

*Translation: Please note that the following purports to be an accurately translated excerpt of the original Japanese version prepared for the convenience of investors outside Japan. However, in the case of any discrepancy between the translation and the Japanese original, the latter shall prevail.*

Stock Exchange Code: 1885  
June 7, 2021

Dear Shareholders:

**TOA CORPORATION**  
3-7-1, Nishi-shinjuku, Shinjuku-ku, Tokyo  
Masaki Akiyama  
President and Chief Executive Officer (CEO)

## **Notice of Convocation of The 131st Ordinary General Meeting of Shareholders**

You are cordially invited to the 131st Ordinary General Meeting of Shareholders (the "Meeting") of TOA CORPORATION (the "Company").

**In order to avoid the risk of COVID-19 infection at the Annual General Meeting of Shareholders, it is strongly recommended that you refrain from attending the meeting in person regardless of your health condition. You may exercise your voting rights in advance via either return mail or the Internet.**

**The Company respectfully requests you to study the "Reference Document Concerning the General Meeting of Shareholders" and exercise your voting rights before 5:30 p.m. (JST) on June 28, 2021 (Monday):**

### **PARTICULARS**

**1. Date and Time of the Meeting:**

Tuesday, June 29, 2021 at 10:00 a.m. (start accepting at 9:00 a.m.)

**2. Place of the Meeting:**

PARK TOWER HALL, 3rd Floor, SHINJUKU PARK TOWER at 3-7-1, Nishi-shinjuku, Shinjuku-ku, Tokyo, Japan

**3. Matters to be dealt with at the Meeting:**

**Matters to be Reported:**

1. Report on the Business Report, the Consolidated Financial Statements for the 131st Fiscal Year (from April 1, 2020 to March 31, 2021) and the Results on the Audits of Consolidated Financial Statements by the Accounting Auditor and the Audit & Supervisory Board.
2. Report on the Non-Consolidated Financial Statements for the 131st Fiscal Year (April 1, 2020 to March 31, 2021).

**Matters to be Resolved:**

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|---------------------------------|---|
| <b>First Item of Business:</b>  | Appropriation of Retained Earnings  |
| <b>Second Item of Business:</b> | Partial Amendments to the Articles of Incorporation   |
| <b>Third Item of Business:</b>  | Election of Eight (8) Directors (Excluding Directors Who Are Audit & Supervisory Committee Members) |
| <b>Fourth Item of Business:</b> | Election of Four (4) Directors Who Are Audit & Supervisory Committee Members                        |

**4. Matters related to Exercise of Voting Rights:**

A shareholder who will be absent from the Meeting may exercise voting rights by nominating an agent who is also a shareholder with voting rights. In this situation, a document verifying the power of attorney shall be submitted to the Company.

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**[For more information]**

Please access the Company's website: <https://www.toa-const.co.jp/eng/>

**[To Institutional Investors]**

You may use an “electronic voting rights exercise platform” as a method of exercising the voting rights for the General Shareholders Meeting of the Company.