Tokyo, 1 April 2020

# ANNUAL GENERAL ASSEMBLY

Dear FCCJ member,

According to the articles of association of Finnish Chamber of Commerce in Japan, Annual General Assembly is to be held in March or April of each fiscal year. As this year the situation around the coronavirus is causing several limitations on meetings and gatherings of people, the Board of Directors has decided to refrain from holding a physical assembly. Due to this, matters relevant to the general assembly shall be mailed to all members and members are asked to **return their vote / consent sheet** to close fiscal year 2019 and open fiscal year 2020.

As the Annual General Assembly has always been a valuable occasion for members to meet other members and to hear many updates regarding not just the chamber but also Finnish business overall in Japan, we are looking into the possibility to hold an extraordinary meeting after the situation has calmed down and gatherings are possible again.

Please find enclosed the following material regarding the chamber activities. Note that according to Articles of Association only corporate members have a vote at the General Assembly, but the same material has also been sent to all individual members. As quorum is reached with 25 % of the voting members, with current 57 corporate members this would mean 15 votes. **Please fill in your vote / consent sheet** if you find that items on the agenda are correct and agreeable and return your vote to the chamber office by using the reply envelope or by fax. We ask you kindly to reply by no later than **Friday, 17 April.**

Enclosed material:

1. Reports from fiscal year 2019 and plans for fiscal year 2020
2. Articles of Association with proposed changes
3. Copy of the report of Statutory Auditor
4. Vote / consent sheet for the agenda items
5. Return envelope

If you have any questions, please do not hesitate to contact us by phone (080-7650-3225) or through e-mail: office@fcc.or.jp

Best regards





Masaoki Fujita Antti Kunnas

President Executive Director

Timo Varhama

President