

**NOTICE OF CONVOCATION OF  
THE 74th ORDINARY GENERAL MEETING OF SHAREHOLDERS  
TO BE HELD AT ASAKUSA VIEW HOTEL TAITO-KU, TOKYO,  
JAPAN ON MARCH 25, 2025 AT 10:00 A.M.**

*(This is an abridged translation of the Notice of Ordinary General Meeting of Shareholders dated March 3, 2025, and is prepared for reference purposes only. In the event of any discrepancy between the original Japanese and this translation, the Japanese text shall prevail.)*

**Takemoto Yohki Co., Ltd.**

(Measures for electronic provision have commenced on March 3, 2025)

To Shareholders:

## **Notice of Convocation of the 74th Ordinary General Meeting of Shareholders**

Dear Shareholders:

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

We are pleased to notify you that the 74th Ordinary General Meeting of Shareholders will be held as stated below.

We have taken measures for the electronic convocation of this General Meeting of Shareholders, and the matters subject to measures for electronic convocation have been posted on the website shown below.

The Company's website: <https://www.takemotokk.jp/library/meeting/>

The matters are also posted on the website shown below.

The website of the Tokyo Stock Exchange: <https://www2.jpx.co.jp/tseHpFront/JJK010010Action.do?Show=Show>

Please access the website above, search by entering the Company's name or securities code, and select "Basic information" then "Documents for public inspection/PR information" to view the matters.

If you are unable to attend the meeting in person, you may exercise your voting rights either through postal mail or via the Internet. Please review the attached Reference Documents for the General Meeting of Shareholders first and then exercise your voting rights by no later than 5:30 p.m. on Monday, March 24, 2025 (Japan Time).

Yours faithfully,

Emiko Takemoto  
President and Representative Director

Takemoto Yohki Co., Ltd.  
5-15, Nishi Asakusa, 1-chome Taito-ku, Tokyo  
(Head Office 21-5 Matsugaya, 2-chome Taito-ku Tokyo)

### **Particulars**

**1. Time and Date** 10:00 a.m. on Tuesday, March 25, 2025 (registration desks to open at 9:00 a.m.)

**2. Place** Asakusa View Hotel Hisho Hall on the fourth floor, at 17-1 Nishi Asakusa, 3-chome Taito-ku, Tokyo

### **3. Agenda**

#### **Matters to be reported**

1. The Business Report, Consolidated Financial Statements and the Results of the Audit of the Consolidated Financial Statements for the 74th Fiscal Year (from January 1, 2024 to December 31, 2024) by the Independent Auditors and the Audit and Supervisory Committee.
2. The Non-Consolidated Financial Statements for the 74th Fiscal Year (from January 1, 2024 to December 31, 2024)

#### **Matters to be resolved**

**Proposal No.1:** Appropriation of Retained Earnings

**Proposal No.2:** Election of Five (5) Directors (excluding Audit and Supervisory Committee members)

### **4. Matters to be decided for convocation**

If you wish to exercise your voting rights by proxy, one other shareholder holding a voting right of the Company may attend the meeting as a proxy for you. In this case, please submit a document that certifies your power of representation, such as a letter of attorney, to the Company.

## Matters Posted on the Company's Website

**If any revision is made to the reference materials for the general meeting of shareholders or the Business Report, the Non-Consolidated Financial Statements and the Consolidated Financial Statements, the revision will be posted on the each above website.**

### Instructions for the Exercise of Voting Rights

If you are to attend the General Meeting of Shareholders;

Time and date of the General Meeting of Shareholders: 10:00 a.m. on Tuesday, March 25, 2025 (Japan Time). The Reception for attendees begins at 9:00 a.m. Please submit the enclosed voting form to the reception desk.

If you wish to exercise the voting rights via the Internet;

Deadline of exercise: Acceptable until 5:30 p.m. on Monday, March 25, 2025 (Japan Time).

Please access the voting website (<https://evote.tr.mufg.jp/>) and enter your approval or disapproval of the proposals by no later than the deadline.

>>>Please see the following details.

Information on Exercising Voting Rights via the Internet

#### (1) By scanning the QR code

You can log into the voting website without entering your login ID and password by scanning the QR code provided at the lower right of the voting form, with your smart phone. Please cast your vote by following the directions on the screen.

Exercise of the abovementioned voting rights using the QR code above is available only once.

If you re-exercise your voting rights, or exercise your voting rights without using the QR code, please see "(2) By entering the login ID and password" below.

#### (2) By entering the login ID and password

Voting website <https://evote.tr.mufg.jp/>

You can exercise your voting rights via the Internet by accessing the voting website (<https://evote.tr.mufg.jp/>) from a computer, smart phone or mobile phone. Once you have accessed the Internet voting website, please enter your login ID and temporary password shown on the voting form. Please cast your vote by following the directions on the screen.

If you exercise the voting rights through Postal Mail;

Deadline of exercise: Voting forms must arrive by no later than 5:30 p.m. on Monday, March 24, 2025(Japan Time). Please indicate your approval or disapproval of the proposals on the enclosed voting form and return it through postal mail so that it is received by the deadline.

Notes on the exercise of voting rights via the Internet:

1. When a shareholder exercises voting rights via the Internet as well as submitting the Voting Right Exercise Form by mail, the vote via the Internet shall be treated as the valid exercise of voting rights.
2. If multiple votes via the Internet are received from a shareholder, the most recent vote shall be treated as the valid exercise of voting rights.
3. Any connection charges and communications expenses payable to internet providers and telecommunication carriers incurred in accessing the website for exercising voting rights will be borne by shareholders.
4. Please be aware that exercising voting rights via a PC or smart phone, etc. may not be possible in certain internet user environments. In addition, exercising voting rights via a mobile phone may not be possible with certain types of mobile phones.

Should you have any questions regarding the exercise of voting rights via the Internet, please contact the administrator of the shareholders' registry stated below:

**Securities Agency Division (Help Desk),  
Mitsubishi UFJ Trust and Banking Corporation  
Telephone: 0120-173-027 (toll free within Japan)  
Operating hours: 9:00 a.m. - 9:00 p.m. (Japan time)**

For institutional investors: about the Electronic Voting Platform

You may use the Electronic Voting Platform operated by ICJ, Inc. to exercise your voting rights at the Annual Shareholders Meeting.

\* QR Code is a registered trademark of DENSO WAVE INCORPORATED.

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## REFERENCE MATERIALS FOR THE GENERAL MEETING OF SHAREHOLDERS

### Proposal No.1: Appropriation of Retained Earnings

Matters concerning year-end dividends

The Company will pay the year-end dividend for the current fiscal year as follows, based on its policy of targeting a dividend on equity ratio (DOE) of 4.0% from the viewpoint of ensuring stable shareholder returns with respect to dividends until the period of the medium-term plan through 2024, while securing the internal reserves necessary for future business development and strengthening of the management structure.

(1) Type of dividend property

Cash

(2) Matters concerning the allotment of dividend property to shareholders and the total amount

18.00 yen per share of common stock, for a total of 216,844,128 yen

(3) Effective date of distribution of surplus

March 26, 2025

### Proposal No.2: Appointment of Five (5) directors (excluding directors who are Audit and Supervisory Committee members)

At the end of this general meeting, the term of five directors (excluding directors who are Audit and Supervisory Committee members) will expire, so we request the appointment of five directors (excluding directors who are Audit and Supervisory Committee members).

Candidates for directors (excluding directors who are members of the Audit and Supervisory Committee) are as follows.

Name (Date of birth)	Brief personal history, title, responsibility and significant concurrent positions		Number of the Company's shares owned
No.1 Emiko Takemoto (Born Aug. 21, 1975) [Female]  Attendance at the Board of Directors 2024  18 times/ 18 meetings  Attendance rate 100%	Jun.1999 Jul. 2001 Mar.2004 Dec.2004 Jan.2006  Mar.2020	Joined Takemoto Yohki Co., Ltd. Deputy General Manager of Sales Department Appointed as a Director President and Representative Director (current) Chairman of Shanghai Takemoto Packaging Co., Ltd. Chairman of Takemoto Yohki (Kunshan) Co., Ltd. Representative Director of Kyoei Plasco Co., Ltd	1,796,000
<b>【Reasons for the nomination as Director candidate】</b> Ms. Emiko Takemoto was appointed a director of Takemoto Yohki Co., Ltd. in March 2004 and President and Representative Director in December 2004. In the midst of a difficult business environment, she has been a key person who always demonstrated outstanding management skills as a top executive with the forethought to guide the company in the sustainable packaging industry. Her leadership skills, backed by broad knowledge and experience in a wide range of fields, are indispensable for the management of Takemoto Group. For the above reasons, the Company has nominated her as a candidate for the position of director.			

Name (Date of birth)	Brief personal history, title, responsibility and significant concurrent positions		Number of the Company's shares owned
No.2 Takahiro Fukazawa (Born May 23, 1970) [Male]  Attendance at the Board of Directors 2024  18 times/ 18 meetings  Attendance rate 100%	Sep. 2000 Mar. 2004 Nov. 2004 Jun. 2005 Jul. 2006 Apr. 2007 Jan. 2008 May. 2008 Nov.2008 Apr.2010 Oct.2010 Jun.2011 Jan.2013  Apr.2014 Jan.2015  Jun.2018 Dec.2018 Jul.2019	Joined Takemoto Yohki Co., Ltd. Appointed as a Director General Manager of Overseas Business Department President of TAKEMOTO PACKAGING INC. In charge of Planning and Development Department In charge of Overseas affairs In charge of Accounting Department In charge of General Affairs and Accounting Department In charge of Sales Department In charge of Sales Planning Office In charge of Production Department Managing Director Takemoto Yohki Co., Ltd. (current) President of Shanghai Takemoto Packaging Co., Ltd. President of Takemoto Yohki (Kunshan) Co., Ltd. President of TAKEMOTO PACKAGING INC. (current) Chairman of Shanghai Takemoto Packaging Co., Ltd.(current) Chairman of Takemoto Yohki (Kunshan) Co., Ltd. (current) In charge of operations in India (current) In charge of Production Control Director of Takemoto Netherlands B.V. (current) In charge of the operations in the Netherlands (current)  <Important concurrent positions> Chairman of Shanghai Takemoto Packaging Co., Ltd. Chairman of Takemoto Yohki (Kunshan) Co., Ltd. President of TAKEMOTO PACKAGING INC. Director of Takemoto Netherlands B.V.	536,100
<p><b>【Reasons for the nomination as Director candidate】</b>            Mr. Takahiro Fukazawa was appointed a director of Takemoto Yohki Co., Ltd. in March 2004 and a managing director of the Company in June 2011. He has contributed to the expansion of the Company's overseas business to date. The Company has nominated him for the position of Director because his track record, ability, and experience is considered as indispensable for the management of the Company in order to strengthen the competitiveness of the Chinese market and the business expansion in the Indian market</p>			
Name (Date of birth)	Brief personal history, title, responsibility and significant concurrent positions		Number of the Company's shares owned
No3 Mitsuhiro Yanagihara (Born March 25, 1964) [Male]  Attendance at the Board of Directors 2024  13 times/ 13 meetings Attendance rate 100%	May.1991 May.2011 Apr. 2023 Mar. 2024	Joined the Takemoto Yohki Co., Ltd. Executive Officer In charge of Quality Assurance(current) Director Takemoto Yohki Co., Ltd. (current)	4,900
<p><b>【Reasons for the nomination as Director candidate】</b>            Mr. Mitsuhiro Yanagihara was appointed an Executive Officer of Takemoto Yohki Co., Ltd in May 2011 and became the responsible person for sales, planning and development, engineering, production, and quality, all of which are deeply involved in the Company's business of manufacturing and selling packaging containers, etc. The Company has nominated him for the position of Director because he has contributed to the expansion of the Company's business, and his performance, ability, and experience are considered as indispensable for the Company's management.</p>			

Name (Date of birth)	Brief personal history, title, responsibility and significant concurrent positions		Number of the Company's shares owned	
No4	Masato Nakagawa (Born Novemer 5, 1972) [Male]  Attendance at the Board of Directors 2024  13 times/ 13 meetings Attendance rate 100%	Apr.1995 May.2014 Nov. 2023  Mar. 2024	Joined the Takemoto Yohki Co., Ltd. Executive Officer In charge of Technology dept. and Yuki Manufacturing dept. (current) Director Takemoto Yohki Co., Ltd. (current)	9,400
<p><b>【Reasons for the nomination as Director candidate】</b> Mr. Masato Nakagawa was appointed an Executive Officer of Takemoto Yohki Co., Ltd in May 2014 and became the responsible person for the production and engineering department. and The Company has nominated him for the position of Director because he has contributed to the expansion of the Company's business not only in Japan but also in overseas locations as a person in charge of opening new production bases and improving production efficiency in terms of production and designing and developing molds in terms of technology.</p>				
Name (Date of birth)	Brief personal history, title, responsibility and significant concurrent positions		Number of the Company's shares owned	
No5	Kazuhisa Kitauchi (Born Jan 31, 1967) [Male]  Attendance at the Board of Directors 2024  13 times/ 13 meetings Attendance rate 100%	Dec.2010 May.2017 Mar. 2019  Mar. 2024	Joined the Takemoto Yohki Co., Ltd. Executive Officer In charge of Accounting dept. and Investor Relation dept. Director Takemoto Yohki Co., Ltd. (current)	2,500
<p><b>【Reasons for the nomination as Director candidate】</b> Mr. Kazuhisa Kitauchi was appointed an Executive Officer of Takemoto Yohki Co., Ltd in May 2017 and became the responsible person for financial accounting in the administration department. He played an important role in the preparation for the Company's listing and contributed to the initial public offering in December 2014. He was also in charge of investor relations after the listing of Tokyo Stock Exchange, Inc. The Company has nominated him for the position of Director because his track record, abilities, and experience will be indispensable for the management of the Company.</p>				

(Notes)

1. Takemoto Yohki Co., Ltd. guarantees debt to Takemoto Yohki (Kunshan) Co., Ltd.
2. Mr. Takahiro Fukazawa, a candidate for director, concurrently serves as the chairman of Shanghai Takemoto Packaging Co., Ltd. and Takemoto Yohki (Kunshan) Co., Ltd., the president of TAKEMOTO PACKAGING INC. President, and a director of Takemoto Netherlands BV. All four companies mentioned above are subsidiaries of Takemoto Yohki Co., Ltd. and Takemoto Yohki Co., Ltd. has a business relationship with each company.
3. There is no special interest between the other candidates and our company.
4. The Company concludes a liability insurance contract for officers, etc. as stipulated in Article 430-3, Paragraph 1 of the Company Law with an insurance company, and the legal damages and the dispute costs to be borne by the insured will be covered by the insurance contract. Each candidate will be included in the insured of the insurance contract.

## Skills Matrix of the Board of Directors

Status	Name	Sex	Area of particular expertise						
			Corporate Management	Director experience	Global business	Sales & Marketing	Development & Design	Production & Technology	Knowledge
President and Representative Director	Emiko Takemoto	Female	○			○			
Managing Director	Takahiro Fukazawa	Male	○		○	○			
Director	Mitsuhiro Yanagihara	Male				○	○		
Director	Masato Nakagawa	Male						○	
Director	Kazuhisa Kitauchi	Male							○ Finance, Accounting
External Director (Audit and Supervisory Committee Member)	Shinji Anada	Male		○					○ Capital Markets
External Director (Audit and Supervisory Committee Member)	Tatsuya Tanaka	Male		○					○ Legal Affairs
External Director (Audit and Supervisory Committee Member)	Kazuo Ogawa	Male		○					○ Finance, Accounting, Taxation
External Director (Audit and Supervisory Committee Member)	Tetsuya Enosawa	Male		○					○ Capital Markets