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(Stock Exchange Code 3228)  
September 1, 2022

**To Shareholders with Voting Rights:**

Shinzo Koike  
President and CEO, Representative  
Director  
Sanei Architecture Planning Co., Ltd.  
Head Office: 2-1-11 Nishiogikita,  
Suginami-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.

Please be informed that the Extraordinary General Meeting of Shareholders of Sanei Architecture Planning Co., Ltd. (the “Company”) will be held as described below.

From the perspective of preventing the spread of COVID-19, it is kindly requested that, regardless of your health condition, you refrain from attending the meeting in person and instead exercise your voting rights in writing (by postal mail) or via the Internet by 6:30 p.m., Friday, September 16, 2022 after reviewing the attached Reference Documents for the General Meeting of Shareholders.

- 1. Date and Time:** Tuesday, September 20, 2022, at 10:00 a.m. Japan time (The reception desk opens at 9:15 a.m.)
- 2. Place:** Conference room on the 30th floor of Shinjuku Center Building,  
1-25-1 Nishishinjuku, Shinjuku-ku, Tokyo, Japan
- 3. Meeting Agenda:**  
**Proposals to be resolved:**  
**Proposal:** Election of 1 Audit & Supervisory Board Member

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- If you attend the meeting in person, it is kindly requested that you submit the enclosed voting form at the reception desk.
  - If corrections are made to the Reference Documents for the General Meeting of Shareholders, they will be posted on the Company's website (URL: <https://www.san-a.com/>).
  - Alcohol-based sanitizers will be placed in and around the venue for the sake of shareholders' safety. (If you attend the meeting in person, it is requested that you bring with you and wear a facemask.)
  - We will check all attendees' body temperature in front of the reception desk. We might have to deny entry to those shareholders who have fever, who are in bad physical condition, and/or who have returned to Japan from a foreign country within the past 14 days. If you returned from a foreign country to Japan within the past 14 days, please notify our staff at the reception desk.
  - For the sake of the shareholders' safety, we might have to deny entry to those individuals who do not cooperate in sterilization with alcohol-based sanitizers, wearing a facemask, and temperature measurement.
  - At the meeting, detailed explanations on the agenda item will be omitted. It is kindly requested that you read this Notice in advance.
  - The health condition of the Company's officers and staff, including their body temperature, will be checked. They will wear facemasks at the meeting.
  - The Company will post the resolutions adopted at this General Meeting of Shareholders on its website (URL: <https://www.san-a.com/>), in lieu of sending the "Notice of Resolution of the Extraordinary General Meeting of Shareholders" in writing.

## Reference Documents for the General Meeting of Shareholders

### Proposal: Election of 1 Audit & Supervisory Board Member

Audit & Supervisory Board Member, Mr. Masafumi Dohi, will retire due to resignation at the conclusion of this General Meeting of Shareholders. Accordingly, it is requested that one Audit & Supervisory Board Member be elected as his substitute.

If he assumes the office of Audit & Supervisory Board Member, his term of office will be the same as the remaining term of office of the predecessor in accordance with the provisions of the Company's Articles of Incorporation.

The consent of the Audit & Supervisory Board has been obtained for this proposal.

The candidate for Audit & Supervisory Board Member is as follows:

Name (Date of birth)	Personal history, positions held, and important positions held concurrently	Number of shares of the Company held
Seiichi Goto (January 8, 1959)	<p>April 1982      Joined Toyota Motor Corporation</p> <p>January 2000    General Manager, Accounting Department, Toyota Technical Center, U.S.A. Inc.</p> <p>January 2011    General Manager, Global Audit Department, Toyota Motor Corporation</p> <p>January 2015    General Manager, Overseas Accounting Department, Shiroki Corporation</p> <p>July 2017        General Manager, Global Administrative Department, MTG Co., Ltd.</p> <p>March 2018      Director, MTG EUROPE B.V.</p> <p>December 2019   Joined TATERU Inc. (currently Robot Home, Inc.)</p> <p>March 2020      General Manager, Corporate Administrative Division, TATERU Inc.</p> <p>August 2021     General Manager, Administration Department, Bewin Co., Ltd.</p>	– shares

(Notes)

- There are no special interests between the candidate and the Company.
- Mr. Seiichi Goto is a candidate for External Audit & Supervisory Board Member.
- Reason for nomination as a candidate for External Audit & Supervisory Board Member:  
The reason for nominating Mr. Seiichi Goto as a candidate for External Audit & Supervisory Board Member is that he has expertise and abundant experience in financial accounting, group business management and internal audits based on his many years of experience working in administrative departments of listed companies, and the Company expects him to utilize his experience and insight in the management of the Company.
- If Mr. Seiichi Goto's election is approved, the Company intends to have a contract executed with him that would limit his liability for damages stipulated in Article 423, Paragraph 1 of the Companies Act pursuant to the provisions of Article 427, Paragraph 1 of the same Act. The maximum amount of liability for damages under this contract is set at the amount provided for by laws and regulations.
- If Mr. Seiichi Goto's election is approved, the Company intends to designate him as an independent officer as defined in the regulations of Tokyo Stock Exchange, Inc. and to file his designation with the Exchange accordingly.