#### IMPORTANT NOTICE

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Securities Code: 1812

June 5, 2014

### To Stockholders with Voting Rights

Mitsuyoshi Nakamura President, Representative Director Kajima Corporation 3-1, Motoakasaka 1-chome, Minato-ku, Tokyo, Japan

### NOTICE OF THE 117th ORDINARY STOCKHOLDERS' MEETING

You are cordially invited to attend the 117th Ordinary Stockholders' Meeting of the Company. The meeting will be held as described below.

If you are unable to attend the meeting, you can exercise your voting rights by paper ballot, or via the Internet. Please review the Reference Documents for the Stockholders' Meeting to complete the exercise of your voting rights in accordance with the guidance hereinafter no later than 5:15 p.m., Japan Standard Time on Thursday, June 26, 2014.

1. Date and Time: Friday, June 27, 2014 at 10:00 a.m., Japan Standard Time

**2. Place:** East 21 Hall

1st floor, Hotel East 21 Tokyo

3-3, Toyo 6-chome, Koto-ku, Tokyo, Japan

3. Agenda of the Meeting:

Matters to be reported: 1. The Business Report, the Consolidated Financial Statements, and the audit

results of the Consolidated Financial Statements by the Independent Auditor and the Audit & Supervisory Board for the 117th Fiscal Year (from April 1, 2013 to

March 31, 2014).

2. The Non-consolidated Financial Statements for the 117th Fiscal Year (from

April 1, 2013 to March 31, 2014)

Proposals to be resolved:

**Proposal No. 1:** Appropriation of Retained Earnings

Proposal No. 2: Election of eight Directors

**Proposal No. 3:** Election of two Audit & Supervisory Board Members

### 4. Guide for exercise of voting rights:

- (1) Exercise of voting rights by paper ballot Please indicate your votes for or against each of the proposals on the enclosed Voting Rights Exercise Form and return the form so that it reaches us no later than 5:15 p.m., Japan Standard Time on Thursday, June 26, 2014.
- (2) Exercise of voting rights via the Internet
  If you wish to exercise your voting rights via the Internet, please review the "Guidance for Exercise of Voting Rights via the Internet" on pp.9-10, and complete the exercise no later than 5:15 p.m., Japan Standard Time on Thursday, June 26, 2014.
- (3) If you exercise your voting rights both by paper ballot and through the Internet, the exercise through the Internet shall be deemed to be effective. If you exercise your voting rights more than once through the Internet, the last vote shall be deemed to be effective.
- Notes: 1. If you plan to attend the meeting, please hand in the enclosed Voting Rights Exercise Form at the reception desk when you arrive at the venue.

  If you plan to exercise your voting rights by proxy at the meeting, it is required to submit a written power of attorney and your Voting Rights Exercise Form as well as the proxy's Voting Rights Exercise Form at the reception desk of the meeting. (Pursuant to the Articles of Incorporation of the Company, only one other stockholder with voting right can be appointed as a proxy.)
  - 2. Subsequent amendments to the Attached Documents and the Reference Documents for the Stockholders' Meeting (if any) will be listed on the Company's website (http://www.kajima.co.jp/).

# Reference Documents for the Stockholders' Meeting

### **Proposals and References**

### **Proposal No. 1: Appropriation of Retained Earnings**

Our basic policy for profit allocation is to provide stable dividends to stockholders in accordance with business performance while securing internal reserves to maintain a sound management foundation.

After taking into account factors such as business performance and the future business environment, the Company plans to pay a Year-end Dividend for the fiscal year under review in the following manner.

- (1) Form of Distribution Cash
- (2) Allocation of Distribution per-share and Total Amounts ¥2.50 per common share of the Company ¥2,600,003,468 in total
  - As such, the dividend for the fiscal year under review will be \footnote{5} per share, including a \footnote{2.50} interim dividend.
- (3) Effective Date of Dividend Payment June 30, 2014

### **Proposal No. 2:** Election of eight Directors

Directors, Messrs. Mitsuyoshi Nakamura, Hiroshi Kaneko, Takashi Hinago, Hiroshi Ishikawa, Hironobu Takano, Nobuyuki Hiraizumi and Shoichi Kajima will complete their term of office at the closing of this Stockholders' Meeting. Director, Mr. Atsushi Hattori resigned from his office on March 31, 2014.

Consequently, the Company proposes the election of eight Directors.

The candidates are as follows:

Candidate No.	Name (Date of birth)	Career summary, positions, assignments and status of other important concurrent positions		Number of shares of the Company held
1	Mitsuyoshi Nakamura (March 15, 1943)		Joined the Company Director General Manager, Public Relations Office Managing Director Responsible for Sales and Marketing, Sales and Marketing Division, Construction Group Managing Director Responsible for Sales and Marketing, Sales and Marketing Division Senior Managing Director General Manager, Sales and Marketing Division and General Manager, Kansai Sales and Marketing Division President, Representative Director (to the present) current positions) an Federation of Construction Contractors	12,070 shares
2	Hiroshi Kaneko (May 2, 1941)	April 1967 June 2000 June 2002 June 2003 June 2005 April 2008 June 2008	Joined the Company Director Deputy General Manager, Corporate Planning Division and General Manager, Building Construction Planning Department Managing Director General Manager, Building Construction Planning Department Senior Managing Director General Manager, Building Construction Management Division Director, Senior Executive Officer General Manager, Building Construction Management Division Director, Senior Executive Officer General Manager, Building Construction Management Division Director, Executive Vice President Representative Director, Executive Vice President (to the present)	12,360 shares

Candidate No.	Name (Date of birth)	-	y, positions, assignments and status of other mportant concurrent positions	Number of shares of the Company held
		April 1968 June 2003 June 2005 April 2006	Joined the Company Director Deputy General Manager, Sales and Marketing Division Executive Officer Deputy General Manager, Sales and Marketing Division Managing Executive Officer Deputy General Manager, Sales and Marketing Division	
3	Takashi Hinago (August 10, 1945)	April 2007	Managing Executive Officer General Manager, Sales and Marketing Division	15,000 shares
		April 2008	Senior Executive Officer General Manager, Sales and Marketing Division	
		April 2011	Executive Vice President General Manager, Sales and Marketing Division	
		June 2012	Director, Executive Vice President General Manager, Sales and Marketing Division (to the present)	
4	Hiroshi Ishikawa (March 9, 1959)	July 1989 June 2000	Joined the Company Director Deputy General Manager, Sales and Marketing Division, Construction Group; and Corporate Planning Division	
		June 2002 June 2004	Managing Director Responsible for Sales and Marketing Senior Managing Director	1,909,573 shares
		June 2005	Responsible for Sales and Marketing Director, Senior Executive Officer General Manager, Sales and Marketing Division	
		April 2007	Director, Senior Executive Officer Responsible for Sales and Marketing (to the present)	
5	Hironobu Takano (January 28, 1949)	April 1972 September 1998	Joined the Company General Manager, Accounting Department, Treasury Division	
		April 2008	Executive Officer Deputy General Manager, Treasury Division and General Manager, Accounting Department	
		November 2010	Executive Officer General Manager, Treasury Division	3,000 shares
		April 2011	Managing Executive Officer General Manager, Treasury Division	
		April 2012	Senior Executive Officer General Manager, Treasury Division	
		June 2012	Director, Senior Executive Officer General Manager, Treasury Division (to the present)	

Candidate No.	Name (Date of birth)	Career summary,	, positions, assignments and status of other important concurrent positions	Number of shares of the Company held
		April 1984 April 2004	Joined the Company Senior Manager, Planning Department, Sales and Marketing Division; Office of Life Cycle Management, Building Construction Management Division; Asset Management Service Department, Real Estate Development Division; and Engineering & Risk Services Corporation	
6	Nobuyuki Hiraizumi (March 28, 1958)	August 2005 August 2007	Principal Economist, Research Department, Policy Research Institute, Ministry of Finance Senior Manager, Asset Management Service	2,820,136 shares
		_	Department, Real Estate Development Division	
		August 2009 September 2009 June 2012	Retired from the Company Advisor, AVANT ASSOCIATES, INC. Director of the Company	
		April 1953	(to the present)	
7	Shoichi Kajima (August 12, 1930)	March 1959  February 1978  February 1984	Director of the Company Executive Vice President, Representative Director Vice Chairman, Representative Director President, Representative Director	31,585,422 shares
		June 1990 June 1994	Co-Chairman and CEO, Representative Director Director, Senior Advisor (to the present)	
8	*Masayasu Kayano (February 12, 1951)	April 1974 June 2001 April 2007	Joined the Company Secretary Senior Manager, Executive Office Executive Officer General Manager, Tokyo Civil Engineering	
		April 2009	Branch Managing Executive Officer General Manager, Tokyo Civil Engineering Branch	7,220 shares
		April 2011	Managing Executive Officer General Manager, Civil Engineering Management Division Overseeing Machinery and Electrical	
		April 2012	Engineering Department Senior Executive Officer General Manager, Civil Engineering Management Division Overseeing Machinery and Electrical	
		April 2014	Engineering Department Executive Vice President General Manager, Civil Engineering Management Division Overseeing Machinery and Electrical	
			Engineering Department (to the present)	

Notes: 1. \* denotes newly appointed candidate for the position of Director.

2. The Company engages in construction works under contracts with Mr. Shoichi Kajima, a candidate for Director.

3. No conflict of interest exists between the Company and the above candidates for Directors other than the person mentioned in Note 2 above.

#### Proposal No. 3: Election of two Audit & Supervisory Board Members

Audit & Supervisory Board Members, Messrs. Kinro Nakamura and Kunihisa Hama will complete their term of office at the closing of this Stockholders' Meeting. Consequently, the Company proposes the election of two Audit & Supervisory Board Members.

The candidates are as follows.

The Audit & Supervisory Board has consented to this Proposal No. 3.

Candidate No.	Name (Date of birth)	Career summary, positions and status of other important concurrent positions		Number of shares of the
		April 1972 April 2001	Joined the Sumitomo Bank, Limited General Manager of Ningyocho Corporate Business Office, Sumitomo Mitsui Banking Corporation	Company held
1	Kinro Nakamura (June 24, 1949)	June 2002	Corporate Auditor, Sumitomo Mitsui Banking Corporation	3,000
		June 2003	Managing Director, Sumitomo Mitsui Card Company, Limited	shares
		October 2003	Managing Executive Officer, Sumitomo Mitsui Card Company, Limited	
		June 2006	Audit & Supervisory Board Member of the Company (to the present)	
	*Kimio Kodama (January 24, 1937)	April 1963 August 1981	Registered as Lawyer Member, Central Construction Work	
		June 1994	Disputes Committee, Ministry of Construction Corporate Auditor, Mitsui Mining Co., Ltd.	
		April 1995	President, Daiichi Tokyo Bar Association Vice President, Japan Federation of Bar Associations	
2		April 1998	Director, Housing Loan Guarantee Corporation	
		October 1999	Supervisor, Urban Development Corporation	2,000 shares
		May 2005	Supervisory Director, Kenedix Realty Investment Corporation	
		July 2008	Member, Tokyo Metropolitan Public Safety Commission (to the present)	
		Lawyer (HANZ Director, Kyori	current positions) ZOMON SOGO LAW OFFICE) tsu Women's Educational Institution & Supervisory Board Member, JS Corporation	

Notes: 1. \* denotes newly appointed candidate for the position of Audit & Supervisory Board Member.

- 2. No conflict of interest exists between the Company and the above candidates for Audit & Supervisory Board Members.
- 3. Messrs. Kinro Nakamura and Kimio Kodama are candidates for Outside Audit & Supervisory Board Members. The Company has registered Mr. Nakamura as Independent Auditor with the Tokyo Stock Exchange and the Nagoya Stock Exchange. Mr. Kodama is a candidate for Independent Auditor as well.
- 4. The Company proposes the election of Mr. Kinro Nakamura as Outside Audit & Supervisory Board Member as we believe that he will properly fulfill the role as Outside Audit & Supervisory Board Member with his abundance of experience and expertise developed at financial institutions and insight gained as a corporate auditor, etc. at other companies.
- 5. The Company proposes the election of Mr. Kimio Kodama as Outside Audit & Supervisory Board Member as we believe that he will properly fulfill the role as Outside Audit & Supervisory Board Member with his professional knowledge as a lawyer, as well as extensive experience and deep insight as a member of the bar.

- 6. The term of office of Mr. Kinro Nakamura as the Company's Outside Audit & Supervisory Board Member will be eight years at the closing of this Stockholders' Meeting.
- 7. In order for Outside Audit & Supervisory Board Members to fully perform their duties, the Company stipulates in its Articles of Incorporation that it may conclude an agreement with each Audit & Supervisory Board Member to limit the liability for damages under Article 423, Paragraph 1 of the Companies Act to the extent of the amount specified in Article 425, Paragraph 1 of the Act when they act in good faith and is not grossly negligent in conducting their duties (limited liability agreement). The Company has currently entered into the limited liability agreement with all of the Outside Audit & Supervisory Board Members. The Company will renew the agreement with Mr. Kinro Nakamura when his reelection is approved, and will enter into the agreement with Mr. Kimio Kodama when his election is approved.

#### Guidance for Exercise of Voting Rights via the Internet

If you wish to exercise your voting rights for this Stockholders' Meeting via the Internet, please be aware of the following matters prior to the exercise:

#### 1. Website for exercise of voting rights

You can exercise your voting rights via the Internet only through the Company's designated website below. There is no site available designated for mobile phones.

Address of website for exercise of voting rights http://www.web54.net

#### 2. Handling of exercise of voting rights

- (1) If you wish to exercise your voting rights via the Internet, please follow the instructions on the screen and enter your votes for or against each of the proposals using "voting rights exercise code" and "password" printed on the enclosed Voting Rights Exercise Form.
- (2) You will be able to exercise your voting rights until 5:15 p.m., Japan Standard Time on Thursday, June 26, 2014. Your exercise at the earliest opportunity is advised.
- (3) If you exercise your voting rights both by paper ballot and through the Internet, the exercise through the Internet shall be deemed to be effective. If you exercise your voting rights more than once through the Internet, the last vote shall be deemed to be effective.
- (4) Fees for internet providers and carriers (connection charges, etc.) associated with using the website for exercise of voting rights would be at your own expense.

#### 3. Handling of password and voting rights exercise code

- (1) The password is important information used to verify whether the person voting is a legitimate stockholder. Please handle it as carefully as you do your seals and PINs.
- (2) The password will be disabled when inputted incorrectly for a certain number of times. If you wish to have a new password issued, please follow the instructions on the screen.
- (3) The voting rights exercise code printed on the Voting Rights Exercise Form shall be valid only for this Stockholders' Meeting.

#### 4. System requirements

Before exercising your voting rights via the Internet, please make sure that your system meets the following requirements:

- (1) Screen resolution is 800 x 600 (SVGA) or higher.
- (2) The following applications have been installed:
  - 1) Web browser: Microsoft<sup>®</sup> Internet Explorer Ver.5.01 SP2 or newer
  - 2) PDF file browser: Adobe<sup>®</sup> Acrobat<sup>®</sup> Reader<sup>®</sup> Ver.4.0 or newer; or Adobe<sup>®</sup> Reader<sup>®</sup> Ver.6.0 or newer
    - \* Internet Explorer is either a registered trademark, trademark or a product name of Microsoft Corporation in the United States and/or other countries. Adobe® Acrobat® Reader® and Adobe® Reader® are either registered trademarks, trademarks or product names of Adobe Systems Incorporated in the United States and/or other countries.
    - \* These software products are distributed for free at the websites of respective companies.
- (3) Make sure to disable (or turn off temporarily) "pop-up blocker" of your web browser or add-in tools, etc. and enable "cookies" of the website in your privacy settings.
- (4) In case you cannot access the above website, please check the settings of firewall, proxy server or security software that may be causing a restriction in the Internet access.

## 5. Contact information regarding the operation of your personal computer, etc.

(1) If you have any questions regarding the operation of your personal computer, etc. to exercise your voting rights on the website, please contact the following for assistance:

Hotline of Stock Transfer Agency Web Support, Sumitomo Mitsui Trust Bank 0120-652-031 (Operating hours: 9:00 a.m. to 9:00 p.m., Japan Standard Time)

- (2) For any other inquiries, please contact the following for assistance:
  - 1) Stockholder with an account with securities companies:
    - Please contact the securities company which you hold an account at.
  - Stockholder without an account with securities companies (stockholder with a special account): Stock Transfer Agency Business Center, Sumitomo Mitsui Trust Bank 0120-782-031 (Operating hours: 9:00 a.m. to 5:00 p.m., Japan Standard Time, except for weekends and holidays)

# \* For institutional investors

In addition to the method to exercise your voting rights via the Internet as described above, the "Online Proxy Voting Platform" operated by ICJ Incorporated will be available by applying in advance.