

To Shareholders:

March 23,2023  
MonotaRO Co, Ltd

**Measures to Prevent the Spread of COVID-19**  
**at the 23rd General Shareholders' Meeting**

We would like to express our sincere gratitude for your continued support.

In accordance with the Japanese government's decision to leave the wearing of masks to the discretion of individuals on and after March 13, 2023 (Monday), the policy regarding the wearing of masks as part of the measures to prevent the spread of the COVID-19 at the 23rd General Shareholders' Meeting to be held on March 29, 2023 (Wednesday) has been changed as follows. We ask for the understanding and cooperation of our shareholders.

1. Measures to be taken at the venue and during the meeting

The wearing of masks by directors and administrative staff at the meeting will be left to the discretion of each individual. We ask for your understanding in this matter.

2. Request to shareholders attending the meeting

The wearing of masks by shareholders at the meeting will be left to the discretion of each shareholder. We ask for your understanding in this matter.

We also request your cooperation in using alcohol disinfectant and taking body temperature with a non-contact thermometer as described in the Notice of the 23rd General Shareholders' Meeting.

We appreciate your understanding and cooperation in this matter.

Matters not included in this notice are described in the Notice of the 23rd General Shareholders' Meeting.

If there are any significant changes in the actions to be taken based on future circumstances, we will announce such changes on this website.

End of notice