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Securities Code: 7734

Date of sending by postal mail: June 4, 2024

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To our shareholders:

Tetsuya Matsumoto, President  
RIKEN KEIKI Co., Ltd.  
2-7-6 Azusawa, Itabashi-Ku, Tokyo

## Notice of the 118th Annual General Meeting of Shareholders

You are hereby notified of the 118th Annual General Meeting of Shareholders of RIKEN KEIKI Co., Ltd. (the “Company”), to be held as set forth below.

When convening this general meeting of shareholders, the Company takes measures for providing information that constitutes the content of reference documents for the general meeting of shareholders, etc. (items for which measures for providing information in electronic format are to be taken) in electronic format, and posts this information on the Company’s website.

The Company’s website:

<https://www.rikenkeiki.co.jp/ir/generalmeeting> (in Japanese)

In addition to the above website, information is also posted on the following websites.

Website for posted informational materials for the general meeting of shareholders:

<https://d.sokai.jp/7734/teiji/> (in Japanese)

TSE website (Listed Company Search):

<https://www2.jpx.co.jp/tseHpFront/JJK010010Action.do?Show=Show> (in Japanese)

(Access the TSE website by using the internet address shown above, enter “RIKEN KEIKI” in “Issue name (company name)” or the Company’s securities code “7734” in “Code,” and click “Search.” Then, click “Basic information” and select “Documents for public inspection/PR information.” Under “Filed information available for public inspection,” click “Click here for access” under “[Notice of General Shareholders Meeting /Informational Materials for a General Shareholders Meeting].”)

**Instead of attending on the day of the meeting, you can exercise your voting rights in writing or via the internet, etc. Please review the Reference Documents for the General Meeting of Shareholders and exercise your voting rights by no later than 5:10 p.m. on Tuesday, June 25, 2024 (JST).**

- 1. Date and time:** Wednesday, June 26, 2024, at 10:00 a.m. (JST)
- 2. Venue:** Large Conference Room in Head Office, RIKEN KEIKI Co., Ltd.  
2-7-6 Azusawa, Itabashi-Ku, Tokyo

**3. Meeting Agenda**

- Items to be reported:**
1. Reports on the Business Report and Consolidated Financial Statements for the 118th Fiscal Year (April 1, 2023 to March 31, 2024), and results of audits by the Financial Auditor and the Audit and Supervisory Committee of the Consolidated Financial Statements
  2. Reports on the Non-consolidated Financial Statements for the 118th Fiscal Year (April 1, 2023 to March 31, 2024)

**Item to be resolved:**

- Proposal:** Election of Four Directors (Excluding Directors Who Are Audit and Supervisory Committee Members)

**4. Decisions on Convocation (Information on Exercise of Voting Rights)**

- (1) If you do not indicate approval or disapproval for a proposal on the voting form when exercising voting rights in writing (by post), this will be treated as indication of approval for the Company's proposal.
  - (2) If you exercise your voting rights more than once via the internet, only the last vote shall be deemed effective.
  - (3) Please note that your online vote will prevail should you exercise your voting rights both via the internet and in writing (by post), regardless of the time of arrival.
- For those attending the meeting on the day, please submit the voting form at the reception desk at the meeting.
  - If revisions to the items subject to measures for providing information in electronic format arise, a notice of the revisions and the details of the items before and after the revisions will be posted on each of the websites above.
  - Paper-based documents stating items subject to measures for providing information in electronic format are sent to shareholders regardless of whether they have requested the delivery of paper-based documents for this general meeting of shareholders, however those documents do not include the following matters in accordance with the provisions of laws and regulations and the Company's Articles of Incorporation.
    - (1) "Systems for ensuring the propriety of Group operations" in the Business Report
    - (2) "Consolidated Statement of Changes in Equity" and "Notes to the Consolidated Financial Statements" of the Consolidated Financial Statements
    - (3) "Non-consolidated Statement of Changes in Equity" and "Notes to the Non-consolidated Financial Statements" of the Non-consolidated Financial Statements
- Accordingly, the Business Report, Consolidated Financial Statements and Non-consolidated Financial Statements stated in such documents constitute part of the documents audited by the financial auditor when preparing the financial audit report and by Audit and Supervisory Committee when preparing the audit report.

## Reference Documents for the General Meeting of Shareholders

**Proposal:** Election of Four Directors (Excluding Directors Who Are Audit and Supervisory Committee Members)

The terms of office of all four Directors (excluding Directors who are Audit and Supervisory Committee Members; hereinafter, the same applies in this proposal) will expire at the conclusion of this meeting. Therefore, the Company proposes the election of four Directors.

In addition, this proposal was deliberated by the Nomination and Compensation Committee (voluntary) and decided by the Board of Directors. Furthermore, the Audit and Supervisory Committee has judged that all four candidates for Director in this proposal are suitably qualified.

The candidates for Director are as follows:

Candidate no.	Name	Positions and responsibilities at the Company (Significant concurrent positions outside the Company)	Attendance at Board of Directors meetings
1 <u>Reelection</u>	Hisayoshi Kobayashi	Chairman	100% (9 out of 9)
2 <u>Reelection</u>	Tetsuya Matsumoto	President	100% (9 out of 9)
3 <u>Reelection</u>	Shinya Kobu	Executive Managing Director Executive General Manager of Sales Division	100% (9 out of 9)
4 <u>Reelection</u>	Shoji Kizaki	Director Executive General Manager of Production Division and General Manager of Manufacturing Department II	100% (9 out of 9)

Candidate no.	Name (date of birth)	Career summary and positions and responsibilities in the Company (Significant concurrent positions outside the Company)	Number of the Company's shares owned
1	<p style="text-align: center;"><b>Hisayoshi Kobayashi</b> (August 7, 1947)</p> <p style="text-align: center;">Reelection</p> <p style="text-align: center;">Tenure as Director: 21 years</p> <p style="text-align: center;">Attendance at Board of Directors meetings 100% (9 out of 9)</p>	<p>Jan. 1974    Joined the Company</p> <p>Mar. 1996    General Manager of Manufacturing Department, Production Division</p> <p>June 2003    Director, General Manager of Manufacturing Department, Production Division, and Factory Manager of Okegawa Factory</p> <p>Oct. 2004    Director, Senior General Manager of Production Division, and General Manager of Quality Control Center</p> <p>Mar. 2007    Director and Executive General Manager of Production Division</p> <p>June 2009    Executive Managing Director, Senior Executive Officer, Executive General Manager of Corporate Administration Division, and General Manager of Accounting Department</p> <p>June 2011    Executive Director, Executive General Manager of Corporate Administration Division, and General Manager of Accounting Department</p> <p>Jan. 2012    Executive Director and Executive General Manager of Corporate Administration Division</p> <p>Aug. 2013    President Director</p> <p>Dec. 2013    President</p> <p>Apr. 2021    Chairman</p> <p>June 2022    Chairman (current position)</p>	109,984
<p><u>Reasons for nomination as candidate for Director</u></p> <p>Hisayoshi Kobayashi possesses abundant experience and achievements as the person responsible for production departments, and he was appointed Director of the Company in 2003. Subsequently, he has directed and led the production departments and corporate administration departments, and served as President from 2013, before being appointed Chairman in April 2021 (Chairman from June 2022). He possesses wide-ranging knowledge and insight related to all aspects of management at the Company, and therefore the Company proposes his continued election as Director.</p>			

Candidate no.	Name (date of birth)	Career summary and positions and responsibilities in the Company (Significant concurrent positions outside the Company)	Number of the Company's shares owned
2	<p>Tetsuya Matsumoto (October 13, 1964)</p> <p>Reelection</p> <p>Tenure as Director: 15 years</p> <p>Attendance at Board of Directors meetings 100% (9 out of 9)</p>	<p>Apr. 1987    Joined the Company</p> <p>July 2006    Executive Officer, General Manager of Accounting Department, and General Manager of Management Audit Office</p> <p>Mar. 2007    Executive Officer, General Manager of Accounting Department, Corporate Administration Division, and General Manager of President's Office</p> <p>June 2009    Director, General Manager of Administration Department, Corporate Administration Division, and General Manager of Corporate Strategy Office</p> <p>July 2009    Director, Senior General Manager of Corporate Administration Division, General Manager of Administration Department, and General Manager of Corporate Strategy Office</p> <p>Apr. 2014    Director, Executive General Manager of Corporate Administration Division, General Manager of Administration Department, and General Manager of Corporate Strategy Office</p> <p>June 2017    Executive Managing Director, Executive General Manager of Corporate Administration Division, General Manager of Administration Department, and General Manager of Corporate Strategy Office</p> <p>Oct. 2018    Executive Managing Director President of RIKEN KEIKI NARA MFG. Co., Ltd.</p> <p>Apr. 2021    Executive Managing Director, Executive General Manager of Production Division, and General Manager of Production Management Department of the Company</p> <p>Apr. 2022    Executive Managing Director and Executive General Manager of Production Division</p> <p>Apr. 2023    President (current position)</p>	66,872
<p><u>Reasons for nomination as candidate for Director</u></p> <p>Tetsuya Matsumoto possesses abundant experience and achievements as the person responsible for corporate administration departments and corporate strategy departments, and he was appointed Director of the Company in 2009. Subsequently, he has directed and led the corporate administration departments, corporate strategy departments and production departments, and he currently serves as President of subsidiary RIKEN KEIKI NARA MFG. Co., Ltd., and was appointed as President of the Company in April 2023. He possesses wide-ranging knowledge and insight related to all aspects of management at the Company, and therefore the Company proposes his continued election as Director.</p>			

Candidate no.	Name (date of birth)	Career summary and positions and responsibilities in the Company (Significant concurrent positions outside the Company)	Number of the Company's shares owned
3	<p><b>Shinya Kobu</b> (September 29, 1960)</p> <p>Reelection</p> <p>Tenure as Director: 7 years</p> <p>Attendance at Board of Directors meetings 100% (9 out of 9)</p>	<p>Apr. 1984    Joined the Company</p> <p>Mar. 2010    General Manager of Sales Department I, Sales Division</p> <p>Apr. 2011    General Manager of East Japan Sales Department, Sales Division</p> <p>Apr. 2014    Executive Officer and Senior General Manager of Sales Division</p> <p>Jan. 2017    Executive Officer and Executive General Manager of Sales Division</p> <p>June 2017    Director and Executive General Manager of Sales Division</p> <p>June 2018    Director, Executive General Manager of Sales Division, and General Manager of Global Sales Department</p> <p>Apr. 2020    Director and Executive General Manager of Sales Division</p> <p>June 2021    Executive Managing Director and Executive General Manager of Sales Division (current position)</p>	12,964
<p><u>Reasons for nomination as candidate for Director</u></p> <p>Shinya Kobu possesses abundant experience and achievements as the person responsible for sales departments, and he was appointed Director of the Company in 2017. Subsequently, he has directed and led the sales departments, and the Company believes that he is a person who can be expected to appropriately execute duties such as decisions on important management matters and the supervision of the execution of business operations, and therefore proposes his continued election as Director.</p>			
4	<p><b>Shoji Kizaki</b> (October 23, 1962)</p> <p>Reelection</p> <p>Tenure as Director: 5 years</p> <p>Attendance at Board of Directors meetings 100% (9 out of 9)</p>	<p>Apr. 1986    Joined the Company</p> <p>Apr. 2014    General Manager of Custom Engineering Department, Development Division</p> <p>June 2016    Executive Officer and General Manager of Custom Engineering Department, Development Division</p> <p>Apr. 2018    Executive Officer, Senior General Manager of Development Division, and General Manager of Custom Engineering Department</p> <p>Apr. 2019    Executive Officer and Executive General Manager of Development Division</p> <p>June 2019    Director and Executive General Manager of Development Division</p> <p>Apr. 2024    Director, Executive General Manager of Production Division, and General Manager of Manufacturing Department II (current position)</p>	18,378
<p><u>Reasons for nomination as candidate for Director</u></p> <p>Shoji Kizaki possesses abundant experience and achievements as the person responsible for development departments, and he was appointed Director of the Company in 2019. Subsequently, he has directed and led the development departments and has been appointed as Executive General Manager of the Production Division since April 2024. The Company believes that he is a person who can be expected to appropriately execute duties such as decisions on important management matters and the supervision of the execution of business operations, and therefore proposes his continued election as Director.</p>			

Notes: 1. There is no special interest between any of the candidates and the Company.

2. The Company has entered into a directors and officers liability insurance (D&O insurance) policy with an insurance company, with the Directors as the insured parties, as provided for in Article 430-3, paragraph (1) of the Companies Act. This insurance covers any statutory damages, legal expenses, etc., occurring in the event that the insured parties are subject to a lawsuit by a representative of shareholders, etc., and damages are claimed against them, and in the event that damages are claimed against the insured parties, resulting in the insured parties paying damages to a third party for reasons associated with the execution of their duties. The full amount of all insurance premiums is paid by the Company. If the election of the candidates for Director is approved, they will be included in the insured parties under this insurance policy. In addition, the Company plans to renew the insurance policy with the same content at the time of the next renewal of the policy.

(Reference) Among the skills, etc. possessed by each Director, especially expected skills and fields of expertise are marked with ●.

Name	Skills and fields of expertise where each Director is especially expected to have								
	Corporate Management	International Business Knowledge	Sales/ Marketing	Technology/ R&D	Production	Corporate Governance	Finance/ Accounting	IT/ Digital	Human Resource Strategy/ Sustainability
Hisayoshi Kobayashi	●	●			●				●
Tetsuya Matsumoto	●				●	●	●	●	●
Shinya Koku		●	●						●
Shoji Kizaki				●	●			●	●
Nobuo Nakano			●	●		●			
Michimasa Taga	●		●		●	●			●
Takehito Miyaguchi	●	●				●	●		
Yasuko Uematsu						●			●