subsidy exceeding a certain amount (an average amount of 10 million yen per year in the past three fiscal years) from the Group.
7. An Executive, etc. of a corporation, its parent company or a significant subsidiary that receives a director (regardless of whether full-time or part-time) from the Group.
8. A certified public accountant, or an employee, a partner or a staff member of an auditing firm (or tax accountant corporation) who currently is the accounting auditor of the Group.
9. A consultant, an accounting expert or a legal expert who receives a large amount of money or other properties (an average amount of 10 million yen or more per year in the past three years) other than officer remuneration from the Group (if the recipient is an organization, such as a legal entity or an association, a party who belongs to such organization).
10. A spouse or a relative within the second degree of kinship of, or a relative who lives with a party who falls under any of 1. to 9. above (limited to a party in a significant position). However, even in the case that falls under any of 1. to 10. above, a party who is judged to be independent, in light of personal quality and insight, etc. of such party may be designated as an independent executive or independent auditor of the Company, on condition that reasons for election are explained and disclosed at the time of the election of the outside officer and that such party satisfies the requirements for outside director or outside company auditor defined by the Companies Act.