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Securities Code: 5632
December 14, 2021

To Our Shareholders

16-13, Tsukishima 4-chome, Chuo-ku, Tokyo
**Mitsubishi Steel Mfg. Co., Ltd.**
**Motoyuki Sato**
**Representative Director,**
**President & CEO**

# Notice of Convocation of the Extraordinary General Meeting of Shareholders

You are cordially informed that the Extraordinary Ordinary General Meeting of Shareholders of the Company will be held as described below.

**You may exercise voting rights in writing or via the Internet. You are cordially asked to read the reference documents for the general meeting of shareholders that is shown on page 5 in this notice. We kindly ask you to exercise voting rights no later than Tuesday, December 28, 2021, 5:40 p.m. in accordance with the guide on how to exercise voting rights on page 3.**

**1. Date and Time:** Wednesday, December 29, 2021 at 10:00 a.m.

**2. Venue:** 4F Conference Room, Head Office of the Company
16-13, Tsukishima 4-chome, Chuo-ku, Tokyo
*The venue differs from that of the Ordinary General Meeting of Shareholders.
Please refer to the venue map of the General Meeting of Shareholders at the end of this notice and confirm where it will be held.

**3. Agenda of the Meeting:**

**Proposals to be resolved:**

**Proposal :** Appropriation of other surplus

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- If any amendments are made to the Reference Documents for the General Meeting of Shareholders, such amendments will be posted on the Company's website.
- This Notice of Convocation of the General Meeting of Shareholders, the Reference Documents for the General Meeting of Shareholders and English translations of these documents are also available for viewing on the Company's website.
- Details of resolutions will be posted on the Company's official website as "Proposals Resolved."

[Company's website] https://www.mitsubishisteel.co.jp/english/

[Response to novel coronavirus infections]

- Shareholders attending the Extraordinary General Meeting of Shareholders are hereby asked to thoroughly check the state of infections and their own health conditions on the day and wear facemasks for infection prevention to come to the venue.
- It should be noted beforehand that shareholders could potentially be subjected to temperature checking at the reception desk for the general meeting venue and personnel including Directors of the Company will wear facemasks, among other infection prevention steps.

## Guide on exercise of voting rights

Voting rights at a general meeting of shareholders are important rights of shareholders.
You are cordially asked to read the reference documents for the general meeting of shareholders that is shown later in this notice and to exercise voting rights.
You may exercise voting rights by any of the following three methods.

### If attending the Extraordinary General Meeting of Shareholders

Please submit the enclosed Voting Right Exercise Form to the receptionist at the Meeting.

**Date and Time:** **Wednesday, December 29, 2021 at 10:00 a.m.**

### Exercise voting rights in writing (by postal mail)

Please indicate your approval or disapproval of each of the proposals in the enclosed Voting Right Exercise Form and return it by mail without postage stamp.

**Deadline** **Not later than 5:40 p.m. on Tuesday, December 28, 2021**

### If exercising of Voting Rights via the Internet

Please exercise your voting rights by the deadline on the Voting Right Exercise Site (https://evote.tr.mufg.jp/)

**Deadline** **Not later than 5:40 p.m. on Tuesday, December 28, 2021**

**How to fill in the Voting Right Exercise Form**

Please state your approval or disapproval for the agenda item

Agenda item

If approving, write a circle in the Approval box
If disapproving, write a circle in the Disapproval box

If you vote both in writing (postal mail) on the Voting Rights Exercise Form and via the Internet, only the vote you submitted via the Internet will be valid. If you submit your vote multiple times via the Internet, only the last vote will be valid.

* Exercise of voting rights via the Internet is not enabled from 2:00 a.m. to 5:00 a.m. each day.
* It should be noted that Internet connection and communication charges incurred for accessing the voting rights exercise site will be at the expense of the shareholder.

# Reference Documents for the General Meeting of Shareholders

## Proposal : Appropriation of other surplus

The Company seeks approval to appropriate other surplus to cover the present deficit of retained earnings brought forward and to ensure flexibility and mobility of the dividend policy.

In particular, the Company will transfer the amount of general reserve to retained earnings brought forward in accordance with the provision of Article 452 of the Companies Act to cover the deficit.

As this proposal is an accounting transfer under net assets in the balance sheet, the amount of the Company's net assets will remain unchanged. Furthermore, as the number of shares outstanding will also remain unchanged, the number of shares held by shareholders and the amount of net assets per share will not be affected.

1. Details of appropriation of other surplus

To cover the deficit of the retained earnings brought forward in accordance with the provision of Article 452 of the Companies Act, the Company will transfer the amount of general reserve to retained earnings brought forward for appropriation as follows.

(1) Item of other surplus decreased and amount

| | |
|---|---|
| General reserve | 10,000,000,000 yen |

(2) Item of other surplus Increased and amount

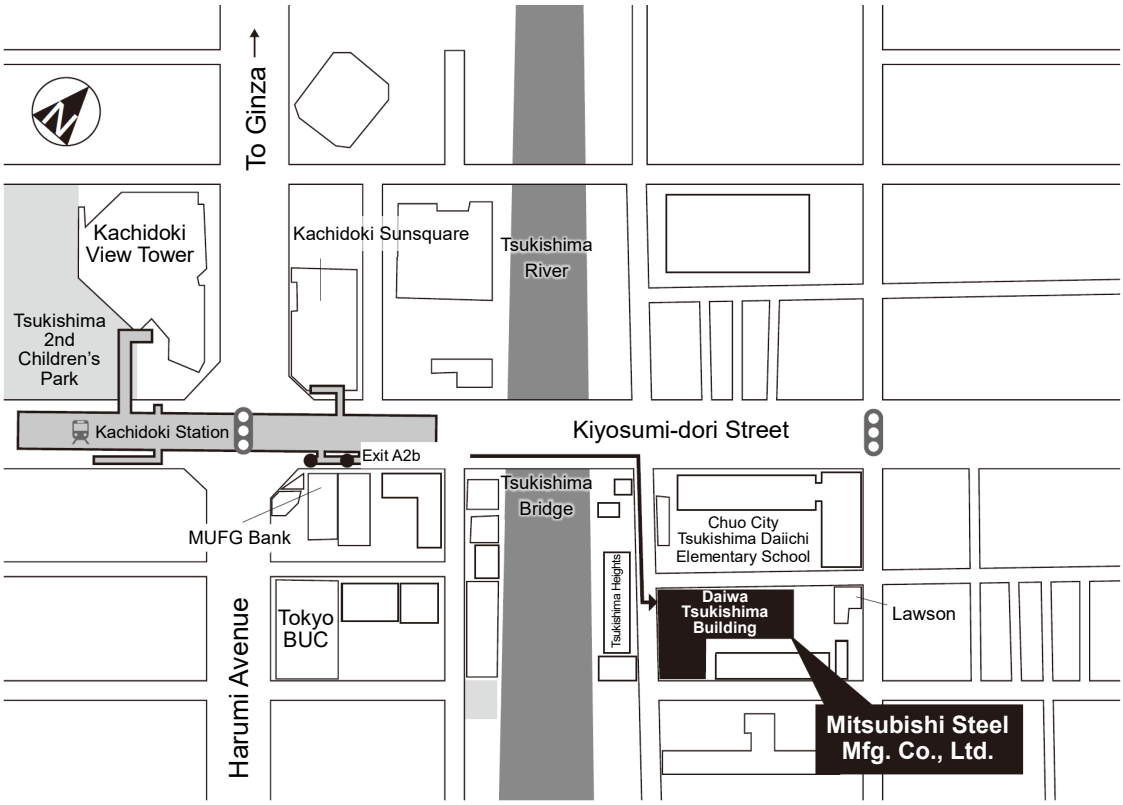
| | |
|---|---|
| Retained earnings brought forward | 10,000,000,000 yen |

2. Effective date of appropriation of other surplus

December 30, 2021

# Venue Map

4F Conference Room, Head Office of the Company
16-13, Tsukishima 4-chome, Chuo-ku, Tokyo




How to access the venue

- Nearest Station Toei Oedo Line Kachidoki Station (About 3 minutes' walk from Exit A2b)

* Request: You are asked to refrain from coming to the venue by car.