

July 2020

Dear Our Shareholders,

Nippon Sheet Glass Co., Ltd.

NSG Group's Measures against COVID-19 at the 154<sup>th</sup> Ordinary General Meeting of Shareholders

Thank you for your continuing support for NSG Group.

The Company is scheduled to convene the 154<sup>th</sup> Ordinary General Meeting of Shareholders on Thursday 16 July 2020. We are recognizing that the General Meeting of Shareholders is very important to make constructive conversations with Shareholders, so it is very much welcomed that Shareholders attend the General Meeting as much as possible under the usual circumstances. However, the health and safety of the shareholders being our top priority, in order to prevent the spread of COVID-19, please kindly consider refraining from attending this meeting of shareholders in person as much as possible, regardless of your health conditions, and exercise your voting rights in advance by mail or via internet (deadline: 5:45 P.M. of Wednesday, 15 July 2020).

\*Please refer to page 2 of the Notice of Convening the 154<sup>th</sup> Ordinary General Meeting of Shareholders for more details.

We would like to inform you that the following measures will be implemented at the meeting for the same purpose stated above. We would like to ask for your understanding and cooperation.

Items	Measures, requests, etc.
Proceedings	<ul style="list-style-type: none"><li>• To be simplified and curtailed than usual.</li></ul> The explanation of Business Report would be shortened.
Guiding service to the venue	<ul style="list-style-type: none"><li>• Not to be arranged.</li></ul>
Reception	<ul style="list-style-type: none"><li>• Please bring and wear a face mask at the venue.</li><li>• Hand disinfection with sanitizer and body temperature checks to be implemented.</li><li>• Please keep distance from other shareholders at the reception.</li></ul>
Product display/ beverage service	<ul style="list-style-type: none"><li>• To be cancelled this year.</li></ul>
Venue	<ul style="list-style-type: none"><li>• Space will be maintained between the seats of shareholders. Because the number of seats available will be greatly limited than usual, even if you come to the venue, your entry into the meeting could be denied.</li><li>• Please refrain from switching seats once you are seated.</li><li>• Please wear a face mask at all times at the venue.</li></ul>
Souvenirs	<ul style="list-style-type: none"><li>• Not to be provided.</li></ul>
Speakers/ operation staff	<ul style="list-style-type: none"><li>• The number of both speakers and operation staff members will be limited than usual.</li><li>• Physical conditions of both speakers and operation staff will be thoroughly checked beforehand including body temperature checks.</li><li>• Face masks and necessary protective equipment will be worn at all times.</li></ul>

Please bear in mind that the following shareholders could be denied entering the venue in order to mitigate the risk of infection expansion at the venue.

- ① Shareholders with a body temperature of 37.5°C or above.
- ② Shareholders with signs of poor health (e.g. obvious symptoms such as coughing and a flushed face).

③ Shareholders who refuse to use alcohol-based hand sanitizer and wear a face mask.  
Please note that even after the meeting has started, shareholders might be approached or asked to leave by operation staff if they appear to be unwell.

The above contents are subject to update according to further changes in the situation. In that case, the shareholders of the Company will be notified through our website (<https://www.nsg.co.jp/>).

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