

Disclaimer: This document is a translation of the Japanese original for reference purposes only.

January 30, 2026

To Whom It May Concern,

Company Name: Insource Co., Ltd.  
Representative: Takayuki Funahashi  
Representative Director, President and CEO  
(Code number: 6200, Prime Market of the  
Tokyo Stock Exchange)

### Notice: Relocation of Headquarters Functions

Insource Co., Ltd., (hereafter referred to as the Company), a company that provides services to make all people enjoy working and feel fulfilled, is pleased to announce that the Company will be relocating its headquarters functions. Taking this opportunity, we are committed to further improve our services and meet expectations from our clients through increased efforts. We respectfully ask for your continued support and patronage.

- Start Date of Operations  
February 2, 2026 (Monday)

- Overview of Surugadai Headquarters

Name of Business Location	Surugadai Headquarters <a href="https://www.insource.co.jp/gaiyo/seminar_ryumeikanmap.html">https://www.insource.co.jp/gaiyo/seminar_ryumeikanmap.html</a> (The above map is available in Japanese)
Address	〒101-0052 Dai-2 Ryumeikan Building, 5F 3-20-4 Kanda Ogawamachi, Chiyoda-ku, Tokyo
Department	<ul style="list-style-type: none"><li>• CEO Office</li><li>• Group Corporate Management and Accounting Department</li><li>• Group Human Resources and General Affairs Department</li><li>• Open Seminars Division</li><li>• Marketing &amp; Design Office</li></ul>

The Company will continue to make every effort to further enhance the convenience of our services.

END

【Inquiries】 Insource Co., Ltd. <https://www.insource.co.jp/en/ir/index.html>

(For media interviews / PR /  
Service)

CEO Office (PIC: Inoue & Shimoji)

Send an email at  
info\_ir@insource.co.jp