

(English Translation)

This English translation is an abridged version of the original document in Japanese. In the event of any discrepancy, the Japanese version prevails.

Securities Code: 8214

June 7, 2022

To Our Shareholders:

Akihiro Aoki, President
AOKI Holdings Inc.
6-56 Kuzugaya, Tsuzuki-ku, Yokohama

Notice of Convocation of the 46th Annual General Meeting of Shareholders

We are pleased to announce the 46th Annual General Meeting of Shareholders of AOKI Holdings (the “Company”), which will be held as indicated below.

You may submit your votes in writing or electronically by using the Internet, etc. instead of attending this meeting. Please review the attached Reference Documents for General Meeting of Shareholders and submit your votes no later than 5:00 p.m., Tuesday, June 28, 2022 (JST).

Meeting Details

- 1 Date and Time: Wednesday, June 29, 2022, at 10:00 a.m.
- 2 Venue ANNIVERSAIRE OMOTESANDO 3F
3-5-30, Kita-Aoyama, Minato-ku, Tokyo
- 3 Purpose of the Meeting **Matters to be reported**
 1. The Business Report and the Consolidated Financial Statements for the 46th fiscal year (from April 1, 2021 to March 31, 2022), and the results of audits of the Consolidated Financial Statements by the Accounting Auditor and the Board of Corporate Auditors
 2. The Non-consolidated Financial Statements for the 46th fiscal year (from April 1, 2021 to March 31, 2022)**Matters to be resolved**

Proposal No. 1: Partial Amendments to Articles of Incorporation
Proposal No. 2: Election of Twelve (12) Directors

* If any revisions are made to the Reference Documents for the General Meeting of Shareholders, the Business Report, the Non-Consolidated Financial Statements, or the Consolidated Financial Statements, the revised versions will be posted on the Company’s website.

* The following documents attached to this shareholders meeting notice are posted on the Company’s website and not included in this notice in accordance with laws and regulations and Article 15 of the Company’s Articles of Incorporation.

- Business Report: Item concerning share acquisition rights, system for ensuring proper business operations and the operation of this system
- Consolidated Financial Statements: Consolidated Statement of Changes in Shareholders’ Equity, Notes to the Consolidated Financial Statements
- Non-consolidated Financial Statements: Non-consolidated Statement of Changes in Shareholders’ Equity, Notes to the Non-consolidated Financial Statements

Consequently, documents attached to this shareholders meeting notice are parts of the consolidated financial statements and other financial documents that were audited when the accounting auditor prepared the audit report.

AOKI Holdings website

<https://www.aoki-hd.co.jp/>



Reference Documents for General Meeting of Shareholders

Proposal No. 1: Partial Amendments to Articles of Incorporation

1. Purpose of amendments to the Articles of Incorporation

The purpose is to start using the electronic provision of reference documents for General Meeting of Shareholders, etc.

The amended provisions stipulated in the proviso of Article 1 in the supplementary provision of the Act Partially Amending the Companies Act (Act No. 70 of 2019) will be enforced on September 1, 2022. Accordingly, the Company proposes to make the following amendments to the current Articles of Incorporation in order to prepare for the introduction of a system of electronic provision of materials for the General Meeting of Shareholders.

- (1) Article 15, Paragraph 1 of the proposed change stipulates that the Company takes the electronic provision measure for information included in the reference documents for General Meeting of Shareholders, etc.
- (2) Article 15, Paragraph 2 of the proposed change provides for limiting the scope of matters to be included in the document to be delivered to shareholders who have requested delivery of the document.
- (3) The provision for the Internet Disclosure and Deemed Provision of Reference Documents for the Shareholders Meeting (Article 15 of the current Articles of Incorporation) shall be deleted as it is no longer necessary.
- (4) Establish supplementary provisions on the effective date, etc. in accordance with these changes.

2. Description of proposed changes

Proposed changes are as follows.

(Revised sections are underlined.)

Current	Proposed changes
<p style="text-align: center;">Chapter 3. Shareholders Meetings</p> <p>Article 12 – Article 14 (Omitted)</p> <p><u>(Internet Disclosure and Deemed Provision of Reference Documents for the Shareholders Meeting)</u></p> <p><u>Article 15 In connection with the calling of the Shareholders Meetings, the Company may regard that the information concerning the matters to be stated or indicated in the reference documents for shareholders meeting, business reports, non-consolidated financial statements and consolidated financial statements has been submitted to the shareholders, if the information is disclosed through internet in accordance with the provisions in the ordinance of Ministry of Justice.</u></p>	<p style="text-align: center;">Chapter 3. Shareholders Meetings</p> <p>Article 12 – Article 14 (Unchanged)</p> <p style="text-align: center;">[Deleted]</p>

Proposal No. 2: Election of Twelve (12) Directors

The terms of office of all fourteen (14) Directors will expire at the conclusion of this meeting. Shareholders are asked to approve the election of twelve (12) Directors, which will decrease the number of Directors by four (4) in order to improve the efficiency of the management system and increase the number of External Directors by two (2) in order to ensure the transparency of management and strengthen the management oversight function of the Board of Directors.

The candidates for Directors are as follows:

No.	Name		Current Positions and Responsibilities	Attendance at the Board of Directors Meetings
1	Akihiro Aoki	Reelection	President and Representative Director	100% (12/12 times)
2	Haruo Tamura	Reelection	Executive Vice President in charge of Group Administration and Finance	100% (12/12 times)
3	Akira Shimizu	Reelection	Executive Vice President in charge of Group Store Development and Real Estate Business	83.3% (10/12 times)
4	Masamitsu Aoki	Reelection	Managing Director in charge of Group Branding	100% (12/12 times)
5	Norio Terui	Reelection	Managing Director in charge of Group IT Systems	100% (12/12 times)
6	Keita Nagemoto	Reelection	Managing Director in charge of Group Strategy and General Manager of President's Office	100% (12/12 times)
7	Hidekazu Azuma	Reelection	Managing Director	100% (12/12 times)
8	Minoru Inagaki	Reelection External Independent	Director	100% (12/12 times)
9	Yoko Ohara	Reelection External Independent Female	Director	100% (12/12 times)
10	Mitsuo Takahashi	Reelection External Independent	Director	100% (9/9 times)
11	Eiichi Nakamura	New External Independent	-	-
12	Sonoko Sugano	New External Independent Female	-	-

Notes:

- Mr. Masamitsu Aoki is the Representative Director of ANNIVERSAIRE HOLDINGS INC., which is an other related company of the Company due to the ownership of 39.3% of the voting rights of the Company.
- None of the other candidates for Directors has any special conflicts of interest with the Company.
- Mr. Minoru Inagaki, Ms. Yoko Ohara, Mr. Mitsuo Takahashi, Mr. Eiichi Nakamura and Ms. Sonoko Sugano are the candidates for election as External Directors.
- Matters concerning candidates for External Directors
 - In the past, Mr. Takahashi has been a Director of the Company.
 - The Company has designated Mr. Inagaki, Ms. Ohara, Mr. Takahashi, Mr. Nakamura and Ms. Sugano as Independent Directors according to the rules of the Tokyo Stock Exchange.
 - Number of years since the candidates for External Directors were appointed as External Directors of the Company
Mr. Inagaki, Ms. Ohara and Mr. Takahashi will have served as External Directors for eight (8) years, seven (7) years and one (1) year respectively at the conclusion of this General Meeting of Shareholders. In the past, Mr. Inagaki has been a Corporate Auditor of the Company.
- The Company has purchased a liability insurance policy from an insurance company for Directors. Under this insurance policy, compensation for legal damages and dispute costs incurred by insured will be covered. If elected, the Director candidates will be covered by this policy. The insurance policy is scheduled to be renewed with the same terms and conditions at the next renewal.
- Director candidate Ms. Sonoko Sugano's name on her family register is Sonoko Mori.

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Akihiro Aoki

Reelection

Date of Birth
May 20, 1970

Current Positions and Responsibilities
President and Representative Director

Number of the Company shares held
2,573,400 shares

Attendance at the Board of Directors Meetings
100% (12/12 times)

■ Brief career history

Apr. 1994 Joined the Company
May 2003 Launched the ORIHICA business
Apr. 2008 President and Representative Director of ORIHICA Inc.
Jun. 2009 Managing Director of the Company
Apr. 2010 Executive Vice Chairman of AOKI Inc.
Jun. 2010 President and Representative Director of the Company (current position)
Executive Vice President of ANNIVERSAIRE HOLDINGS INC. (current position)
Jun. 2017 Chairman of AOKI Inc.
Oct. 2018 Chairman and Representative Director of AOKI Inc. (current position)

■ Significant concurrent positions

Executive Vice President of ANNIVERSAIRE HOLDINGS INC.
Chairman and Representative Director of AOKI Inc.

■ Reasons for nomination as candidate for Director

Mr. Akihiro Aoki has been involved with the management of ORIHICA since this business started in 2003 and has overseen the management of the Company since becoming President and Representative Director in 2010. Shareholders are asked to reelect Mr. Aoki in order to use his experience and accomplishments involving management for the oversight of the management of the AOKI Group and the growth of the group's corporate value.

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Haruo Tamura

Reelection

Date of Birth
February 21, 1957

Current Positions and Responsibilities
Executive Vice President in charge of Group Administration and Finance

Number of the Company shares held
72,000 shares

Attendance at the Board of Directors Meetings
100% (12/12 times)

■ Brief career history

Apr. 1980 Joined The Bank of Yokohama, Ltd.
Jul. 1999 Yokohama City Branch Manager of The Bank of Yokohama, Ltd.
Apr. 2003 Joined ANNIVERSAIRE INC.
Director, General Manager of Administration Division of ANNIVERSAIRE INC.
Oct. 2004 Executive Managing Director of ANNIVERSAIRE INC.
Jun. 2006 Joined the Company
Executive Officer of the Company in charge of Group Finance
Jun. 2007 Director of the Company
Apr. 2008 Managing Director of the Company
Apr. 2010 Director of the Company in charge of Group Administration and Finance (current position)
Jun. 2010 Executive Vice President of the Company (current position)

■ Reasons for nomination as candidate for Director

Mr. Haruo Tamura joined the AOKI Group in 2003 and was involved primarily with finance and administration. He has been an Executive Vice President since 2010. Shareholders are asked to reelect Mr. Tamura in order to use this experience and accomplishments at the group as well as his experience at financial institutions for important management decisions and the oversight of the management of business operations.

Akira Shimizu

Reelection

Date of Birth
March 10, 1955

Current Positions and Responsibilities
Executive Vice President in charge of Group Store Development and Real Estate Business

Number of the Company shares held
93,860 shares

Attendance at the Board of Directors Meetings
83.3% (10/12 times)

■ Brief career history

Apr. 1977	Joined the Company
Jun. 1990	Director of the Company
Jun. 1996	Managing Director of the Company
Jun. 2003	Executive Managing Director of the Company
Apr. 2008	Director of the Company President and Representative Director of AOKI Inc.
Jan. 2014	Managing Director of the Company
Apr. 2017	Chairman and Representative Director of AOKI Inc.
Jun. 2017	Executive Vice President of the Company (current position) in charge of Group Store Development
Jun. 2020	Chairman and Representative Director of KAIKATSU FRONTIER Inc. (current position)
Jun. 2021	Director of the Company in charge of Group Store Development and Real Estate Business (current position)

■ Significant concurrent positions

Chairman and Representative Director of KAIKATSU FRONTIER Inc.

■ Reasons for nomination as candidate for Director

Since becoming a Director in 1990, Mr. Akira Shimizu has been involved with sales, merchandise, marketing, store development and many other activities and was also a Representative Director of an AOKI Group company. Shareholders are asked to reelect Mr. Shimizu in order to use his broad experience and accomplishments for important management decisions and the oversight of the management of business operations.

Masamitsu Aoki

Reelection

Date of Birth
April 21, 1969

Current Positions and Responsibilities
Managing Director in charge of Group Branding

Number of the Company shares held
2,554,000 shares

Attendance at the Board of Directors Meetings
100% (12/12 times)

■ Brief career history

Apr. 1993	Joined the Company
Jun. 2004	Executive Vice President of ANNIVERSAIRE INC.
Apr. 2008	Executive Vice President of ANNIVERSAIRE HOLDINGS INC.
Jun. 2010	Managing Director of the Company (current position) President and Representative Director of ANNIVERSAIRE HOLDINGS INC. (current position)
Apr. 2017	Chairman of ANNIVERSAIRE INC.
Jun. 2020	Director of the Company in charge of Group Branding (current position)

■ Significant concurrent positions

President and Representative Director of ANNIVERSAIRE HOLDINGS INC.

■ Reasons for nomination as candidate for Director

Mr. Masamitsu Aoki has experience at the Company and in the bridal business. Since becoming a Director in 2010, he was a Representative Director of an AOKI Group company. Shareholders are asked to reelect Mr. Aoki in order to use his experience and knowledge for important management decisions and the oversight of the management of business operations as well as to be the Director in charge of increasing the value of the AOKI Group's brands.

■ Special notes regarding candidate for Director

Mr. Masamitsu Aoki is the Representative Director of ANNIVERSAIRE HOLDINGS INC., which is an other related company of the Company due to the ownership of 39.3% of the voting rights of the Company.

Norio Terui

Reelection

Date of Birth
April 4, 1957

Current Positions and Responsibilities
Managing Director in charge of Group IT Systems

Number of the Company shares held
15,100 shares

Attendance at the Board of Directors Meetings
100% (12/12 times)

■ Brief career history

Apr. 1980 Joined Skylark Co., Ltd. (now SKYLARK HOLDINGS CO., LTD.)

May 1996 Joined McDonald's Japan Ltd. (now McDonald's Holdings Company (Japan), Ltd.)

Jul. 2002 Manager of IT System Planning Department of McDonald's Japan Ltd.

Feb. 2003 Joined Starbucks Coffee Japan, Ltd.

Apr. 2008 Vice President, General Manager of IT System Division of Starbucks Coffee Japan, Ltd.

Nov. 2015 Joined the Company
Executive Officer, Deputy General Manager of IT System Division of the Company

Jun. 2018 Managing Director of the Company (current position)

Dec. 2018 Director in charge of Group Digital/IT Systems and General Manager of Digital/CRM Promotion Office of the Company

Jun. 2019 Director of the Company in charge of Group IT Systems (current position)

■ Reasons for nomination as candidate for Director

Mr. Norio Terui joined the Company in 2015 and has been in charge of information systems since becoming a Director in 2018. Shareholders are asked to reelect Mr. Terui in order to use this experience and knowledge as well as his broad range of experience from working for many years at other companies for important management decisions and the oversight of the management of business operations.

Keita Nagemoto

Reelection

Date of Birth
May 26, 1961

Current Positions and Responsibilities
Managing Director in charge of Group Strategy and General Manager of President's Office

Number of the Company shares held
11,900 shares

Attendance at the Board of Directors Meetings
100% (12/12 times)

■ Brief career history

Apr. 1985 Joined the Company

Jun. 2007 Executive Officer, General Manager of Strategic Planning Office of the Company

Oct. 2010 Director of ANNIVERSAIRE INC.

Sep. 2016 Executive Officer, General Manager of President's Office of the Company

Apr. 2017 Managing Executive Officer of the Company

Jun. 2019 Managing Director of the Company (current position)
Director in charge of Group Strategy and General Manager of President's Office of the Company (current position)

Jun. 2020 Chairman and Representative Director of ANNIVERSAIRE INC. (current position)

■ Significant concurrent positions

Chairman and Representative Director of ANNIVERSAIRE INC.

■ Reasons for nomination as candidate for Director

Mr. Keita Nagemoto has a broad range of business experience encompassing sales, management strategies, public relations, President's Office and other fields as well as in the bridal and other businesses. Since becoming a Director in 2019, he has been in charge of management strategies and the President's Office. Shareholders are asked to reelect Mr. Nagemoto in order to use his experience and knowledge for important management decisions and the oversight of the management of business operations.

Hidekazu Azuma

Reelection

Date of Birth
August 26, 1965

Current Positions and Responsibilities
Managing Director

Number of the Company shares held
14,100 shares

Attendance at the Board of Directors
Meetings
100% (12/12 times)

■ Brief career history

Mar. 1988	Joined TORII (now AOKI Holdings Inc.)
Oct. 2005	Deputy General Manager of Marketing and Sales Promotion Department, Men's Apparel Business Division of TORII
Apr. 2008	Executive Officer, General Manager of Marketing and Sales Promotion Department of AOKI Inc.
Jun. 2012	Executive Managing Director of AOKI Inc.
Apr. 2016	General Manager of Strategic Planning Office of AOKI Inc.
Nov. 2018	Executive Officer of VALIC Co., Ltd. (now KAIKATSU FRONTIER Inc.)
Apr. 2019	Executive Vice President of VALIC Co., Ltd.
Jun. 2019	Managing Director of the Company (current position) in charge of Group Improvement Activities
Jun. 2021	President and Representative Director of KAIKATSU FRONTIER Inc. (current position)

■ Significant concurrent positions

President and Representative Director of KAIKATSU FRONTIER Inc.

■ Reasons for nomination as candidate for Director

Mr. Hidekazu Azuma has experience involving sales and other business operations and the management of group companies. Since becoming a Director in 2019, he has been in charge of group improvement activities. Shareholders are asked to reelect Mr. Azuma in order to use his experience and knowledge for important management decisions and the oversight of the management of business operations.

Minoru Inagaki

Reelection External Independent

Date of Birth
August 29, 1947

Current Positions and Responsibilities
Director

Number of the Company shares held
141,220 shares

Attendance at the Board of Directors
Meetings
100% (12/12 times)

■ Brief career history

Jun. 1979	Joined PricewaterhouseCoopers (PwC)
Aug. 1982	Registered as certified public accountant
Feb. 1986	Corporate Auditor of the Company
Oct. 1987	Standing Corporate Auditor of the Company
Jun. 2014	Director of the Company (current position)

■ Significant concurrent positions

Certified public accountant

■ Reasons for nomination as candidate for External Director and summary of expected roles

Mr. Minoru Inagaki has experience as a certified public accountant and extensive professional knowledge and outstanding insight concerning management. Although he has had no direct involvement with corporate management, shareholders are asked to reelect Mr. Inagaki because he can use his knowledge and experience for the oversight of the management of business operations from an objective perspective that is independent from the management team that conducts business operations. In addition, by providing advice as needed concerning measures to increase corporate value, Mr. Inagaki is expected to further increase the thoroughness of discussions at meetings of the Board of Directors.

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Female

Yoko Ohara

Reelection External Independent

Date of Birth
October 7, 1938

Current Positions and Responsibilities
Director

Number of the Company shares held
-

Attendance at the Board of Directors
Meetings
100% (12/12 times)

■ Brief career history

Apr. 1962 Joined Asahi Chemical Industry Co., Ltd. (now Asahi Kasei Corporation)
Jun. 1994 Director of Asahi Research Center Co., Ltd.
Mar. 1999 President of IFI (the Institute for the Fashion Industries) Business School
Mar. 2000 Director of Avon Products Co., Ltd.
May 2008 Director of Ryohin Keikaku Co., Ltd.
Apr. 2009 Honorary President of IFI Business School
Jul. 2013 Representative Director of Women's Empowerment in Fashion
Jun. 2015 Director of the Company (current position)

■ Reasons for nomination as candidate for External Director and summary of expected roles

Shareholders are asked to reelect Ms. Yoko Ohara in order to use her many years of experience in corporate management and other fields for the oversight of the management of business operations by using an objective and independent perspective. In addition, she is expected to use her extensive knowledge and experience about the fashion industry, backed by more than 50 years of experience in this industry and insight regarding changes in the retail industry, to provide valuable advice.

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Mitsuo Takahashi

Reelection External Independent

Date of Birth
March 10, 1955

Current Positions and Responsibilities
Director

Number of the Company shares held
35,000 shares

Attendance at the Board of Directors
Meetings
100% (9/9 times)

■ Brief career history

Apr. 1977 Joined the Company
Jun. 1990 Director of the Company
Jul. 1997 Joined Don Quijote Co., Ltd. (now Pan Pacific International Holdings Corporation)
General Manager of Administration Headquarters of Don Quijote Co., Ltd.
Sep. 1997 Director of Don Quijote Co., Ltd.
Sep. 2005 Senior Managing Director and CFO of Don Quijote Co., Ltd.
Sep. 2019 Senior Managing Executive Officer and CFO of Pan Pacific International Holdings Corporation
Oct. 2020 Advisory Member of Pan Pacific International Holdings Corporation
Feb. 2021 External Director of MIG Holdings Ltd. (current position)
Jun. 2021 Director of the Company (current position)

■ Significant concurrent positions

External Director of MIG Holdings Ltd.

■ Reasons for nomination as candidate for External Director and summary of expected roles

Mr. Mitsuo Takahashi has many years of experience and extensive knowledge involving the Company's fashion business and business operations at other companies. Shareholders are asked to reelect Mr. Takahashi for the oversight of the management of business operations by using an objective and independent perspective. In addition, he is expected to use his broad experience at other companies to provide valuable advice concerning corporate organizational reforms, the growth of corporate value and other subjects.

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Eiichi Nakamura

New External Independent

Date of Birth
January 17, 1956

Current Positions and Responsibilities

-

Number of the Company shares held

-

Attendance at the Board of Directors Meetings

-

■ Brief career history

Apr. 1979	Joined Itoman Co., Ltd. (now NIPPON STEEL TRADING CORPORATION)
Apr. 2005	Executive Officer, General Manager of Men's Wear Department 2 of Sumikin Bussan Corporation (now NIPPON STEEL TRADING CORPORATION)
Apr. 2010	Managing Executive Officer, Representative in China, Sumikin Bussan Corporation
Jun. 2015	Director and Managing Executive Officer of NIPPON STEEL & SUMIKIN BUSSAN CORPORATION (now NIPPON STEEL TRADING CORPORATION)
Apr. 2018	Director and Senior Managing Executive Officer of NIPPON STEEL & SUMIKIN BUSSAN CORPORATION
Jun. 2020	Advisor of NIPPON STEEL TRADING CORPORATION
Jun. 2021	Resigned from Advisor of NIPPON STEEL TRADING CORPORATION

■ Reasons for nomination as candidate for External Director and summary of expected roles

Mr. Eiichi Nakamura has many years of experience as an executive in the apparel industry and at other companies and extensive knowledge about this industry. Shareholders are asked to elect Mr. Nakamura for the oversight of the management of business operations by using an objective and independent perspective. In addition, he is expected to use his broad experience at other companies to provide valuable advice concerning reforms of the Company's businesses, measures for the growth of corporate value and other subjects.

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Female

Sonoko Sugano

New External Independent

Date of Birth
November 26, 1978

Current Positions and Responsibilities

-

Number of the Company shares held

-

Attendance at the Board of Directors Meetings

-

■ Brief career history

Oct. 2004	Registered as an attorney at law
Oct. 2004	Joined Tokyo Godo Law Office
Apr. 2010	Joined Toyonaka Law Office (current position)

■ Significant concurrent positions

Attorney

■ Reasons for nomination as candidate for External Director and summary of expected roles

Ms. Sonoko Sugano is an attorney with extensive knowledge and insight concerning legal matters, which gives her the skills required to properly perform the duties of an External Director. Although she has had no direct involvement with corporate management, shareholders are asked to elect Ms. Sugano because she can use her knowledge and experience as an attorney for the oversight of the management of business operations from an objective perspective that is independent from the management team that conducts business operations. In addition, by providing advice as needed concerning corporate governance and the growth of corporate value, Ms. Sugano is expected to further increase the thoroughness of discussions at meetings of the Board of Directors.

Note: Ms. Sonoko Sugano's name on her family register is Sonoko Mori.

■ Policy and procedure for the selection of candidates

Director candidates are selected by using two standards that take into consideration the need for the proper overall balance of knowledge, experience and skills for the Board of Directors. The first is the selection of individuals who excel in terms of professional knowledge and corporate ethics and are able to reach decisions with speed and accuracy. The second is the selection of individuals who will have a firm commitment to the management philosophy of the AOKI Group. The procedure for the selection of candidates begins when the Nomination and Remuneration Committee is asked to provide advice concerning proposed candidates. The recommendations of this committee are then submitted to the Board of Directors for final decisions.

Skill Matrix

Name	Current position	Expected areas of expertise				
		Corporate management	Sales/Marketing	IT/Digital	Finance/Accounting	Legal
Akihiro Aoki	President and Representative Director	●	●			
Haruo Tamura	Executive Vice President	●			●	
Akira Shimizu	Executive Vice President	●	●			
Masamitsu Aoki	Managing Director	●	●			
Norio Terui	Managing Director	●		●		
Keita Nagemoto	Managing Director	●	●			
Hidekazu Azuma	Managing Director	●	●			
Minoru Inagaki	Director				●	
Yoko Ohara	Director		●			
Mitsuo Takahashi	Director	●			●	
Eiichi Nakamura	-	●	●			
Sonoko Sugano	-					●

Note: This skill matrix covers skills and experience where individuals can utilize their professional knowledge and is not intended to encompass all of the knowledge of these individuals.