ote: This document has been translated from a part of the Japanese original for reference purposes only. In the event of any discrepancy between this translated document and the Japanese original, the original shall prevail.

Securities Code: 6305

June 3, 2019

To Our Shareholders:

Kotaro Hirano

Representative Executive Officer, President and

Executive Officer, Director

Hitachi Construction Machinery Co., Ltd. 16-1, Higashiueno 2-chome, Taito-ku, Tokyo

# Notice for the convocation for the 55<sup>th</sup> Annual Shareholder's Meeting

You are cordially convened to attend the 55<sup>th</sup> Annual Shareholder's Meeting of Hitachi Construction Machinery Co., Ltd. (the "Company"), which will be held as indicated below.

If you are unable to attend the Shareholder's Meeting in person, you may exercise your voting rights in writing or via electromagnetic means (the Internet, etc.). Please review the attached Reference Documents for the Shareholder's Meeting, and exercise your voting rights in accordance with the guidance on the following pages.

1. Date and Time: Monday, June 24, 2019, at 10:00 a.m. (Reception starts at 9:00 a.m.)

2. Venue: Tenku Ballroom, B1 floor, Tokyo Dome Hotel

3-61 Koraku 1-chome, Bunkyo-ku, Tokyo

#### 3. Purpose of the Shareholder's Meeting

#### Matters to be reported:

The Business Report, the Consolidated Financial Statements, the results of audits of the Consolidated Financial Statements by the Financial Auditor, the results of audits of the Consolidated Financial Statements by the Audit Committee and Non-Consolidated Financial Statements, for the 55<sup>th</sup> fiscal year (from April 1, 2018 to March 31, 2019)

#### Matters to be resolved:

**Proposal:** Election of Ten (10) Directors Due to Expiration of Terms of Office of All

Directors

#### 4. Guide to the Exercise of Voting Rights

- (1) If there is no indication of approval or disapproval for the proposal after exercising your voting rights in writing (voting card), the Company shall assume you have indicated approval.
- (2) If you exercise your voting rights via electromagnetic means (the Internet, etc.), even if the voting card is returned to us by postal mail, the Company shall treat the vote placed via electromagnetic means (the Internet, etc.) as valid.
- (3) If you exercise your voting rights more than once via electromagnetic means (the Internet, etc.), the latest exercise shall be deemed to be valid.
- (4) Please return the voting card so that it will be received by us **no later than 5:00 p.m. on Friday, June 21, 2019**.
- (5) Please exercise your voting rights via electromagnetic means (the Internet, etc.) no later than 5:00 p.m. on Friday, June 21, 2019.

- (6) As provided for in the Company's Articles of Incorporation, you may appoint another shareholder with voting rights in the Company to attend as your proxy. Please note, however, that it is necessary to submit a document evidencing the authority of proxy.
- (7) If you intend to diversely exercise your voting rights, you are requested to notify the Company in writing of your intention to do so and state the reason for this no later than three (3) days prior to the Shareholder's Meeting (Thursday, June 20, 2019).

#### Disclosure via the Internet

■ In the event of revisions to the Reference Documents for the Shareholder's Meeting, the Business Report, the Consolidated Financial Statements, and the Financial Statements, the Company will disclose the revised contents on its website immediately.

#### **Guidance for Exercising Voting Rights**

You are able to exercise your voting rights for the Shareholder's Meeting by either of the following methods.

#### If you are able to attend the Shareholder's Meeting in person

Please submit the enclosed voting card at the reception desk. We also ask that you bring this notice for reference during the Shareholder's Meeting.

Date and Time: Monday, June 24, 2019, at 10:00 a.m. (Reception starts at 9:00 a.m.)

### If you are not able to attend the Shareholder's Meeting in person

# In the event of posting the Voting Card

Please indicate your vote for or against the proposal and post it so that it will be received by us no later than 5:00 p.m., Friday, June 21, 2019.

#### In the event of access via electromagnetic means (the Internet)

Please access the "Website for Exercising Voting Rights" (<a href="https://www.tosyodai54.net">https://www.tosyodai54.net</a>) using a PC or a smartphone, etc.

Please review the "Request for Shareholders" stated in the enclosed voting card and input the Voting Right Exercise Code and the Password. Please follow the instructions on the screen and register whether you approve or disapprove of the proposal no later than <u>5:00 p.m.</u>, <u>Friday</u>, <u>June 21, 2019</u>.

- \* Please note that communication expenses such as telephone charges and connectivity fees to the internet providers incurred when accessing the Website for Exercising Voting Rights should be borne by yourself.
- \* Please note that there may be a case not to be able to exercise your voting rights using a PC or a smartphone, etc. due to the Internet connection environment. Also, please note that there may be a case not to be able to exercise your voting rights using a mobile phone depending on the model of mobile phone.

For inquiries regarding exercising voting rights via the Internet

Tokyo Securities Transfer Agent Co., Ltd.

Phone: 0120-88-0768 (toll free)

Business hours: 9:00 a.m. – 9:00 p.m.

### Electronic Voting Platform for Institutional Investors

If nominal shareholders such as management trust banks (including standing proxies) have applied in advance for the use of the electronic voting platform for institutional investors operated by Investor Communications Japan (ICJ), a joint venture, which was established by Tokyo Stock Exchange, Inc. and others, this platform may be used for the exercise of voting rights other than those via the aforementioned methods as a means of exercising voting rights electromagnetically for the Company's Shareholder's Meeting.

# Reference Documents for the Shareholder's Meeting

## Proposal: Election of Ten (10) Directors Due to Expiration of Terms of Office of All Directors

In accordance with Article 332 of the Companies Act, the terms of office of all ten (10) Directors will expire at the conclusion of the Shareholder's Meeting. Accordingly, the Company proposes the election of ten (10) Directors based on the decision to propose their election by the Nominating Committee. It should be noted that under the provisions of the Company's Articles of Incorporation the election of Directors is not conducted by cumulative voting.

The backgrounds and etc. of the candidates for Director are as follows. All of the candidates for Director have accepted in advance to be a Director, if they are elected at the Shareholder's Meeting.

No.	Name		Position and responsibilities at the Company,	
		Career summary and other principal positions held		
		Position and responsibilities at the Company		
		Outside Director, Nominating Committee Member, Audit Committee Member  Attendance at Board of Directors Meetings on FY2018: 12/12 (100%)		
		Career sur	nmary and other principal positions held	
		4/1970	Joined Fuji Heavy Industries Ltd. (Currently called Subaru Corporation)	
		6/1993	Regional Manager of Regional Management Department, Domestic Sales Division (Chugoku, Shikoku and Kyusyu)	
		10/1999	Senior Managing Director, TOKYO SUBARU Inc.	
	Kazushige Okuhara (January 27, 1948) [Candidate for Outside Director]	6/2001	Corporate Vice President, Senior General Manager of Japan Region, Subaru Sales & Marketing Division, Chief General Manager of Subaru Parts & Accessories Division and General Manager of Customer Service Center, Fuji Heavy Industries Ltd.	
		6/2003	Corporate Senior Vice President, Chief General Manager of Subaru Japan Sales & Marketing Division and Chief General Manager of Subaru Marketing Division	
		4/2005	Corporate Senior Vice President, General Manager of Human Resources Department	
1	[Candidate for Independent Director]	6/2006	Director, Corporate Executive Vice President, General Manager of Human Resources Department	
	[Reappointment]	6/2006	President, Chairman of the Business Reforms Promotion Committee, Subaru System Service Co., Ltd. (Currently called Subaru IT Creations Corporation)	
	Share Ownership 3,283	6/2010	Representative Director of the Board and Deputy President, Fuji Heavy Industries Ltd.	
		6/2011	Representative Director of the Board and President, Subaru Kosan Co., Ltd.	
		6/2013	Retired from Subaru Kosan Co., Ltd.	
		6/2016	Outside Director, the Company (to present)	
		Reason for the selection of candidate for Outside Director, etc.		
		Company's Officers fro executive of policy. It should be 2016, and h	any again nominates him as a candidate so that he can provide advice on the soverall management and supervise the execution of duties by Executive om an independent position, utilizing his extensive experience as the top of a global company, knowledge and deep insight on personnel and labor the noted that he has served as an Outside Director of the Company since June his term of office will be three (3) years at the close of the 55th Annual r's Meeting.	

No.	Name	Position and responsibilities at the Company,		
		Career summary and other principal positions held		
		Position and responsibilities at the Company Outside Director, Nominating Committee Member, Audit Committee Member, Compensation Committee Member		
		Attendance at Board of Directors Meetings on FY2018: 12/12 (100%)		
		Career summary and other principal positions held		
		4/1982 Joined the Bank of Japan		
	Haruyuki Toyama	1/2000 Alternate Executive Director for Japan, International Monetary Fund		
	(March 23, 1959)	8/2004 General Manager, Okayama Branch		
	[Candidate for Outside	7/2006 Deputy Director General, Payment and Settlement Systems Department		
	Director]	3/2009 Director General, Financial Markets Department		
	-	5/2011 General Manager for the Americas		
2	[Candidate for Independent Director]	11/2012 Director General, International Department		
	independent Director	8/2014 Retired from the Bank of Japan		
	[Reappointment]	3/2015 Registered as an attorney-at-law admitted in Japan		
	g1 O 1:	6/2015 Outside Director, the Company (to present)		
	Share Ownership 2,706	1/2019 Special Counsel, IWATA GODO (to present)		
	2,700	Reason for the selection of candidate for Outside Director, etc.		
		The Company again nominates him as a candidate so that he can provide advice on the		
		Company's overall management and supervise the execution of duties by Executive Officers from an independent position, utilizing the extensive experience and knowledge		
		in the fields of monetary affairs and finance that he has cultivated to date.		
		It should be noted that he has served as an Outside Director of the Company since June		
		2015, and his term of office will be four (4) years at the close of the 55th Annual Shareholder's Meeting.		
		Position and responsibilities at the Company		
		Outside Director, Nominating Committee Member, Audit Committee Member, Compensation Committee Member		
		Attendance at Board of Directors Meetings on FY2018: 12/12 (100%)		
		Career summary and other principal positions held		
		4/1973 Registered as an attorney-at-law admitted in Japan		
	Junko Hirakawa (October 9, 1947) [Candidate for Outside Director]	2/1979 Registered as an attorney-at-law admitted in New York, United States of America		
		7/1997 Established Hirakawa, Sato & Kobayashi (Currently called City-Yuwa Partners)		
		Partner of Hirakawa, Sato & Kobayashi (to present)		
		6/2006 Auditor, The Japan Association of Charitable Organizations (to present)		
3	[Candidate for	6/2011 Outside Director, Tokyo Financial Exchange Inc. (to present)		
	Independent Director]	6/2012 Outside Auditor, Sumitomo Forestry Co., Ltd.		
	[Reappointment]	6/2014 Outside Director, Sumitomo Forestry Co., Ltd. (to present)		
	~!	6/2015 Outside Director, the Company (to present)		
	Share Ownership 0	Reason for the selection of candidate for Outside Director, etc.		
	V	The Company again nominates her as a candidate although she does not have the experience of being involved in the management of a company other than in a position of an Outside Director or Outside Auditor, because she will be able to provide advice on the Company's overall management and supervise the execution of duties by Executive Officers from an independent position, utilizing her extensive experience and knowledge that she has cultivated to date as legal expert.  It should be noted that she has served as an Outside Director of the Company since June		
		2015, and her term of office will be four (4) years at the close of the 55th Annual Shareholder's Meeting.		

No.	Name	Position and responsibilities at the Company, Career summary and other principal positions held		
		Position and responsibilities at the Company Senior Vice President and Executive Officer, Director, CFO, General Manager of Finance Division		
		Attendance at Board of Directors Meetings on FY2018: 12/12 (100%)		
		Career summary and other principal positions held		
		4/1981 Joined the Company		
	Tetsuo Katsurayama (April 10, 1956)	4/2012 Deputy General Manager of Finance Division, General Manager of Finance Department, and General Manager of Foreign Exchange Center		
		4/2013 Executive Officer		
4	[Reappointment]	4/2015 Vice President and Executive Officer		
	Share Ownership	6/2015 Vice President and Executive Officer, Director		
	3,299	4/2017 General Manager, Finance Division (to present)		
		4/2018 Senior Vice President and Executive Officer, Director (to present)		
		Reason for the selection of candidate for Director		
		He has extensive experience, excellent performance and deep insight by being engaged in the operations of business such as accounting and finance and the management of the Company and Hitachi Construction Machinery Group Companies. The Company again nominates him as a candidate for Director to share information, as a member of the Board of Directors, with other members.		
		Position and responsibilities at the Company		
		Director, Audit Committee (Chair)		
		Attendance at Board of Directors Meetings on FY2018: 10/10 (100%)		
		Career summary and other principal positions held		
	T 11 01 1	4/1980 Joined the Company		
	Toshikazu Sakurai (August 5, 1957)	4/2012 Director and General Manager of Rental Division, Hitachi Construction Machinery Japan Co., Ltd.		
5	[Reappointment]	4/2015 General Manager of Japan Business Division		
J	[reappointment]	President and Director, Hitachi Construction Machinery Japan Co., Ltd.		
	Share Ownership	4/2016 Executive Officer		
	3,094	6/2018 Director (to present)		
		Reason for the selection of candidate for Director		
		He has extensive experience in management and business in such areas as sales, services and rentals at the Company and Hitachi Construction Machinery Group Companies. The Company again nominates him as a candidate for Director to perform appropriate roles as a member of the Board of Directors, such as supervising the execution of duties by Executive Officers.		

No.	Name	Position and responsibilities at the Company, Career summary and other principal positions held		
6	Koji Sumioka (April 14, 1955)  [Reappointment]  Share Ownership 8,020	Represent Director, (Managem Manager (Process In and IT Process In	and responsibilities at the Company ative Executive Officer, Executive Vice President and Executive Officer, CIO, Officer responsible for Quality Assurance, General Manager of Corporate ent Group, General Manager of Operations Management Division, General of Corporate Export Regulation Division, General Manager of Business invovation Division, in charge of Corporate Brand & Communications Division, ce at Board of Directors Meetings on FY2018: 11/12 (92%) immary and other principal positions held  Joined the Company President, Hitachi Construction Machinery (Shanghai) Co., Ltd. Deputy General Manager of Marketing Group Executive Officer, President and Director, Hitachi Construction Machinery Japan Co., Ltd.  Vice President and Executive Officer Representative Executive Officer, Senior Vice President and Executive Officer Representative Executive Officer, Senior Vice President and Executive Officer, Director Representative Executive Officer, Executive Vice President and Executive Officer, Director (to present)  Officer responsible for Quality Assurance, General Manager of Corporate Management Group, General Manager of Operations Management Division, General Manager of Corporate Export Regulation Division, and General Manager of Business Process Innovation Division (to present)  or the selection of candidate for Director tensive experience, excellent performance and deep insight by being engaged ic and foreign sales, services, rentals operations and management of the Directors, with other members.	

No.	Name	Position and responsibilities at the Company, Career summary and other principal positions held		
		Position and responsibilities at the Company		
		-		
		Career su	immary and other principal positions held	
		4/1978	Joined Hitachi, Ltd.	
		4/2005	President and Representative Director, Hitachi Building Systems Co., Ltd.	
	Hideaki Takahashi (August 20, 1952)	4/2007	Vice President and Executive Officer, Hitachi, Ltd.	
		4/2011	Representative Executive Officer, President and Chief Executive Officer, Hitachi Cable, Ltd. (currently Hitachi Metals, Ltd.)	
		6/2011	Representative Executive Officer, President and Chief Executive Officer, Director	
7	[New Appointment]	6/2013	Director, Hitachi Metals, Ltd.	
	Share Ownership 0	7/2013	Representative Executive Officer, Executive Vice President, Director	
		4/2014	Representative Executive Officer, President and Chief Executive Officer, Director	
		4/2017	Chairman of the Board	
		4/2018	Representative Executive Officer, Executive Vice President and Executive Officer, Hitachi, Ltd. (to present)	
		Reason fo	or the selection of candidate for Director	
		strengther Company the field o	pany nominates him as a candidate for Director, as he will be able to further in the Company's management structures by providing advice on the so overall management utilizing his extensive experience and deep insight in f'"MONOZUKURI" (manufacturing) in the Hitachi Group and as the top of a global company.	

No.	Name	Position and responsibilities at the Company, Career summary and other principal positions held		
	Seishi Toyoshima (August 30, 1960) [New Appointment] Share Ownership 0	Position and responsibilities at the Company		
		Vice President and Executive Officer, CHRO, General Manager of Human Capital Division and General Manager of Compliance & Risk Management Division, and in charge of Legal Department		
		Career summary and other principal positions held		
		4/1984	Joined Hitachi, Ltd.	
		10/2011	General Manager of Corporate Administration Division, Corporate Sales & Marketing Division	
		4/2012	General Manager of Human Resources and Corporate Administration Division, Information & Telecommunication Systems Company	
		4/2016	CHRO, General Manager of Human Resources and Corporate Administration Division, ICT Business Group	
0		4/2017	Director, General Manager of General Affairs Division, Hitachi Appliances, Inc.	
8			Director, Hitachi Consumer Marketing, Inc.	
		4/2018	Executive Managing Director, General Manager of General Affairs Division, CHRO and CRO, Hitachi Appliances, Inc.	
			Director, CHRO and CRO, Hitachi Consumer Marketing, Inc.	
		4/2019	Vice President and Executive Officer (to present)	
			General Manager of Human Capital Division and General Manager of Compliance & Risk Management Division, the Company (to present)	
		*Hitachi Appliances, Inc. and Hitachi Consumer Marketing, Inc. merged on April 1, 2019, and the company name is currently Hitachi Global Life Solutions, Inc.		
		Reason for the selection of candidate for Director		
		business m in business Director, a	en engaged in general affairs, human resources and labor affairs as well as nanagement in the Hitachi Group for many years, and has extensive experience is and outstanding expertise. The Company nominates him as a candidate for its he will be able to further strengthen the Company's management structures information, as a member of the Board of Directors, with other members.	

No.	Name	Position and responsibilities at the Company, Career summary and other principal positions held		
		Position ar	nd responsibilities at the Company	
	Toshitake Hasunuma (May 10, 1953)	Career summary and other principal positions held 4/1977 Joined Hitachi, Ltd.		
		4/2004	General Manager, Finance Division of Information & Telecommunication Group	
9	[New Appointment]	7/2006	Executive Audit Manager of Internal Auditing Office	
		4/2010	General Manager, Internal Auditing Office	
	Share Ownership	6/2016	Director, Hitachi Metals, Ltd. (to present)	
	U	Reason for	the selection of candidate for Director	
		He has been engaged in accounting, finance, audit and business management in the Hitachi Group, and has extensive experience in business and outstanding expertise. The Company nominates him as a candidate for Director, as he will be able to further strengthen the Company's management structures by sharing information, as a member of the Board of Directors, with other members.		
		Position ar	nd responsibilities at the Company	
		Representative Executive Officer, President and Executive Officer, Director, CEO, in charge of Internal Auditing Office, Nominating Committee Member, Compensation Committee (Chair)		
		Attendanc	e at Board of Directors Meetings on FY2018: 12/12 (100%)	
		Career summary and other principal positions held		
	Kotaro Hirano	4/1981	Joined the Company	
	(June 4, 1958)	4/2013	Deputy General Manager of Production & Procurement Division.	
		4/2014	Executive Officer	
10	[Reappointment]	4/2016	Vice President and Executive Officer	
	Share Ownership	4/2017	Representative Executive Officer, President and Executive Officer (to present)	
	9,661	6/2017	Director (to present)	
		Reason for	the selection of candidate for Director	
		He has been engaged in the management of the Company and Hitachi Construction Machinery Group Companies, and has extensive knowledge and outstanding capability in management through the experience of business in various fields including production and procurement. The Company again nominates him as a candidate for Director to take on suitable important responsibilities of the Group management and share information, as a member of the Board of Directors, with other members.		

#### Notes on the candidates

- 1. Mr. Hideaki Takahashi serves concurrently as Representative Executive Officer, Executive Vice President and Executive Officer of Hitachi, Ltd. The Company and Hitachi, Ltd. have a business relationship that includes lending and borrowing of funds. Moreover, the Company collaborates with Hitachi, Ltd. in areas such as research and development. There are no relationships of special interest between the other candidates and the Company.
- 2. Positions and responsibilities when candidates for Director serve currently or served in the past five (5) years as an executive officer at the Company's parent company or one of its subsidiaries (excluding the Company)
  - (1) Mr. Toshikazu Sakurai served as an executive officer at Hitachi Construction Machinery Japan Co., Ltd., which is a subsidiary of the Company's parent company, as stated in "Career summary and other principal positions held" above.
  - (2) Mr. Koji Sumioka served as an executive officer at Hitachi Construction Machinery Japan Co., Ltd., which is a subsidiary of the Company's parent company, as stated in "Career summary and other principal positions held" above.
  - (3) Mr. Hideaki Takahashi serves and has served as an executive officer at Hitachi, Ltd., which is the Company's parent company, as stated in "Career summary and other principal positions held" above. And he served as an executive officer at Hitachi Metals, Ltd., which is a subsidiary of the Company's parent company.
  - (4) Mr. Seishi Toyoshima served as an executive officer at Hitachi, Ltd., which is the Company's parent company, as well as at Hitachi Appliances, Inc. and Hitachi Consumer Marketing, Inc., both of which are subsidiaries of Hitachi, Ltd., as stated in "Career summary and other principal positions held" above. Hitachi Appliances, Inc. and Hitachi

- Consumer Marketing, Inc. merged on April 1, 2019, and the company name is currently Hitachi Global Life Solutions, Inc.
- (5) Mr. Toshitake Hasunuma served as an executive officer at Hitachi, Ltd., which is a subsidiary of the Company's parent company, as stated in "Career summary and other principal positions held" above.
- 3. Matters pertaining to candidates for Outside Director
  - (1) The three (3) candidates Mr. Kazushige Okuhara, Mr. Haruyuki Toyama and Ms. Junko Hirakawa meet the requirements as candidates for Outside Director stipulated in the Ordinance for Enforcement of the Companies Act. The three (3) candidates are also candidates for Independent Director based on the provisions of Tokyo Stock Exchange, Inc.
  - (2) When candidates served as Director, Executive Officer, or Audit & Supervisory Board Member at other company during the past five (5) years and there was a violation of laws and regulations or the Articles of Incorporation or any other wrongful execution of operations at the other company concerned during the term of office of the candidates No applicable matters
  - (3) Relationships between candidates for Outside Director and entities that have a special relationship with the Company No applicable matters
- 4. "Share ownership" is as of March 31, 2019. It also shows the real share ownership, which includes holdings in the Hitachi Construction Machinery Officers' Shareholding Association.

#### Summary of details of agreements to limit liability

The Company has concluded agreements with Directors (excludes executive Directors etc.) under the provisions of paragraph 1, Article 427 of the Companies Act and Article 22 of the Company's Articles of Incorporation to limit liability for damages under paragraph 1, Article 423 of the Act. In the event that the reappointment of Mr. Kazushige Okuhara, Mr. Haruyuki Toyama, Ms. Junko Hirakawa and Mr. Toshikazu Sakurai is approved, the Company intends to continue these agreements with them. Moreover, in the event that the appointment of Mr. Hideaki Takahashi and Mr. Toshitake Hasunuma is approved, the Company intends to conclude agreements with them.

A summary of the agreements is as below.

- 1. In the event of liability for damages to the Company caused by failure to perform duties as a Director (excludes executive Directors etc.), the total shall be limited to the amount in each item of paragraph 1, Article 425 of the Companies Act.
- 2. The aforementioned limitation of liability shall be effective only when the execution of the duties of Director (excludes executive Directors etc.) that gave rise to the liability was in good faith and without gross negligence.