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(Stock Exchange Code: 4813) April 15, 2020

To Shareholders with Voting Rights:

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

### NOTICE OF

## THE 36TH ORDINARY GENERAL MEETING OF SHAREHOLDERS

Dear Shareholders:

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

You are cordially invited to attend the 36th Ordinary General Meeting of Shareholders of ACCESS CO., LTD. (the "Company"). The Meeting will be held for the purposes as described below.

If you are unable to attend the Meeting, you can exercise your voting rights either by indicating your approval or disapproval on the enclosed Voting Rights Exercise Form and returning it to the Company or by the electromagnetic method (via the Internet) with reference to the "Information on Exercise of Voting Rights via the Internet" (available in the Japanese version only). Please review the attached Reference Documents for the Ordinary General Meeting of Shareholders and exercise your voting rights by 5:30 p.m. on Tuesday, April 21, 2020 (Japan Time).

1.	Date and Time:	Wednesday, April 22, 2020 at 10:00 a.m. Japan time		
2.	Place:	Diamond Room, 2F, Hotel Grand Palace 1-1-1, Iidabashi, Chiyoda-ku, Tokyo		
3.	Meeting Agenda:			
	Matters to be reported:	<ol> <li>The Business Report, Consolidated Financial Statements for the Company's 36th Fiscal Year (February 1, 2019 - January 31, 2020) and results of audits by the Accounting Auditor and the Audit &amp; Supervisory Board of the Consolidated Financial Statements</li> <li>Non-Consolidated Financial Statements for the Company's 36th Fiscal Year (February 1, 2019 - January 31, 2020)</li> </ol>		
	Proposals to be resolved:			
	Proposal 1:	Appropriation of Surplus		
	Proposal 2:	Election of Six (6) Executive Directors		
	Proposal 3:	Election of One (1) Substitute Audit & Supervisory Board Member		

<sup>\*</sup> When attending the meeting, please submit the enclosed Voting Rights Exercise Form at the reception desk.

<sup>\*</sup> As concerns grow over the spread of infection with the novel coronavirus (COVID-19), in order to prevent infection, we sincerely request our shareholders to exercise their voting rights in advance via the Internet or postal

mail whenever possible. We request shareholders attending the Meeting to check the latest information of the coronavirus epidemic and health condition on the day of the Meeting, and take protective measures, such as wearing face masks, upon coming to the venue of the Meeting. Furthermore, we would appreciate the cooperation of shareholders with measures for preventing infection at the Meeting venue, such as having staff wear face masks and calling for the attendees to use alcohol disinfectant spray.

- \* Among the documents to be provided with this Notice, "System to Ensure Appropriateness of Business Operations and the Outline of Operational Status of the System" in the Business Report, "Consolidated Statement of Changes in Equity" and "Notes to Consolidated Financial Statements" in the Consolidated Financial Statements and "Statement of Changes in Equity" and "Notes to Non-Consolidated Financial Statements" in the Non-Consolidated Financial Statements are posted on the Company's website (https://www.access-company.com/investors/) in accordance with provisions of laws and regulations as well as Article 15 of the Company's Articles of Incorporation, and therefore are not included in the appendix of this Notice. Accordingly, the documents attached to this Notice are part of the documents that were audited by the Audit & Supervisory Board Members and the Accounting Auditor in the preparation of their respective audit reports.
- \* In the case of revisions to the Reference Documents for the Ordinary General Meeting of Shareholders, the Business Report, the Non-Consolidated Financial Statements and the Consolidated Financial Statements, such revisions will be posted on the Company's website (https://www.access-company.com/investors/).

# **Reference Documents** for the Ordinary General Meeting of Shareholders

Proposal 1: Appropriation of Surplus

The Company's basic dividend policy is to maintain stable dividend payment while seeking to enhance distribution of dividends to shareholders and securing retained earnings necessary to develop future businesses and strengthen its management structure. In accordance with this basic policy, and in consideration of the business results of the current fiscal year and future business environment, we propose that the year-end dividend be as follows:

Matters regarding the year-end dividend

- 1) Type of dividend property: Cash
- Matters regarding the appropriation of dividend property and its total amount 3 yen per share of the common share of the Company Total amount: 118,123,062 yen
- 3) Effective date of distribution of surplus April 23, 2020

### Proposal 2: Election of Six (6) Executive Directors

The terms of office of all six (6) Executive Directors will expire at the conclusion of this year's Ordinary General Meeting of Shareholders. Accordingly, the election of six (6) Executive Directors, including three (3) Outside Directors, is proposed.

The candidates are as follows:

No.		Name		Current positions	Attendance at the Board of Directors meetings
1	Reappointment		Kiyoyasu Oishi	Representative Director, President & CEO	13 out of 13 meetings
2	Reappointment		Ryuji Natsuumi	Executive Director, Senior Executive Officer	13 out of 13 meetings
3	Reappointment		Michimasa Uematsu	Executive Director, Senior Executive Officer, CTO	13 out of 13 meetings
4	Reappointment	Outside Independent Executive	Hisashi Hosokawa	Executive Director, Chairman	13 out of 13 meetings
5	Reappointment	Outside Independent Executive	Yoshihiko Miyauchi	Executive Director	13 out of 13 meetings
6	Reappointment	Outside Independent Executive	Izumi Mizumori	Executive Director	13 out of 13 meetings

[Reference] Policies and Procedures for the Election/Dismissal of Management Executives and the Nomination of Candidates for Executive Director/Audit & Supervisory Board Member by the Board of Directors

The Board of Directors of ACCESS CO., LTD. (the "Company") shall elect candidates for Executive Directors from among those who have knowledge and experience required to carry out management of the Group in an appropriate, fair and effective manner, after consultation with the Nominating and Compensation Committee, and have sufficient social credibility. Furthermore, with regard to candidates for Outside Directors, the Board shall consider, in addition to the requirements mentioned above, the candidate's experience, knowledge and expertise in giving advice on and exercising the supervision function over the management of the Company. In addition, candidates for Outside Director are required to meet the Independence Standards set out by the Company and the Tokyo Stock Exchange, and to have no risk of conflict of interests with general shareholders.

No.	Name (Date of birth)	Career	summary, positions and responsibilities at the Company (Significant concurrent positions)	Number of shares of the Company held
1	Kiyoyasu Oishi (December 10, 1964) (Reappointment)	Mr. Kiyoyasu ( departments and Since assuming t appropriately ex- corporate manag business experie Accordingly, the	Joined Sony Corporation Joined Geoworks Joined the Company (ACCESS Systems Americas Inc.) Executive Officer and VP of Marketing Unit Executive Officer and VP of Marketing Unit, Sales and Marketing Group Executive Officer VP of Overseas Business Group Senior Executive Officer, CBDO Head of Overseas Business Group Executive Director Executive Director, Vice President, Executive Officer, COO-Overseas Executive Director, Executive Officer and Vice President/COO (General Manager for Overseas Business) Representative Director, President Representative Director, President & CEO (incumbent) nation as a candidate for Executive Director] Dishi has experience and achievements as head of marketing manager for overseas businesses since joining the Company. the office of Representative Director in December 2017, he has ecuted his duties as Executive Director mainly by leading ement from a global perspective, drawing on his abundant nce and knowledge including those in overseas business. Company has determined that he will contribute to improvement value and nominates him again as a candidate for Executive	20,000

No.	Name (Date of birth)	Career	summary, positions and responsibilities at the Company (Significant concurrent positions)	Number of shares of the Company held
2	Ryuji Natsuumi (November 21, 1968) (Reappointment)	Mr. Ryuji Nat departments sinc achievements in Director in char expected to cont	Joined NJK Corporation Joined the Company Executive Officer, VP of Software Solutions Unit Executive Officer, Deputy Head of Research & Development Strategy Office, Head of Quality Control Office Executive Officer, VP of Cloud Service Business Unit, Head of Quality Control Office Executive Officer, COO-Japan, VP of Development Unit Executive Director, Executive Officer, COO-Japan Executive Director, Executive Officer/COO (General Manager for Japan), VP of Digital Publishing Business Unit Senior Executive Director (General Manager for Japan) Executive Director, Senior Executive Officer (General Manager for Japan) executive Director, Senior Executive Director] esuumi has consistently been engaged in the development the joining the Company and has a wealth of experience and the area of development. He is currently serving as Executive ge of managing businesses in Japan as well as Asia and is inue to fulfill his role. Therefore, the Company nominates him ate for Executive Director.	23,500

No.	Name (Date of birth)	Career	summary, positions and responsibilities at the Company (Significant concurrent positions)	Number of shares of the Company held
3	Michimasa Uematsu (April 24, 1968) (Reappointment)	Director, Chairm [Reason for nomin Mr. Michimasa and development Company. He i businesses in Eu extensive knowle is expected to con	Joined SECOM CO., LTD. Joined the Company VP of Research & Development Unit Executive Officer, VP of Research & Development Unit Executive Officer, VP of Development Unit Executive Officer, VP of Development Unit Executive Officer, Deputy Head of Development Group Executive Officer, VP of Project I of ALP Project Unit, Deputy Head of Development Group Chief Architect of Development Group Executive Officer, Co-CTO, Head of Research & Development Strategy Office Executive Officer, CTO, VP of Research & Development Unit Executive Officer, CTO, VP of Research & Development Unit Executive Director, Executive Officer, CTO, VP of Research & Development Unit Executive Director, Executive Officer/CTO, VP of IoT Business Unit Senior Executive Director (General Manager for Overseas Business), CTO Executive Director, Senior Executive Officer (General Manager for Overseas Business), CTO Executive Director, Senior Executive Officer (General Manager for Overseas Business), CTO Executive Director, Senior Executive Officer (General Manager for Europe/America & Network Software), CTO (incumbent) urrent positions] nan of IP Infusion Inc. nan of ACCESS Europe GmbH nation as a candidate for Executive Director] Uematsu has experience and achievements as head of research t departments and overseas business units since joining the s currently serving as Executive Director responsible for irope/America and network software and as CTO with his dge and experience concerning the Company's technology, and atimue to fulfill his role. Therefore, the Company nominates him ate for Executive Director.	32,400

No.	Name (Date of birth)	Career	summary, positions and responsibilities at the Company (Significant concurrent positions)	Number of shares of the
		A mail 1064		Company held
		April 1964	Joined Ministry of International Trade and Industry (MITI; currently Ministry of Economy, Trade and Industry)	
		September 1980	Deputy Director of Directorate for Science, Technology and Industry of OECD	
		June 1988	Director of Budget and Accounts Division, Minister's Secretariat of MITI	
		June 1989	Director-General of International Economic Affairs Department, Trade Policy Bureau of MITI	
		June 1991	Director-General of Petroleum Department, Agency for Natural Resources and Energy of MITI	
		June 1992	Director-General for Commerce, Distribution and Retail Policy of MITI	
		June 1993	Director-General of Basic Industries Bureau of MITI	
		December 1994	Director-General of Trade Policy Bureau of MITI	
		August 1996	Vice-Minister for International Affairs	
		October 1997	Advisor of The Long-Term Credit Bank of Japan, Limited; Special Advisor of Mitsui Marine Research Institute Co., Ltd. (currently MS&AD Research Institute Co., Ltd.)	
		February 1998	Lecturer (part-time) of Asia Studies, International Affairs, School of Global Policy and Strategy of University of California San Diego	
		September 1998	Lecturer (part-time) of Department of English Literature of Ferris University	
	Hisashi Hosokawa (April 24, 1940)	October 1999	Representative of Strategy Planning Office of Mitsui Marine Research Institute Co., Ltd.	
4		June 2000	Audit & Supervisory Board Member of Nitto Denko Corporation	1.000
4	(Reappointment)	April 2001	Visiting Professor of Graduate School of Policy Studies of	1,000
	(Outside)		Kwansei Gakuin University	
	(Independent Executive)	August 2001	Representative Director, Chief Executive Officer of GreenARM Co., Ltd. (incumbent)	
		June 2003	Director of Hitachi Construction Machinery Co., Ltd.	
		July 2006	Senior Advisor of Simon-Kucher Japan (SKP Japan)	
		August 2006	Senior Advisor of Kohlberg Kravis Roberts (KKR) Japan	
		October 2009	Representative Director of Eco Recover Co., Ltd. (incumbent)	
		April 2011	Representative of Strategy Planning Office LLC (incumbent)	
		July 2011 August 2011	Advisor of Nitto Denko Corporation Representative Director of RO Plus Co., Ltd. (incumbent)	
		June 2014	Chairman of Terpl India Private Limited (incumbent)	
		February 2016	Director, Chairman of Mieruka Bousai Co., Ltd. (incumbent)	
		1 2010ary 2010	Representative Director of TRISTARHCO Co., Ltd. (incumbent)	
		April 2016	Executive Director of the Company	
		December 2017	Executive Director, Chairman (incumbent)	
		[Significant concu		
		-	Director, Chief Executive Officer of GreenARM Co., Ltd.	
		-	nation as a candidate for Outside Director]	
			sokawa has a high level of expertise gained through a range of	
			itions at the Ministry of International Trade and Industry	
			nistry of Economy, Trade and Industry) as well as through his	
			niversity professor and a corporate manager. From an objective	
			perspective, he has given advice to the Company and has ervised business execution. Therefore, the Company nominates	
			ndidate for Outside Director.	

No.	Name (Date of birth)	Career	summary, positions and responsibilities at the Company (Significant concurrent positions)	Number of shares of the Company held
5	Yoshihiko Miyauchi (September 13, 1935) (Reappointment) (Outside) (Independent Executive)	Director of Calbo Member of the B [Reason for nomin Mr. Yoshihiko M a corporate managensure adequacy	of ORIX Corporation	2,000

No.	Name (Date of birth)	Career	summary, positions and responsibilities at the Company (Significant concurrent positions)	Number of shares of the Company held
No.		July 1969 May 1980 June 1985 April 1989 June 1991 June 1993 July 1997 July 1997 July 1998 July 2001 October 2001 August 2007 July 2011 May 2013 January 2014 November 2015 June 2016 April 2017 April 2018 [Reason for nomin Mr. Izumi Mizu of Finance and h corporate manag	(Significant concurrent positions) Joined Ministry of Finance ( <i>Okurasho</i> , currently <i>Zaimusho</i> ) First Secretary of Embassy of Japan in Singapore of Ministry of Foreign Affairs (MOFA) Director of International Economy Division II, Economic Affairs Bureau of MOFA Director of Research Division, International Finance Bureau of Ministry of Finance (MOF) Director of Corporate Finance Division, Securities Bureau of MOF Director-General of Sendai Regional Taxation Bureau of MOF Director-General of Sendai Regional Taxation Bureau of MOF Director-General of Printing Bureau of MOF Director of Teito Rapid Transit Authority Vice President of ORIX Life Insurance Corporation President of ORIX Life Insurance Corporation Group Executive of ORIX Corporation Group Managing Executive of ORIX Corporation Chairman of ORIX Life Insurance Corporation Senior Director of ORIX Miyauchi Foundation Advisor of ORIX Life Insurance Corporation Representative Director and President of The Seniors Co. Ltd Executive Director of the Company (incumbent) nation as a candidate for Outside Director] mori has held a range of management positions at the Ministry as a wealth of experience and a high level of expertise as a er. From an objective and professional perspective, he is	shares of the Company held
			advice to the Company and appropriately supervise business efore, the Company nominates him again as a candidate for	

(Notes)

1. There are no special interests between the candidates and the Company.

- 2. Messrs. Hisashi Hosokawa, Yoshihiko Miyauchi and Izumi Mizumori are candidates for Outside Directors.
- 3. The Company has designated Messrs. Hisashi Hosokawa, Yoshihiko Miyauchi and Izumi Mizumori as Independent Executives in accordance with the Independence Standards described on page 12 and registered them as Independent Directors with the Tokyo Stock Exchange, Inc.
- 4. The Company has entered into an agreement with Messrs. Hisashi Hosokawa, Yoshihiko Miyauchi and Izumi Mizumori, 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. The maximum amount of the liability for damages under such agreement is the minimum amount prescribed in Article 425, Paragraph 1 of the same act. In the event that their reappointment is approved, the Company plans to continue such liability limitation agreement with them.
- 5. Mr. Hisashi Hosokawa will have served as Outside Director of the Company for four (4) years at the conclusion of this Ordinary General Meeting of Shareholders.
- 6. Mr. Yoshihiko Miyauchi will have served as Outside Director of the Company for fourteen (14) years at the conclusion of this Ordinary General Meeting of Shareholders.
- 7. Mr. Izumi Mizumori will have served as Outside Director of the Company for two (2) years at the conclusion of this Ordinary General Meeting of Shareholders.

#### Proposal 3: Election of One (1) Substitute Audit

The Company proposes the election of one (1) substitute Outside Audit & Supervisory Board Member to ensure continuity of auditing work in the event that the number of the Audit & Supervisory Board Members falls short of the number stipulated by laws and regulations. The effectiveness of the election of the substitute Audit & Supervisory Board Member may be cancelled based on the resolution of the Board of Directors, provided such resolution is made prior to the assumption of office and with the consent of the Audit & Supervisory Board.

For this proposal, the Company has obtained the consent of the Audit & Supervisory Board. The candidate is as follows:

Name (Date of birth)		Career summary and positions at the Company (Significant concurrent positions)	Number of shares of the Company held
Eriko Matsuno (January 10, 1969)	Board Member] Ms. Eriko Mats career as a lawye serving as an au audit system of th	* *	0

(Notes)

1. There are no special interests between the candidate and the Company.

2. Ms. Eriko Matsuno is a candidate for substitute Outside Audit & Supervisory Board Member.

- 3. The Company has judged that Ms. Eriko Matsuno is capable of appropriately executing her duties based on the comprehensive consideration of factors such as her practical business experience described above.
- 4. In the event that Ms. Eriko Matsuno assumes the office of Outside Audit & Supervisory Board Member, the Company will designate her as an Independent Auditor in accordance with the Independence Standards described on page 12 and register her as an Independent Auditor with the Tokyo Stock Exchange, Inc.
- 5. In the event that Ms. Eriko Matsuno assumes the office of Outside Audit & Supervisory Board Member, the Company plans to enter into an agreement with her, pursuant to the provisions of Article 427, Paragraph 1 of the Companies Act, to limit her 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.

[Reference] Independence Standards for Outside Officers

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.