

## **&BIZ conference User Agreement**

This Agreement specifies the operational rules as well as the terms and conditions between the tenant ("Tenant") and Mitsui Fudosan Building Management Co., Ltd. ("MFBM") necessary for MFBM and the Facility Operator (defined in Article 1) to provide the Tenant with services at "&BIZ conference" (including fittings, fixtures and equipment) operated by MFBM ("Facilities") and for the Tenant to use the Facilities.

### Article 1. Definitions

For purposes of this Agreement, each of the following terms has the meaning assigned to it:

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|-----|--------------------|--|
| (1) | Subject Properties | The properties designated by MFBM, which are listed in the "Designation of Subject Properties" attached hereto as Exhibit 2. The Subject Properties will be revised on the terms and conditions and by the method specified in Article 25. |
| (2) | Corporate Tenants  | Corporations which occupy the Subject Properties as an office tenant.  |
| (3) | Users              | Officers or employees of the Tenant who use the Facilities based on reservations made by the Person Authorized to Make Reservations (defined below).   |
| (4) | Guests             | Persons other than the officers and employees of the Tenant, who are expressly or implicitly invited by the Tenant to use the Facilities based on reservations made by the Person Authorized to Make Reservations (defined below).         |
| (5) | Users and Guests   | Collectively means the Users and the Guests.   |

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| (6) | Facility Operator | Individually or collectively means MFBM and any service provider who is appointed by MFBM to perform operation and management of the Facilities ("Services"). |
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| (7) | Terms of Use of Facilities | The "Terms of Use of Facilities" attached hereto as Exhibit 1, which are established by MFBM for the use of the Facilities by the Users and Guests. |
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### Article 2. Purpose of Agreement

As long as the Tenant is a Corporate Tenant, the Tenant may, by executing and complying with this Agreement, use the Facilities operated by MFBM and cause the Users and Guests to use the Facilities under the instructions of MFBM and the Facility Operator in accordance with the provisions of this Agreement as well as the Terms and Use of Facilities, and regulations, guidelines and other provisions separately established by the Facility Operator (collectively, "Terms of Use and Other Provisions," and together with this Agreement, collectively, this "Agreement and Other Provisions").

### Article 3. Overview of Facilities

1. The Facilities will be as described in the "Facility Guidance" attached hereto as Exhibit 3.
2. Notwithstanding Article 3.1, MFBM may change all or part of the details of the Facilities to the extent that such change is made on the terms and conditions and by the method specified in Article 25.

### Article 4. Nature of this Agreement

1. The Tenant is required to comply with, and ensure that the Users and Guests comply with, this Agreement and Other Provisions when using the Facilities.
2. If the Users and Guests breach this Agreement and Other Provisions, MFBM and the Facility Operator will not be

responsible or liable for any loss or damage unless it is caused by the willful misconduct or negligence of MFBM or the Facility Operator. If the Users and Guests commit such breach when using the Facilities, not only the breaching Users and Guests but also the Tenant will be responsible and liable for any loss or damage caused by such breach.

### Article 5. Use of Facilities

1. Unless otherwise specified by MFBM, the Facilities can be used by making a reservation, which will be made by the officers and employees who are designated by the Tenant by the method specified by MFBM ("Person Authorized to Make Reservations"). The Tenant will designate or change the Person Authorized to Make Reservations or terminate the authorization of such person at its own risk and on its own authority.
2. The Tenant and MFBM acknowledge and agree that the use of the Facilities by the Users and Guests is not a lease and does not create a leasehold interest and that the Act on Land and Building Leases of Japan will not apply to this Agreement.

### Article 6. Effective Term of Agreement

The effective term of this Agreement will be as described in the agreement particulars. However, this Agreement will be automatically renewed for additional periods of one (1) year each from the day immediately following the date of expiration of the initial or any renewal term of this Agreement unless either party notifies the other party of its intention not to renew this Agreement in writing at least two (2) months prior to such expiration.

### Article 7. Early Termination

1. Each party may terminate this Agreement for convenience during the effective term of this Agreement by notifying the other party in writing at least two (2) months prior to the date of termination.
2. When and if this Agreement expires or is terminated pursuant

to the provisions of Article 7.1 or Article 6, the Tenant will notify the Users at its own risk and on its own account.

#### Article 8. Usage and Service Fees

1. The Tenant will pay the usage fee for the Facilities described in the “Facility Guidance” attached hereto as Exhibit 3 as well as Other Service Fees defined in Article 9 (collectively, “Usage and Service Fees”) for the current month by closing its books on the 20th of each month by transfer to the bank account designated by MFBM on or before the last day of the following month (Any bank fee necessary for the transfer will be borne by the Tenant.).
2. MFBM will not refund the Tenant the Usage and Service Fees paid by the Tenant.
3. The consumption taxes (i.e., the national and local consumption taxes) imposed on the Usage and Service Fees paid by the Tenant to MFBM under this Agreement will be borne by the Tenant. For the avoidance of doubt, if the consumption tax rate is revised due to revision of the Consumption Tax Act or for other reasons, the Tenant will bear, by the method separately specified by MFBM, the consumption taxes imposed on the Usage and Service Fees for any period on and after the date of application of the revised tax rate in accordance with the revised Consumption Tax Act.
4. MFBM may revise the Usage and Service Fees to the extent that such revision is made on the terms and conditions and by the method specified in Article 25.

#### Article 9. Other Service Fees and Details of Other Service

1. Among other Usage and Service Fees, the equipment rental fees and the fees for other service at the Facilities (collectively, “Other Service Fees”) will be as specified in the “Facility Guidance” attached hereto as Exhibit 3 or as posted on the website of the Facilities or indicated in written notice posted in the Facilities.
2. Notwithstanding Article 9.1, MFBM may revise Other Service Fees to the extent that such revision is made on the terms and

conditions and by the method specified in Article 25.

#### Article 10. Late Payment Fee

If the Tenant delays payment of the Usage and Service Fees, MFBM may charge the Tenant a late payment fee at the rate of five (5) *sen* per day (which is equal to eighteen point twenty-five percent (18.25%) per annum) for any outstanding amount. For the avoidance of doubt, payment of such late payment fee will not preclude MFBM from exercising its right to terminate this Agreement for cause specified in Article 17 against the Tenant.

#### Article 11. Indemnity

MFBM and the Facility Operator will not be responsible or liable for any of the following damage incurred by the Tenant or the Users and Guests unless it is caused by the willful misconduct or negligence of MFBM or the Facility Operator:

- (1) damage caused by earthquakes, floods or other natural disasters, fire, riots, terrorism or thefts, malfunction, destruction or failure of IT infrastructure or other telecommunications equipment or other similar equipment, any damage or information confusion or leak resulting from an accident, spread of infectious disease or other events beyond the control of MFBM and the Facility Operator;
- (2) damage caused by any other user or guest of the Facilities or any other third party; or
- (3) damage caused by maintenance work, repair or change necessary for the maintenance and preservation of fixtures, fittings and equipment of the Facilities.

#### Article 12. Cancellation of Reservations, Discontinuation of Use and Termination of Agreement Due to *Force Majeure*

1. If the Tenant and the Users and Guests cannot use the Facilities for the purposes of an event to be held at the Facilities due to acts of God or other events not attributable to MFBM, the Facility Operator, the Tenant or the Users and Guests, any reservation for the Facilities will be automatically cancelled and any use of the Facilities will be automatically discontinued.

2. In the event of the cancellation of reservation or discontinuation of use specified in Article 12.1, the Tenant will not be required to pay the Usage and Service Fees for the affected use of the Facilities. If such Usage and Service Fees are already paid by the Tenant, MFBM will promptly refund them to the Tenant.
3. In the event of the cancellation of reservation or discontinuation of use specified in Article 12.1, the Tenant and the Users and Guests may not claim against MFBM or the Facility Operator for damages or make any other claim. Furthermore, the Tenant and the Users and Guests will settle or resolve any dispute that arises between the Tenant or the Users and Guests on one hand and any other user or guest of the Facilities or other third party on the other hand at its own risk and on its own account, and indemnify and hold MFBM and the Facility Operator harmless from and against any and all claims, liabilities and other costs, or any economic burden.
4. This Agreement will terminate if all or part of the Facilities is lost or damaged due to acts of God or other events not attributable to MFBM, the Facility Operator, the Tenant or the Users and Guests, whereby achievement of the purpose of this Agreement becomes impossible. For the avoidance of doubt, neither MFBM and the Facility Operator nor the Tenant and the Users and Guests will be responsible or liable for any damage incurred by the other party as a result of the termination.

#### Article 13. Liability for Damages

If the Tenant or the Users and Guests cause any damage to MFBM, the Facility Operator, any other user or guest of the Facilities or any third party in the Facilities or in the buildings in which the Facilities are located due to its or their willful misconduct or negligence, the Tenant will promptly notify MFBM to that effect and immediately compensate for such damage at its own risk and on its own account as claimed by MFBM or the

relevant Facility Operator. If any claim for damages or other claim is filed by any person other than MFBM or the relevant Facility Operator against the Tenant, the Tenant will respond to such claim in good faith and be responsible and liable for resolving such claim. The Tenant indemnifies and holds MFBM and the relevant Facility Operator harmless from and against any and all claims, liabilities and other costs and expenses.

#### Article 14. Facility Operator

MFBM will perform the Services. However, MFBM may appoint a Facility Operator deemed appropriate by MFBM to perform all or part of the Services.

#### Article 15. Available Hours

1. The business hours and regular holidays of the Facilities will be as specified in the “Facility Guidance” attached hereto as Exhibit 3.
2. Notwithstanding Article 15.1, MFBM may change the business hours and regular holidays, set special holidays or temporarily shorten business hours to the extent that such change is made on the terms and conditions and by the method specified in Article 25.

#### Article 16. Obligations of Tenant

1. The Tenant will not, by itself or through the Users and Guests, engage in any of the prohibited acts listed in Article 19 of the Terms of Use of Facilities when using the Facilities.
2. The Tenant will, at its own risk and on its own account, manage the Person Authorized to Make Reservations (including, but not limited to the review of billing information, contact information and other registered information, and designation and removal of the Person Authorized to Make Reservations for the Facilities) by the method designated by MFBM.
3. If there is any change or error in the registered information of any Person Authorized to Make Reservations (including when the Person Authorized to Make Reservations is no longer an officer or employee of the Tenant), the Tenant will promptly

follow the procedures to modify such information by the method specified by MFBM. This provision will apply whenever any change or error in the registered information occurs.

4. The Tenant understands that the Facilities serve primarily as the facilities for office workers working for the Corporate Tenants of the building in which the Facilities is located. If MFBM considers that the use of the Facilities by the Users and Guests affiliated with the Tenant is significantly contrary to such main purpose of the Facilities, the Tenant will be required to take appropriate measures by following the instructions of MFBM, including measures to improve the etiquette of the Users and Guests in using the Facilities.
5. In no event will the Tenant assign or lend its status, rights or obligations under this Agreement to others or provide them as security.

#### Article 17. Termination of Agreement for Cause

1. MFBM may terminate this Agreement for cause without notice demanding cure if the Tenant:
  - (1) breaches this Agreement and Other Provisions;
  - (2) fails to perform its obligation to pay the Usage and Service Fees on or before the payment due date;
  - (3) fails to perform its obligations specified in Article 16 and fails to cure such failure even after receiving notice from MFBM demanding cure;
  - (4) commits or is suspected of committing any crime, and an investigation by any law enforcement agency commences;
  - (5) is subject to any petition for commencement of bankruptcy, civil rehabilitation (“*minji-saisei*”), corporate reorganization (“*kaisha-kosei*”), special liquidation or other judicial insolvency proceedings similar thereto;
  - (6) adopts a resolution for dissolution or is given an order for dissolution (excluding dissolution as a result of merger or consolidation);

- (7) performs any act that is contrary to the public policy or is likely to encourage such act; or
  - (8) performs any act that substantially damages the credibility of MFBM.
2. Even if MFBM terminates this Agreement for cause pursuant to the provisions of Article 17.1, MFBM may claim against the Tenant for damages.
  3. If this Agreement is terminated for cause due to any of the reasons listed in Article 17.1, MFBM may immediately cancel any reservation or restrict the use of the Facilities or take other measures against the Tenant or the Users and Guests without notice demanding cure.

#### Article 18. Termination of Agreement

If either of the following events occurs, this Agreement will automatically terminate without notice demanding cure on the date in parentheses below. In this case, such termination will be notified to the Users in advance by the Tenant at its own risk if the termination is due to the event set forth in item (1) below, or by MFBM at its own risk if the termination is due to the event set forth in item(2) below. If there is any outstanding amount of the Usage and Service Fees at the time of such termination of this Agreement, the obligation of the Tenant to pay the outstanding amount of the Usage and Service Fees will survive the termination of this Agreement and remain in full force and effect.

- (1) It is clear between the parties that any and all lease agreements of the Tenant for the Subject Properties expire or terminate, and MFBM follows the procedures designated by MFBM (the last day of the month immediately preceding the month in which the date of expiration or termination of the last to expire or terminate of those lease agreements occurs (except when such lease agreements are renewed, or new lease agreements are executed)); or
- (2) The Facilities are discontinued (the date of discontinuation).

#### Article 19. Holding of Events

1. When the Facility Operator or any person who obtains the approval of the Facility Operator holds events, seminars or other activities (collectively, “Events”) in all or part of the Facilities or any space designated by the Facility Operator, the Facility Operator may temporarily restrict the use of the Facilities by the Tenant and the Users and Guests to prepare for or hold the Events, and the Tenant agrees to such restriction without objection.
2. Notices regarding the Events specified in Article 19.1 will be given by way of posting on the website of the Facilities or posting written notice in &BIZ conference.

#### Article 20. Entry into Facilities

1. The Facility Operator may cause any person designated by the Facility Operator to enter the Facilities without obtaining approval of the Tenant or the Users and Guests if such entry is necessary to examine the usage of the Facilities, hold the Events or take measures for managing the buildings in which the Facilities are located such as maintenance, sanitation and crime prevention of the Facilities, and the Tenant agrees to such entry in advance.
2. The Facility Manger may enter the Facilities (except for the meeting rooms and individual units in use by the Users and Guests) to gather information, conduct interviews, take photographs or film videos for advertising and other activities for the Facilities, and the Tenant agrees thereto in advance.
3. When the Facility Operator enters the Facilities pursuant to Article 20.1 or 20.2, the Facility Operator will not be responsible or liable for any damage to or loss of items of the Tenant or personal belongings or other items of the Users and Guests unless such loss or damage is attributable to the Facility Operator.

#### Article 21. Security Cameras

The Facility Operator and the Tenant agree in advance to each of the following provisions regarding security cameras:

- (1) Security cameras are installed in the Facilities for security purposes;
- (2) Images captured by security cameras (“Camera Data”) will be stored in the server of the Facility Operator for a specified period;
- (3) The Tenant and the Users and Guests may not refuse the monitoring or filming through the security cameras, storage of the Camera Data, or use or taking out of the Camera Data by the Facility Operator for the limited purposes listed in (4) of this Article 21;
- (4) The Facility Operator may disclose the Camera Data to any third party for the purposes of detecting any breach of this Agreement or the Terms of Use and Other Provisions, analyzing the usage of the Facilities, checking for theft, fire or other abnormalities, and cooperating with the police and other law enforcement agencies in conducting crime investigations, provided that the Facility Operator will not take out or use the Camera Data for any other purpose; and
- (5) The Facility Operator will obtain approval of the Tenant and the Users and Guests in advance to use the Camera Data for any purpose other than the purposes listed in (4) of this Article 21.

#### Article 22. Management of Personal Belongings and Other Items

1. Any and all rights in and to personal belongings and other items left unattended in the Facilities (collectively, “Left Items”) will be deemed to have been waived by their owners. If the Facility Operator is of the opinion that the Left Items disturb other users and guests of the Facilities, the Facility Operator will move such Left Items to another location, retain them for the period specified by the Facility Operator, and thereafter deliver valuables to the nearest police station and dispose of other items.
2. Notwithstanding Article 22.1, the Facility Operator will immediately dispose of any food and drink, or magazines left

unattended in the Facilities.

3. The Tenant agrees to the handling of the Left Items specified in Articles 22.1 and 22.2 without objection.

#### Article 23. Duty of Care of Good Manager

The Tenant will comply with and cause the Users and Guests to comply with this Agreement and Other Provisions, and will not engage in and cause the Users and Guests not to engage in any act that disturbs other users and guests of the Facilities or any third party, and will cause the Users and Guests to use the Facilities and common area of the buildings in which the Facilities are located with the duty of care of a good manager.

#### Article 24. Confidential Information

Each party will handle the terms and conditions of this Agreement as well as any information provided by the other party under this Agreement as confidential information. Neither party may disclose or leak such confidential information to any third party, except to affiliates of MFBM, owners and other landlords of the Subject Properties, service providers appointed by MFBM specified in Article 14, or attorneys, accountants or other professionals, or when such disclosure is required during accounting audits or under the laws and regulations. However, the confidential information does not include any information that can be proved to be:

- (1) any information that is already publicly known at the time when such information comes to the knowledge of the receiving party or that subsequently becomes publicly known through no fault of the receiving party;
- (2) any information that is legitimately obtained by the receiving party from any third party without obligation of confidentiality;
- (3) any information that is already in the possession of the receiving party at the time when such information comes to the knowledge of the receiving party; or
- (4) any information that is independently developed by the receiving party without reference to the confidential

information that comes to the knowledge of the receiving party hereunder.

#### Article 25. Amendment of Agreement and Other Provisions

This Agreement will be amended subject to agreement between the parties. However, if MFBM finds it necessary for the operation and management of the Facilities or considers that there are other justifiable reasons, or in order to respond to amendment of the laws and regulations, issuance of an administrative guidance, or changes in social or economic circumstances, MFBM may make changes in the designation of the Subject Properties, details of the Facilities, Usage and Service Fees, business hours, regular holidays or details of service provided at the Facilities, restrict the use of the Facilities, discontinue services provided at the Facilities, close the Facilities and otherwise amend this Agreement and Other Provisions (including Exhibits) or add new provisions by giving notice by electromagnetic means or by way of posting on the website of the Facilities or posting written notice in the Facilities, subject to a notification period commensurate with the content of the amendment or the new provisions, and the Tenant agrees to such amendment and new provisions in advance without objection. For the avoidance of doubt, no replacement of this Agreement and Other Provisions will be provided even after such amendment.

#### Article 26. Exclusion of Anti-social Forces

1. Each party represents and warrants to the other party that:
  - (1) neither it (including the Users and Guests in case of the Tenant) nor any of its officers (which means managing members, directors, executive officers or persons similar thereto) is an organized crime group, company affiliated with an organized crime group, corporate racketeer (“*sokaiya*”) or any person similar thereto, or a member thereof (collectively, “Anti-social Forces”); and that
  - (2) it does not cause or allow the Anti-social Forces to use its name to execute this Agreement.

2. When using the Facilities, the Tenant will not allow the Anti-social Forces to use the Facilities as an office or any other base of operations of the Anti-social Forces. Furthermore, the Tenant will not cause or allow any member of or person affiliated with the Anti-social Forces to enter the Facilities or otherwise cause the Anti-social Forces to occupy all or part of the Facilities.
3. If the Tenant breaches Article 26.1 or 26.2, MFBM may require the Users and Guests to discontinue using &BIZ and terminate this Agreement for cause without notice demanding cure by giving notice by telephone, in writing or by electromagnetic means. If MFBM breaches Article 26.1, the Tenant may terminate this Agreement for cause without notice demanding cure, by giving written notice.

#### Article 27. Jurisdiction

The parties agree that the Tokyo District Court of Japan will have exclusive jurisdiction over any dispute arising out of or in connection with this Agreement and Other Provisions for the first instance.

#### Article 28. Governing Law

This Agreement and Other Provisions will be governed by the laws of Japan.

#### Article 29. Principles of Good Faith and Fair Dealing

The parties will settle any matter not specified in this Agreement and Other Provisions through consultation and agreement between the parties honestly, fairly and in good faith in accordance with the Civil Code of Japan and other laws and regulations as well as business practices.

[List of Exhibits]

Exhibit 1 Terms of Use of Facilities

Exhibit 2 Designation of Subject Properties

Exhibit 3-1 Facility Guidance (Nihonbashi Takashimaya Mitsui Building)

Exhibit 3-2 Facility Guidance (Nihonbashi Muromachi Mitsui Tower)

Exhibit 3-3 Facility Guidance (Tokyo Midtown Yaesu)

Exhibit 4 &BIZ conference and &BIZ lounge Handling Personal Information

## Exhibit 1. Terms of Use of Facilities

### Article 1. Regarding Terms of Use

Before using &BIZ conference (“&BIZ conference”), a person responsible for making reservations for &BIZ conference (“Reservation Manager”) must agree to and cause the actual User (which means the persons who use &BIZ conference pursuant to this Article 1, including the Reservation Manager as a User) to agree to use &BIZ conference in compliance with these Terms of Use (“Terms of Use”). The User may use &BIZ conference in accordance with these Terms of Use to the extent that: (1) the company to which the Reservation Manager belongs (“Affiliate Company”) has separately executed a user agreement for &BIZ conference; and (2) the User uses &BIZ conference based on a reservation made by the person designated by the Affiliate Company as a person who is authorized to make a reservation for &BIZ conference (except that the terms in (2) of this Article 1 will not apply if otherwise specified by the operator of &BIZ conference (which means Mitsui Fudosan Building Management Co., Ltd.; “Operator” hereinafter)). The User will use &BIZ conference by following the instructions of the Operator in accordance with these Terms of Use.

### Article 2. Reservation Manager’s Obligations

When making a reservation for &BIZ conference, the person designated by the Affiliate Company as the Person Authorized to Make Reservations will be obligated to ensure that the User understands and complies with these Terms of Use for using &BIZ conference.

### Article 3. Exclusion of Anti-social Forces

1. The Reservation Manager and the User represent and warrant to the Operator that:
  - (1) they or their officers (which means executive members, directors, executive officers or persons similar thereto) are not organized crime groups, companies affiliated with organized

crime groups, corporate racketeers (“*sokaiya*”) or persons similar thereto, or members thereof (collectively, “Anti-social Forces”); and that

- (2) they do not allow the Anti-social Forces to use their names to reserve or use &BIZ conference.
2. When using &BIZ conference, the User will not allow the Anti-social Forces to use &BIZ conference as an office or any other base of operations of the Anti-social Forces. Furthermore, the User will not cause or allow any member of or person affiliated with the Anti-social Forces to enter &BIZ conference or otherwise cause the Anti-social Forces to occupy all or part of &BIZ conference.
3. If the User breaches Article 3.1 or 3.2, the Operator may require the Reservation Manager or the User to discontinue using &BIZ conference without notice demanding cure by giving notice by telephone, in writing or by electromagnetic means.

### Article 4. Facilities Available for Use

1. The facilities of &BIZ conference, which can be used by the User for events held at &BIZ conference, will be as described in the “Facility Guidance” attached hereto as Exhibit 3.
2. The User may use equipment accompanying the facilities specified in Article 4.1. The terms of use of the equipment including usage fees will be subject to the provisions of Articles 7 and 12.
3. The User may not request to reduce the usage fees even if the User does not use part of the facilities specified in Article 4.1.

### Article 5. Application for Reservation

1. As a rule, &BIZ conference will be closed on Saturdays, Sundays, national holidays and from December 29th of each year to January 3rd of the following year and will be open only on weekdays, except that &BIZ conference may be temporarily closed on weekdays for inspection of the facilities and equipment or for other similar purposes.
2. The reservation application start date for &BIZ conference will be as described in the “Facility Guidance” attached hereto as

## Exhibit 3.

3. When the user wishes to use &BIZ conference, the user must submit an application for use to the Operator after the application acceptance start date indicated in the User Guide and must explain to the Operator the purpose and details of the use.
4. The contract for the use of &BIZ conference between the operator and the user is established at the point when the operator notifies the user of their acceptance.

### Article 6. Regarding Purposes of Use

1. The User may use &BIZ conference only for the following purposes, provided that in all cases event holders can verify the identity of participants of events held at &BIZ conference:
  - (1) To use it for profitable or non-profitable purposes for holding business or academic theme exhibitions, personal exhibitions, press conferences, fashion shows, seminars, conferences, lectures, ceremonies, symposia, general shareholders meetings, sales events, graduation exhibitions, parties and other events;
  - (2) To use it for profitable or non-profitable purposes as a project room; and
  - (3) Other purposes approved by the Operator in addition to the purposes listed in (1) and (2) of this Article 6.1.
2. When using &BIZ conference as a project room pursuant to (2) of Article 6.1, a prescribed application form containing the seal of the Affiliate Company must be submitted by the User to the Operator, and the User and the Affiliate Company must comply with the content described in the application form.

### Article 7. Usage Period and Usage Fees

1. The Usage Period means any period which commences at the time when the User starts preparing for any event held at &BIZ conference and ends at the time when the User vacates the place of use after the end of the event. When the User starts or ends using &BIZ conference, the User will follow the procedures for starting or ending the use as specified by the

Operator.

2. The hours available for using &BIZ conference will be from 9 a.m. to 9 p.m. The unit of reservation will be subject to the reservation timeslot described in the “Facility Guidance” attached hereto as Exhibit 3.
3. The full amount of usage fee for &BIZ conference will be the sum of the &BIZ conference usage fee, equipment rental fees and other fees. Such usage fees will be as described in the “Facility Guidance” attached hereto as Exhibit 3.

#### Article 8. Method of Payment of Usage Fees

The &BIZ conference usage fee specified in Article 7.3 and Other Service Fees defined in Article 12 (collectively, “Usage and Service Fees”) will be paid by the method agreed between the Affiliate Company and the Operator.

#### Article 9. Procedures for Requesting Cancellation of Reservations

Reservations for &BIZ conference will be cancelled at the time when the User follows the procedures for cancelling the reservations through the Reservation Manager by the method specified by the Operator. However, the Users may follow the cancellation procedures only until the time immediately before the commencement of use, and such procedures will not be available on and after the commencement of use.

#### Article 10. Notification to Authorities

When using &BIZ conference, the User must notify the competent authorities of any matter set forth in the laws and regulations and follow the instructions of the authorities at its own risk and on its own account. Whenever such notification is to be given, the User will first obtain the approval of the Operator for the details of the notification and, upon receipt of any instructions from the authorities, immediately notify the Operator of the details of such instructions. The Operator will not be responsible or liable for any loss or damage if the User cannot use &BIZ conference due to any inadequacy of the notification.

#### Article 11. Operation and Security of Events Held at &BIZ conference

1. The responsible person of the User will always stay at &BIZ conference during the Usage Period. The User may send or receive packages at &BIZ conference only during the hours of its usage of &BIZ conference.
2. The User will always use &BIZ conference with the duty of care of a good manager. Furthermore, the User will operate events held at &BIZ conference and make any advance preparation necessary for the events at its own risk and on its own account, unless otherwise specified by the Operator.
3. The User will, if deemed necessary by the Operator, have meetings with the Operator to determine the details of reception, admission control and guidance of visitors, visitor management and security services necessary for using &BIZ conference at least fourteen (14) days prior to the date of use. For the avoidance of doubt, the User will perform all such services at its on risk and on its own account.
4. The User will, if deemed necessary by the Operator, guide visitors in and around &BIZ conference as well as in and around the building in which the &BIZ conference is located (collectively, “&BIZ conference and Neighborhood”) by the method instructed by the Operator and always pay utmost attention not to cause any accident that results in injury or death of visitors or otherwise disturb visitors in any way.

#### Article 12. Use of Accompanying Equipment and Services and Payment of Fees

When the User desires to use any accompanying equipment installed or services provided at &BIZ conference, the User will have meetings with the Operator to determine the details of such use (including the schedules, programs, venue layout, location of information boards and equipment for use) at least fourteen (14) days prior to the date of use. In this case, the accompanying equipment available for use will be designated by the Operator, and the User will follow any and all terms and conditions of use of such accompanying equipment such as the method of use,

hours of use, usage fees (“Other Service Fees”), method of payment of Other Service Fees and expiration date of usage period as specified by the Operator.

#### Article 13. Restriction of Installation of Equipment

1. Installation of equipment in the &BIZ conference and Neighborhood is prohibited. However, the foregoing will not apply if the detail of such equipment is notified to the Operator at least fourteen (14) days prior to the date of use of &BIZ conference, and the approval of the Operator is obtained.
2. If the approval under Article 13.1 is obtained, the User will perform any work necessary for the installation at its own risk and on its own account.

#### Article 14. Posting of Advertisements and Billboards

1. Placing advertisements, billboards, banners and other similar items or distributing leaflets and other advertising materials in the &BIZ conference and Neighborhood will be prohibited. However, the foregoing will not apply if the details of such items placed or materials distributed are notified to the Operator at least fourteen (14) days prior to the date of use of &BIZ conference, and the approval of the Operator is obtained.
2. If the approval under Article 14.1 is obtained, the User will follow the instructions of the Operator regarding the location for and method of placing items or distributing materials and perform any necessary work at its own risk and on its own account.
3. The User may not request the Operator to remove or eliminate advertisements, billboards or other items already existing in the &BIZ conference and Neighborhood. However, the foregoing will not apply if the Operator gives special approval.

#### Article 15. Photographing, Filming and Broadcasting by Television or Radio

1. In the event of video recording, audio recording, photographing or filming (collectively, “Filming”) in the &BIZ conference and Neighborhood, the User must notify the Operator of the



purpose of the Filming and equipment used and obtain the approval of the Operator.

2. If the User desires to engage in broadcasting by television, showing, broadcasting by radio, distribution, publication or commercialization (collectively, "Broadcasting") of videos or images (collectively, "Videos") created by the Filming, the User will notify the Operator of the details of the Broadcasting of the Videos in advance and obtain the approval of the Operator. In the event of secondary use of the Videos, the User will follow the same procedures.
3. When engaging in the Broadcasting of the Videos, the User may not change, delete or otherwise modify the landscape of &BIZ conference or images of advertisements during the Broadcasting. Furthermore, the User must obtain the approval of the Operator in advance regarding the details and method of the Broadcasting of such landscape and advertisements.
4. The User may, only subject to the approval of the Operator, assign its rights in or to the Broadcasting of the Videos or give approval for the Broadcasting to any third party. When assigning such rights or giving such approval, the User must require the third party to strictly comply with the provisions of this Article 15.

#### Article 16. Dispatch of Doctors and Nurses by User

1. The User will, at its own risk and on its own account, dispatch a doctor or nurse to &BIZ conference as necessary and notify the Operator to that effect.
2. The Operator will not be required to dispatch a doctor or nurse regardless of the reasons for the dispatch.

#### Article 17. Activities Requiring Approval of Operator

The User must notify the Operator of the details in advance and obtain the approval of the Operator if the User:

- (1) distributes leaflets or other advertising materials;
- (2) takes photographs, films videos, or records videos or audio;
- (3) arranges guides or escorts; or

- (4) establishes a security and safety management system.

#### Article 18. No Assignment of Rights of User

The User may not assign its status, rights and obligations as the Reservation Manager or the User of &BIZ conference to any third party with or without charge, or provide them as security.

#### Article 19. Prohibitions

The User will not engage in and will not cause visitors or any other third party to engage in any of the following acts:

- (1) To sell goods, collect funds, distribute or post leaflets or other advertising materials, take photographs, film videos or perform any other similar act without approval of the Operator;
- (2) To bring hazardous materials into the &BIZ conference and Neighborhood;
- (3) To sell tickets to organized crime groups or other anti-social groups, or members of or persons affiliated with such groups when the User sells tickets for the events ;
- (4) To cause organized crime groups or other anti-social groups, or members of or persons affiliated with such groups to enter &BIZ conference;
- (5) To eat or smoke at any place other than the place designated by the Operator;
- (6) To dump waste or otherwise make the &BIZ conference and Neighborhood unsanitary;
- (7) To create noise, vibration or odor or otherwise perform any act that causes nuisances in the &BIZ conference and Neighborhood;
- (8) To scribble, damage, destroy or otherwise deface walls, floors, devices or other items of &BIZ conference, or to use nails or packing tape on any building or ancillary facility;
- (9) To perform any violent act, reckless act or other act that endangers the User or others;
- (10) To have extremely dark lights, make excessively loud sounds or otherwise create stage effects which may damage the physical or mental health, or to organize gambling, lottery or other

activities which deviate from social norms;

- (11) To park bicycles, motorcycles or cars on the streets;
- (12) To mobilize visitors exceeding the capacity of &BIZ conference or to install or bring in machinery or other heavy objects without approval of the Operator;
- (13) To engage in drunk driving after the use of &BIZ conference, or to offer alcohol to persons who drive after using &BIZ conference;
- (14) To bring in animals other than guide dogs, service dogs or hearing dogs;
- (15) To use images, company names, contact information or other information retained by the Operator without approval;
- (16) To use fire or cook without approval;
- (17) To perform other acts which the Operator prohibits for the maintenance or preservation of equipment in &BIZ conference; and
- (18) To use words or behavior which disturb visitors or any other third party or to perform other acts prohibited by the Operator in the &BIZ conference and Neighborhood.

#### Article 20. Operator's Right to Manage Facilities

1. If the User breaches the provisions of Article 19 or fails to comply with warnings given by the Operator, or any visitor breaches the provisions of Article 19 or fails to comply with warnings given by the Operator, the Operator may require the User or visitor to leave &BIZ conference.
2. The User and visitors will be responsible for protecting their bodies and properties in &BIZ conference. The Operator will not be responsible or liable for any theft, lost property, bodily injury or other loss or damage that occurs in &BIZ conference unless it is caused by the willful misconduct or negligence of the Operator, and the User will not raise any objection to such limitation of responsibility and liability.
3. The User will ensure that the User's Affiliate (defined in Article 25) and visitors understand the provisions of Articles 20.1 and

20.2.

#### Article 21. Insurance Obligations

It is desirable that the User enter into an event insurance or other general insurance, or accident insurance agreement with an insurance company at its own risk and on its own account to compensate for damage caused by any accident that may occur in connection with events held in &BIZ conference. If the Operator specifically considers that purchasing any general insurance, accident insurance or other insurance is necessary, the User will follow the instructions of the Operator.

#### Article 22. Holding of Events

1. When the Operator or any person designated by the Operator holds events, seminars or other activities (collectively, "Events") in all or part of &BIZ conference or space designated by the Operator, the Operator may temporarily restrict the use of &BIZ conference by the User to prepare for or hold the Events, and the User agrees to such restriction without objection.
2. Notice on the restriction specified in Article 22.1 will be given by way of posting on the &BIZ conference's website or posting written notice in &BIZ conference.

#### Article 23. Entry into &BIZ conference

1. The Operator may cause any person designated by the Operator to enter &BIZ conference without approval of the User if it is necessary to examine the usage of &BIZ conference, hold Events or take building management measures such as maintenance, sanitation and crime prevention of &BIZ conference, and the User agrees to such entry in advance.
2. The Operator may enter &BIZ conference while the User is using &BIZ conference (except for meeting rooms in use) to conduct interviews, take photographs or film videos for activities to advertise &BIZ conference, and the User agrees to such entry in advance.
3. Even if any personal belongings or other item of the User is lost or damaged as a result of the entry into &BIZ conference by the

Operator under Articles 23.1 and 23.2, the Operator will not be responsible or liable for such loss or damage unless it is caused by the willful misconduct or negligence of the Operator.

#### Article 24. Procedures Regarding Unavailability of &BIZ conference due to *Force Majeure* or Other Reasons

1. Any reservation for &BIZ conference will be automatically cancelled if the User is unable to use &BIZ conference for the purposes of events held at &BIZ conference due to:
  - (1) earthquakes, floods or other natural disasters, fire, riots terrorism or thefts, malfunction, destruction or failure of IT infrastructure or other telecommunication equipment and devices, or any other equipment and devices, any loss or damage or information confusion or leak caused by accidents, spread of infectious disease, or other events beyond the control of the Operator;
  - (2) events caused by any other user of &BIZ conference or third party; or
  - (3) maintenance work, repair or change necessary for the maintenance and preservation of fixtures, fittings and equipment of &BIZ conference.
2. In the event of the cancellation of reservation specified in Article 24.1, the User will not be required to pay any outstanding amount of the Usage and Service Fees, and the Operator will promptly refund to the User the Usage and Service Fees already paid by the User. However, the Operator will not be liable for any damage caused by cancellation of events held at &BIZ conference.
3. In the event of the cancellation of reservation specified in Article 24.1, the User may not claim compensation for damage or make any other claim against the Operator. Furthermore, the User will settle and resolve any dispute that arises between the User and any visitor or other third party at its own risk and on its own account and will indemnify and hold the Operator harmless from and against any and all claims, liabilities and

other costs, or any economic burden.

#### Article 25. User's Liability for Damages

1. If the User, any visitor, or other person affiliated with the User ("User's Affiliate") willfully or negligently causes any damage to &BIZ conference, the Operator, any other user of &BIZ conference or third party, the User will promptly notify the Affiliate Company and the Operator to that effect and immediately compensate, as claimed by the Operator, any other user of &BIZ conference or third party, as applicable, for such damage jointly with the Affiliate Company. In the event that the damage specified in the preceding sentence occurs, and if any claim for damages or other claim is filed by any person other than the Operator against the User, the User will respond to such claim jointly with the Affiliate Company in good faith and be responsible and liable for resolving such claim, and will indemnify and hold the Operator harmless from and against any and all claims, liabilities and other costs.
2. If the User breaches the provisions of these Terms of Use including the provisions specifying the method of use and prohibitions, the breaching User and the Affiliate Company will be responsible and liable for any and all damages unless it is caused by the willful misconduct or negligence of the Operator.

#### Article 26. Cancellation of Reservations for &BIZ conference before or during Use

1. The Operator may immediately cancel any reservation for &BIZ conference without notice demanding cure to the User, and the reservation for &BIZ conference will be automatically cancelled at the time when notice of cancellation is sent by the Operator if
  - (1) the User provides any false information (including information provided by electronic data) when making a reservation for or using &BIZ conference;
  - (2) the Affiliate Company or the User's Affiliate performs any act

that violates the laws and regulations or is contrary to the public policy, or is likely to encourage such act;

- (3) the Affiliate Company or the User's Affiliate performs any act that damages the credibility of the Operator;
  - (4) the User's Affiliate performs any act that upsets the Operator or any other user of &BIZ conference by using rude or violent words or behavior or showing power, or act that disturbs any other user of &BIZ conference in the &BIZ conference and Neighborhood;
  - (5) the User performs any act that breaches these Terms of Use or the Operator's operational policy;
  - (6) it is discovered that the User has breached Article 3;
  - (7) any dispute between or among the Operator, the User and any third party arises or is likely to arise out of or in connection with the details of events held at &BIZ conference;
  - (8) the User's Affiliate damages &BIZ conference or the building in which &BIZ conference is located due to its willful misconduct or negligence;
  - (9) the Affiliate Company is subject to any petition filed by or against it for commencement of dissolution or bankruptcy, civil rehabilitation ("*minji-saisei*"), corporate reorganization ("*kaisha-kosei*") or other similar proceedings;
  - (10) the Affiliate Company is subject to suspension of transactions with banks, attachment, provisional attachment, provisional disposition, enforcement or any other disposition; or
  - (11) the credibility of the Affiliate Company deteriorates, whereby the Operator considers that the fulfillment of reservations for &BIZ conference is difficult.
2. If any reservation for &BIZ conference is cancelled pursuant to Article 26.1, the User will pay the Operator the full amount of the estimated usage fee and compensate for any damage incurred by the Operator.

#### Article 27. Procedures after End of Events Held at &BIZ conference

1. After the end of events held at &BIZ conference, the User will

promptly remove any and all equipment of the User brought into the place of use, remove any and all posters, billboards and other printed materials, clean &BIZ conference and vacate the place of use at or before the time of expiration of the Usage Period at the risk and on the account of the User and the Affiliate Company.

2. If the User fails to vacate the place of use at or before the time of expiration of the Usage Period, the Affiliate Company will pay the Operator the usage fee for &BIZ conference for every ten (10) minutes exceeding the time of expiration of the Usage Period and also compensate for any damage incurred by the Operator.
3. The User will collect and remove any garbage.

#### Article 28. Noise Restrictions

The User will comply with the laws and regulations concerning noise restrictions, follow the instructions of the Operator and otherwise make efforts to protect the quality of the surrounding environment when using &BIZ conference.

#### Article 29. Emergency Measures

1. When using &BIZ conference, the User will review in advance, and ensure that the User's Affiliate including workers of service providers are made thoroughly aware of, the emergency exits, fire extinguishing equipment and evacuation methods to prepare for emergencies.
2. For taking appropriate measures against earthquakes, fire or other emergencies, the User will fully understand any information in the documents it has submitted to fire stations and other relevant authorities.
3. In the event of an earthquake, fire or any other emergency, the User and the Affiliate Company will follow any specific instructions given by the relevant authorities and take appropriate measures against such emergency at their own risk, and will follow the instructions of the Operator.

#### Article 30. Documents for Submission

The Operator may, if deemed necessary by the Operator, request the User to submit its company profile, Certificate of All Present Matters ("*genzai-jiko shomei-sho*"), certificate of registered seal and other documents as instructed by the Operator, and the User will comply with such request.

#### Article 31. Amendment of Terms of Use

If the Operator finds it necessary for the operation and management of &BIZ conference or considers that there are other justifiable reasons, or in order to respond to amendment of the laws and regulations, issuance of an administrative guidance, or changes to social or economic circumstances, the Operator may change the details of &BIZ conference, the Usage and Service Fees, business hours, regular holidays or details of services provided at &BIZ conference, restrict the use of &BIZ conference, discontinue services provided at &BIZ conference, close &BIZ conference or otherwise amend or add new provisions to these Terms of Use (including Exhibits) by giving notice by electromagnetic means or by way of posting on the &BIZ conference's website or posting written notice in &BIZ conference, after specifying a notification period commensurate with the content of the amendment or the new provisions, and the User agrees thereto in advance without objection. For the avoidance of doubt, no replacement of these Terms of Use initially established will be provided even after such amendment.

#### Article 32. Consultation

Any matter not specified in these Terms of Use will be settled amicably among the Operator, the Reservation Manager, the User and the Affiliate Company through mutual consultation and agreement honestly, fairly and in good faith in accordance with the Civil Code of Japan and other laws and regulations as well as business practices by placing the highest priority on the use of &BIZ conference for sound purposes and in a smooth manner.

#### Article 33. Protection of Personal Information

1. The Operator will handle any personal information retained by the Operator in accordance with the Personal Information Protection Policy posted on the Operator's website and the "&BIZ conference and &BIZ lounge Handling Personal Information" attached hereto as Exhibit 4 (in the event of any discrepancy, the "&BIZ conference and &BIZ lounge Handling Personal Information" attached hereto as Exhibit 4 will prevail). The Reservation Manager and the User agree in advance that the Personal Information Protection Policy may be updated and revised from time to time.
2. The Reservation Manager and the User warrant that any personal information provided by them to the Operator as well as any information subsequently provided due to any change in the personal information are accurate. If the information provided by the Reservation Manager or the User is inaccurate, whereby the Reservation Manager, the User or any third party incurs any damage, the Operator will not be liable for such damage.
3. The Reservation Manager and the User agree in advance that personal information will be disclosed or provided in accordance with the provisions of the "&BIZ conference and &BIZ lounge Handling Personal Information" attached hereto as Exhibit 4.

Exhibit 2 Designation of Subject Properties

Name	Nihonbashi Takashimaya Mitsui Building (main building)
Location	2-5-1 Nihonbashi, Chuo-ku, Tokyo

Name	Tokyo Midtown Yaesu (main building)
Location	2-2-1 Yaesu, Chuo-ku, Tokyo

Name	Nihonbashi 1-chome Mitsui Building
Location	1-4-1 Nihonbashi, Chuo-ku, Tokyo

Name	Nihonbashi Mitsui Tower
Location	2-1-1 Nihonbashi Muromachi, Chuo-ku, Tokyo

Name	Mitsui Building No. 2
Location	2-1-1 Nihonbashi Muromachi, Chuo-ku, Tokyo

Name	Muromachi Furukawa Mitsui Building
Location	2-3-1 Nihonbashi Muromachi, Chuo-ku, Tokyo

Name	OVOL Nihonbashi Building
Location	3-4-4 Nihonbashi Muromachi, Chuo-ku, Tokyo

Name	Nihonbashi Honcho 2-chome Building
Location	2-2-5 Nihonbashi-Honcho, Chuo-ku, Tokyo

Name	Gran Tokyo North Tower
Location	1-9-1 Marunouchi, Chiyoda-ku, Tokyo

Name	Nihonbashi Muromachi 4-chome Building
Location	4-1-22 Nihonbashi Muromachi, Chuo-ku, Tokyo

Name	Nihonbashi Muromachi Mitsui Tower (Main Building)
Location	3-2-1 Nihonbashi Muromachi, Chuo-ku, Tokyo

Name	Muromachi Chibagin Mitsui Building
Location	1-5-5 Nihonbashi Muromachi, Chuo-ku, Tokyo

Name	Muromachi Ikko (Mitsui Main Building)
Location	2-1-1 Nihonbashi Muromachi, Chuo-ku, Tokyo

Name	Muromachi Higashi Mitsui Building
Location	2-2-1 Nihonbashi Muromachi, Chuo-ku, Tokyo

Name	Nihonbashi Astellas Mitsui Building
Location	2-5-1 Nihonbashi Muromachi, Chuo-ku, Tokyo

Name	Nihonbashi Honcho YS Building
Location	2-2-2 Nihonbashi-Honcho, Chuo-ku, Tokyo

Name	Nihonbashi Honcho MK-SQUARE
Location	3-5-12 Nihonbashi-Honcho, Chuo-ku, Tokyo

Name	Nihonbashi IT building
Location	3-3-9 Nihonbashi Muromachi, Chuo-ku, Tokyo

Name	CM Building
Location	3-3-3 Nihonbashi Muromachi, Chuo-ku, Tokyo

## &BIZ conference (Nihonbashi Takashimaya Mitsui Building) Guidance

Please apply to use the facility after confirming the following content and the Terms of Use.  
Please note that the Guidance may be changed without prior notice.

### 1. Facility Overview

#### ■Address

Nihonbashi Takashimaya Mitsui Building 10th Floor, 2-5-1 Nihonbashi, Chuo-ku, Tokyo 103-6110

#### ■Facility Business Hours

Weekdays 9 a.m. to 9 p.m.

\* As a rule, the building is open every weekday except for year-end and New Year holidays from December 29 to January 3.

\* The facility may be temporarily closed for facility and equipment inspections.

#### ■&BIZ Conference Rooms available for rent

Room 1 (86 m<sup>2</sup>)

Room 2 (86 m<sup>2</sup>)

Room 3 (99 m<sup>2</sup>)

Room 4 (110 m<sup>2</sup>)

Room 5A (83 m<sup>2</sup>)

Room 5B (115 m<sup>2</sup>)

\*A+B combined (198 m<sup>2</sup>)

Room 6 (20 m<sup>2</sup>)

Theater room (59 m<sup>2</sup>)

#### ■Contact Information for Inquiries

&BIZ conference Office (reservation reception counter)

Nihonbashi Takashimaya Mitsui Building 10th Floor

(in &BIZ conference)

Telephone: +81-3-3274-3450

E-mail: [takashimaya10thfloor-conference@mfbm.co.jp](mailto:takashimaya10thfloor-conference@mfbm.co.jp)

Reservation reception counter business hours: Weekdays 9 a.m. to 5 p.m.

\* The facility may be temporarily closed for facility and equipment inspections.



Directly connected to Nihonbashi Station on the Tokyo Metro Ginza Line, Tozai Line, and Toei Asakusa Line  
5 min. walk from Tokyo Station on the JR Line

### 2. Usage Fees

Rate per 10 minutes: Yen (excluding tax)

Room	Area(m <sup>2</sup> )	Facility Layout	Usage Fee
Room 1	86	Square (36 seats)	3,500
Room 2	86	Classroom-type rows (45 seats)	3,500
Room 3	99	Square (36 seats)	4,000
Room 4	110	Classroom-type rows (72 seats)	4,500
Room5 A+B	198	Classroom-type rows (150 seats)	7,600
Room 5A	83	Classroom-type rows (60 seats)	4,000
Room 5B	115	Classroom-type rows (90 seats)	5,500
Room 6	20	- (8 seats)	830

5-Hour Package: Yen (excluding tax)

Room	Area(m <sup>2</sup> )	Purpose	Usage Fee (incl. operations staff)
Theater Room	59	Broadcast Studio	300,000

\* Regarding use of the theater room (broadcast studio), please consult with the reservation reception counter for the broadcast studio.

Unit: Yen (excluding tax)	
Cost for reserving the entire conference area 9:00 a.m. to 9:00 p.m.	Usage Fee
	1,500,000

Unit: Yen (excluding tax)	
Layout change option	Usage Fee
	24,000

### 3. Instructions for Use

#### ■ Reservations

(1) Following kinds of reservation shall be made at the &BIZ conference office by e-mail or phone in advance to make a tentative reservation.

- ・ Reservation of Room 5 (A+B) with Layout change option
- ・ Reservation of Room 5A or 5B solely
- ・ Reservation of entire conference area
- ・ Reservation of one of the conference rooms as a set with Nihonbashi Hall on the 9th floor of the Building

A quotation will be promptly issued. Tentative reservations are valid for one week. Sign and seal the designated application for Use and submit it within the valid period for tentative reservations. The reservation is officially completed when the &BIZ conference office confirms the application for use and notifies the user of its acceptance.

You are requested to consult with our staff in charge by 14 days before the day of use to finalize the layout.

(2) Following kinds of reservation shall be made online at the &BIZ conference reservation site

- ・ Single-room or combined-room reservations for Room 1, 2, 3, 4, 5 and/or 6

Dedicated account will be issued to each corporation in accordance with the conference user agreement.

In case Room 5 (A+B) is reserved with Layout change option / Room 5A or 5B is solely reserved, the reservation shall be made at the &BIZ conference office by e-mail or phone, as shown above.

(3) Following kind of reservation shall be made online from the WORKSTYLING members' site (WORKSTYLING members only)

- ・ Single-room or combined-room reservations for Room 1, 2, 3, 4, 5 and/or 6

In case Room 5 (A+B) is reserved with Layout change option / Room 5A or 5B is solely reserved, the reservation shall be made at the &BIZ conference office by e-mail or phone, as shown above.

(4) Following kind of reservation shall be made at the reservation reception counter for the broadcast studio by e-mail or phone

- ・ Use of the theater room (broadcast studio) only

e-mail: mitsui-conference@mfbm.co.jp phone: +81-3-6324-1091

#### ■ Layout change option

(1) Layout of the room shall be determined at least 14 days before the day of use, consulting with our staff.

Following kinds of reservation needs to be made with Layout change option.

- ・ Reservation of Room 5 (A+B) together with Layout change option
- ・ Reservation of Room 5A or 5B solely (Layout change option will automatically be adopted)

(2) Except for the above, rooms are rented with the fixed layout shown in “2. Usage Fees” of this guidance. Users can change the layout by themselves and need to make it back to the original after use.

#### ■ Reservation Acceptance Periods

(1) Reservation of Room 5 (A+B) with Layout change option / reservation of the entire conference area

From 6 months to 14 days before the day of use

(From 1 year to 14 days before the day of use for corporations that are tenants of Nihonbashi Takashimaya Mitsui Building and Nihonbashi 1-Chome Mitsui Building)

(2) Reservation of Room 5 (A+B) without Layout change option

From 6 months to the start of the reserved time on the day of use

(From 1 year to the start of the reserved time on the day of use for corporations that are tenants of Nihonbashi Takashimaya Mitsui Building and Nihonbashi 1-Chome Mitsui Building)

(3) Room 5A or 5B

From 3 months to 14 days before the day of use

(From 6 months to 14 days before the day of use for corporations that are tenants of Nihonbashi Takashimaya Mitsui Building and Nihonbashi 1-Chome Mitsui Building)

(4) Room 1, 2, 3, 4, and 6

From 90 days before the day of use to the start of the reserved time on the day of use

(From 365 days before the day of use to the start of the reserved time on that day for corporations that are tenants of Nihonbashi Takashimaya Mitsui Building and Nihonbashi 1-Chome Mitsui Building)

\* For reservation of Room 5 (A+B, A, or B) combined with Room 1, 2, 3, 4, or 6 as a set, the reservation acceptance periods for Room 5 (A+B, A, B) are applied.

\* For reservation of one of the conference rooms as a set with Nihonbashi Hall on the 9th floor of Nihonbashi Takashimaya Mitsui Building, the reservation acceptance period for Nihonbashi Hall is applied.

(5) Theater room (broadcast studio)

From 6 months to 14 days before the day of use

(From 1 year to 14 days before the day of use for corporations that are tenants of Nihonbashi Takashimaya Mitsui Building and Nihonbashi 1-Chome Mitsui Building)

■ Quotation

(1) Quotations for reservations made at the &BIZ conference office will be issued by the &BIZ conference office.

(2) Quotations for reservations made on the &BIZ conference reservation site can be browsed and printed out from the &BIZ conference reservation site.

(3) Quotations for reservations made on the WORKSTYLING members' site cannot be issued.

(4) Quotations for reservations made at the reservation reception counter for the broadcast studio are issued at the reservation reception counter for the broadcast studio.

■ Room Entry and Exit

- You may enter the room 10 minutes before the reserved time. (20 minutes before if the reserved time starts at 9 a.m.)
- If you desire to extend the reserved time after commencing use, follow the procedure for extension on the system with the account used to reserve the room.  
Notify the reception counter if the reservation has been made at the reception counter.
- Acceptance of reservations or extensions of time that include a time after 7 p.m. will be closed at 5 p.m. on that day.
- When it cannot be confirmed that the room has been vacated within the reserved time, you will be charged an extended use fee.

■ Incidental Furniture and Equipment

All standard installations including chairs, tables, podiums, lecterns, projectors, screens, microphones, and white boards are available for free use.

■ Signage

Contact the &BIZ conference office at least one day in advance if you wish to display something on the signage at the &BIZ conference entrance.

## 4. Billing and Payment

■ Billing and Payment Methods

(1) Reservations made at the &BIZ conference office and on the &BIZ conference reservation site

The cutoff day for bills issued is the 20th of each month. Please make payment by bank transfer by the end of the month following the month the bill is issued.

Bills will be sent to the address you designate.

\* The bank transfer fee is born by the user.

(2) Reservations made on the WORKSTYLING members' site

Bills are issued from the WORKSTYLING office in accordance with stipulations in the separately provided WORKSTYLING



User Agreement.

Bills are sent to the address designated in advance by the company.

\* Bills are for the total amount for combined use of conference rooms and WORKSTYLING facilities.

\* For detailed information, direct inquiries to the WORKSTYLING office.

(3) Reservations made at the reservation reception counter for the broadcast studio

Billing and payment are made in accordance with stipulations in the separately provided Terms of Use for Broadcast Studio.

## **5. Cancellation After Completion of Official Reservations**

### **■ Cancellation Methods**

(1) Reservations made at the reception counter

Contact the reception counter by e-mail or telephone. You will be required to confirm cancellation in writing.

(2) Reservations made through a system

Complete the cancellation procedure through the system.

(3) Reservations made at the reservation reception counter for the broadcast studio

Contact the reception counter by e-mail or telephone. You will be required to confirm cancellation in writing.

### **■ Cancellation Fee**

No cancellation fee is set, except for the reservation with Layout change option. Cancellations can be made any time until the starting time reserved for use.

If conference rooms are not used after the starting time reserved for use, you will be billed the usage fee for the rooms and times that were reserved.

Cancellation fee for the reservation with Layout change option is as follows.

Cancellation within 7 to 2 days before the day of use: JPY 12,000 (50% of the Layout change option fee)

Cancellation within 2 days before the day of use: JPY 24,000 (100% of the Layout change option fee)

## **6. Precautions**

### **■ Food and Beverages**

- Eating and drinking is allowed in each room and the foyer.
- Catering for parties is allowed in Room 5 or when reserving the entire &BIZ lounge.
- Catering of box lunches or packed meal (bento) only is allowed in all rooms.
- Catering is available only from our designated catering company. Please contact the facility staff for information. Orders are to be placed directly with the catering company.
- All waste associated with catering arrangements is to be taken away by the catering company or the user within the time reserved for use of the room.
- Please understand that the facility will not assume any liability whatsoever in the unlikely event of food poisoning, food contamination, or any other accidents caused by food provided by the caterer.

### **■ Smoking Area**

- Smoking is prohibited in the facility.

### **■ Dirtying and Damage to Rooms and Equipment**

- A separate charge may be made to restore any dirtying and damage to rooms and equipment.

### **■ Methods for Facility Use**

- Use low adhesive strength tape to affix posters and paper, etc. to the wall.
- You are not allowed to bring in combustible or other hazardous materials or any items that cause a nuisance to other customers.
- If changes are made to the layout of desks and chairs during use of a room, make the changes inside the room.
- Please refrain from gathering and holding conversations outside the facility as it may annoy other customers.

### **■ Air Conditioner Temperature Setting**

- Due to the convenience of the facility, we may not be able to accommodate individual requests to change temperature settings.

■ Other Matters

- When the facility determines that any of the following are applicable, you will be denied use of the facility.
  - 1) When the applicant has committed acts of violation or potential violation of laws and regulations or public order and standards of decency
  - 2) When the applicant is recognized to be associated with an organized crime syndicate or as belonging to some other anti-social group
  - 3) When there is a risk of the applicant annoying third parties such as other users of the facility
  - 4) When it is discovered that the applicant has provided false information in the written content of the reservation confirmation at the time the reservation is made
  - 5) When it is recognized that the level of noise made by the use of the room may potentially annoy third parties such as other users of the facility
  - 6) When the facility determines that the applicant's use of the facility is undesirable based on how it would affect other users and third parties
  - 7) When the applicant/user does not comply with the provisions of the Terms of Use

## &BIZ conference (Nihonbashi Muromachi Mitsui Tower) Guidance

Please apply to use the facility after confirming the following content and the Terms of Use.  
Please note that the Guidance may be changed without prior notice.

### 1. Facility Overview

#### ■Address

Nihonbashi Muromachi Mitsui Tower 5th Floor, 3-2-1 Nihonbashi Muromachi, Chuo-ku, Tokyo 103-0022

#### ■Facility Business Hours

Weekdays 9 a.m. to 9 p.m.

Weekdays 9 a.m. to 7 p.m. for Rooms A-H (private rooms)

\* As a rule, the building is open every weekday except for year-end and New Year holidays from December 29 to January 3.

\* The facility may be temporarily closed for facility and equipment inspections.

#### ■&BIZ Conference Rooms available for rent

Room 1A (90 m<sup>2</sup>)

Room 1B (106 m<sup>2</sup>)

\*A+B combined (196 m<sup>2</sup>)

Room 2 (14 m<sup>2</sup>)

Room 3 (14 m<sup>2</sup>)

Room 4 (14 m<sup>2</sup>)

Room 5 (60 m<sup>2</sup>)

Room 6 (55 m<sup>2</sup>)

Room 7 (68 m<sup>2</sup>)

Room 8 (82 m<sup>2</sup>)

Rooms A-H (Private rooms)

#### ■Contact Information for Inquiries

&BIZ conference Office (reservation reception counter)

Nihonbashi Muromachi Mitsui Tower 5th Floor (in &BIZ conference)

Telephone: +81-3-6271-8576

E-mail: [muromachi5thfloor-conference@mfbm.co.jp](mailto:muromachi5thfloor-conference@mfbm.co.jp)

Reservation reception counter business hours: Weekdays 9 a.m. to 5 p.m.

\* The facility may be temporarily closed for facility and equipment inspections.



Directly connected to Mitsukoshimae Station on the Tokyo Metro Ginza Line and Hanzomon Line and Shin Nihombashi Station on the JR Yokosuka Line and Sobu Line (Rapid)  
4 min. walk from Kanda Station on the JR Line

### 2. Usage Fees

#### (1) &BIZ conference Usage Fee

Rate per 10 minutes: Yen (excluding tax)

Room	Area(m <sup>2</sup> )	Facility Layout	Usage Fee
Room 1 (A+B)	196	Classroom-type rows (147 seats)	7,600
Room 1A	90	Classroom-type rows (54 seats)	4,400
Room 1B	106	Classroom-type rows (54 seats)	5,100
Room 2	14	- (6 seats)	650
Room 3	14	- (6 seats)	650
Room 4	14	- (6 seats)	650
Room 5	60	Classroom-type rows (36 seats)	2,600
Room 6	55	Square (16 seats)	2,300
Room 7	68	Classroom-type rows (36 seats)	2,800
Room 8	82	Classroom-type rows (40 seats)	3,600

Rooms A-H	-	Private rooms (1-4 people)	160
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Unit: Yen (excluding tax)

Cost for reserving all Rooms 1-8 9:00 a.m. to 9:00 p.m.	Usage Fee
	1,300,000

Unit: Yen (excluding tax)

Cost for reserving all Rooms A-H 9:00 a.m. to 7:00 p.m.	Usage Fee
	64,000

Unit: Yen (excluding tax)

Layout change option	Usage Fee
	24,000

### 3. Instructions for Use

#### ■ Reservations

(1) Following kinds of reservations shall be made at the &BIZ conference office by e-mail or phone in advance to make a tentative reservation.

- Reservation of Room 1 (A+B) with Layout change option
- Reservation of Room 1A or 1B solely
- Reservation of all Rooms 1-8
- Reservation of all Rooms A-H

A quotation will be promptly issued. Tentative reservations are valid for one week. Sign and seal the designated application for Use and submit it within the valid period for tentative reservations. The reservation is officially completed when the &BIZ conference office confirms the application for use and notifies the user of its acceptance.

You are requested to consult with our staff in charge by 14 days before the day of use to finalize the layout.

(2) Following kinds of reservations shall be made online at the &BIZ conference reservation site

- Single-room or combined-room reservations for Room 1, 2, 3, 4, 5, 6, 7, 8 and/or A-H

Dedicated account will be issued to each corporation in accordance with the conference user agreement.

In case Room 1 (A+B) is reserved with Layout change option / Room 1A or 1B is solely reserved, the reservation shall be made at the &BIZ conference office by e-mail or phone, as shown above.

(3) Following kind of reservation shall be made online from the WORKSTYLING members' site (WORKSTYLING members only)

- Single-room or combined-room reservations for Room 1, 2, 3, 4, 5, 6, 7, 8 and/or A-H

In case Room 1 (A+B) is reserved with Layout change option / Room 1A or 1B is solely reserved, the reservation shall be made at the &BIZ conference office by e-mail or phone, as shown above.

#### ■ Layout change option

(1) Layout of the room shall be determined at least 14 days before the day of use, consulting with our staff.

Following kinds of reservation needs to be made with Layout change option.

- Reservation of Room 1 (A+B) with Layout change option
- Reservation of Room 1A or 1B solely (Layout change option will automatically be adopted)

(2) Except for the above, rooms are rented with the fixed layout shown in “2. Usage Fees” of this guidance. Users can change the layout by themselves and need to make it back to the original after use.

#### ■ Reservation Acceptance Periods

(1) Room 1 (A+B) with Layout change option / the entire Rooms 1-8 / the entire Rooms A-H

From 6 months to 14 days before the day of use

(From 1 year to 14 days before the day of use for corporations that are tenants of Nihonbashi Muromachi Mitsui Tower and Nihonbashi Mitsui Tower)

(2) Reservation of Room 1 (A+B) without Layout change option

From 6 months to the start of the reserved time on the day of use

(From 1 year to the start of the reserved time on the day of use for corporations that are tenants of Nihonbashi Muromachi Mitsui Tower and Nihonbashi Mitsui Tower)

(3) Room 1A or 1B

From 3 months to 14 days before the day of use

(From 6 months to 14 days before the day of use for corporations that are tenants of Nihonbashi Muromachi Mitsui Tower and Nihonbashi Mitsui Tower)

(4) Room 2, 3, 4, 5, 6, 7, 8 and A-H

From 90 days before the day of use to the start of the reserved time on the day of use

(From 365 days before the day of use to the start of the reserved time on that day for corporations that are tenants of Nihonbashi Muromachi Mitsui Tower and Nihonbashi Mitsui Tower)

\* For reservation of Room 1 combined with Room 2, 3, 4, 5, 6, 7, or A-H as a set, the reservation acceptance periods for Room 1 (A+B, A, B) are applied.

■ Quotation

(1) Quotations for reservations made at the &BIZ conference office will be issued by the &BIZ conference office.

(2) Quotations for reservations made on the &BIZ conference reservation site can be browsed and printed out from the &BIZ conference reservation site.

(3) Quotations for reservations made on the WORKSTYLING members' site cannot be issued.

■ Room Entry and Exit

- You may enter the room 10 minutes before the reserved time. (20 minutes before if the reserved time starts at 9 a.m.)
- If you desire to extend the reserved time after commencing use, follow the procedure for extension on the system with the account used to reserve the room.

Notify the reception counter if the reservation has been made at the reception counter.

- Acceptance of reservations or extensions of time that include a time after 7 p.m. will be closed at 5 p.m. on that day.
- When it cannot be confirmed that the room has been vacated within the reserved time, you will be charged an extended use fee.

■ Incidental Furniture and Equipment

All standard installations including chairs, tables, podiums, lecterns, projectors, screens, microphones, and white boards are available for free use.

■ Signage

Contact the &BIZ conference office at least one day in advance if you wish to display something on the signage at the &BIZ conference entrance.

**4. Billing and Payment**

■ Billing and Payment Methods

(1) Reservations made at the &BIZ conference office and on the &BIZ conference reservation site

The cutoff day for bills issued is the 20th of each month. Please make payment by bank transfer by the end of the month following the month the bill is issued.

Bills will be sent to the address you designate.

\* The bank transfer fee is born by the user.

(2) Reservations made on the WORKSTYLING members' site

Bills are issued from the WORKSTYLING office in accordance with stipulations in the separately provided WORKSTYLING User Agreement.

Bills are sent to the address designated in advance by the company.

\* Bills are for the total amount for combined use of conference rooms and WORKSTYLING facilities.

\* For detailed information, direct inquiries to the WORKSTYLING office.

(3) Reservations made at the reservation reception counter in the broadcast studio

Billing and payment are made in accordance with stipulations in the separately provided Terms of Use for Broadcast Studio.

## 5. Cancellation After Completion of Official Reservations

### ■ Cancellation Methods

- (1) Reservations made at the &BIZ conference office  
Contact the facility by e-mail or telephone. You will be required to confirm cancellation in writing.
- (2) Reservations made through a system  
Complete the cancellation procedure through the system.
- (3) Reservations made at the reservation reception counter for the broadcast studio  
Contact the reception counter by e-mail or telephone. You will be required to confirm cancellation in writing.

### ■ Cancellation Fee

No cancellation fee is set, except for the reservation with Layout change option. Cancellations can be made any time until the starting time reserved for use.  
If conference rooms are not used after the starting time reserved for use, you will be billed the usage fee for the rooms and times that were reserved.

Cancellation fee for the reservation with Layout change option is as follows.

Cancellation within 7 to 2 days before the day of use: JPY 12,000 (50% of the Layout change option fee)  
Cancellation within 2 days before the day of use: JPY 24,000 (100% of the Layout change option fee)

## 6. Precautions

### ■ Food and Beverages

- Eating and drinking is allowed in each room and the foyer.
- Catering for parties is allowed in Room 1 or when reserving the entire &BIZ lounge.
- Catering of box lunches or packed meal (bento) only is allowed in all rooms.
- Catering is available only from our designated catering company. Please contact the &BIZ conference office for information. Orders are to be placed directly with the catering company.
- All waste associated with catering arrangements is to be taken away by the catering company or the user within the time reserved for use of the room.
- Please understand that the facility will not assume any liability whatsoever in the unlikely event of food poisoning, food contamination, or any other accidents caused by food provided by the caterer.

### ■ Smoking Area

- Smoking is prohibited in the facility.

### ■ Dirtying and Damage to Rooms and Equipment

- A separate charge may be made to restore any dirtying and damage to rooms and equipment.

### ■ Methods for Facility Use

- Use low adhesive strength tape to affix posters and paper, etc. to the wall.
- You are not allowed to bring in combustible or other hazardous materials or any items that cause a nuisance to other customers.
- If changes are made to the layout of desks and chairs during use of a room, make the changes inside the room.
- Please refrain from gathering and holding conversations outside the facility as it may annoy other customers.

### ■ Air Conditioner Temperature Setting

- Due to the convenience of the facility, we may not be able to accommodate individual requests to change temperature settings.

### ■ Other Matters

- When the facility determines that any of the following are applicable, you will be denied use of the facility.
  - 1) When the applicant has committed acts of violation or potential violation of laws and regulations or public order and standards of decency
  - 2) When the applicant is recognized to be associated with an organized crime syndicate or as belonging to some other anti-social group
  - 3) When there is a risk of the applicant annoying third parties such as other users of the facility
  - 4) When it is discovered that the applicant has provided false information in the written content of the reservation

confirmation at the time the reservation is made

- 5) When it is recognized that the level of noise made by the use of the room may potentially annoy third parties such as other users of the facility
- 6) When the facility determines that the applicant's use of the facility is undesirable based on how it would affect other users and third parties
- 7) When the applicant/user does not comply with the provisions of the Terms of Use

## &BIZ conference (Tokyo Midtown Yaesu) Guidance

Please apply to use the facility after confirming the following content and the Terms of Use.  
Please note that the Guidance may be changed without prior notice.

### 1. Facility Overview

#### ■Address

Yaesu Central Tower 7th Floor, 2-2-1 Yaesu, Chuo-ku, Tokyo 104-0028

#### ■Facility Business Hours

Weekdays 9 a.m. to 9 p.m.

\* As a rule, the building is open every weekday except for year-end and New Year holidays from December 29 to January 3.

\* The facility may be temporarily closed for facility and equipment inspections.

#### ■&BIZ Conference Rooms available for rent

Room 1 (142 m<sup>2</sup>)  
Room 2 (133 m<sup>2</sup>)  
Room 3 (94 m<sup>2</sup>)  
Room 4 (37 m<sup>2</sup>)  
Room 5 (20 m<sup>2</sup>)  
Room 6 (38 m<sup>2</sup>)  
Room 7 (16 m<sup>2</sup>)



#### ■Contact Information for Inquiries

&BIZ conference Office (reservation reception counter)

Yaesu Central Tower 7th Floor (in &BIZ conference)

Telephone: 03-6262-1314

E-mail: [yaesu7thfloor-conference@mfbm.co.jp](mailto:yaesu7thfloor-conference@mfbm.co.jp)

Reservation reception counter business hours: Weekdays 9 a.m. to 5 p.m.

\* The facility may be temporarily closed for facility and equipment inspections.

Directly connected to the lower level of Tokyo Station on the JR line and the Tokyo Metro Marunouchi Line  
3 min. walk from Kyobashi Station on the Tokyo Metro Ginza Line  
6 min. walk from Nihombashi Station on the Tokyo Metro Tozai Line, Ginza Line, and Toei Asakusa Line

### 2. Usage Fees

Rate per 10 minutes: Yen (excluding tax)

Room	Area(m <sup>2</sup> )	Facility Layout	Usage Fee
Room 1	142	Classroom-type rows (72 seats)	5,700
Room 2	133	Square (42 seats)	5,400
Room 3	94	Square (30 seats)	3,900
Room 4	37	- (12 seats)	1,600
Room 5	20	- (8 seats)	830
Room 6	38	Square (12 seats)	1,600
Room 7	16	- (8 seats)	700

Unit: Yen (excluding tax)

Cost for reserving the entire conference area 9:00 a.m. to 9:00 p.m.	Usage Fee
	1,300,000



### 3. Instructions for Use

#### ■ Reservations

##### (1) Reservations at the &BIZ conference office

- Reservation of entire conference area

Contact the facility by e-mail or phone in advance to make a tentative reservation.

A quotation will be promptly issued. Tentative reservations are valid for one week. Sign and seal the designated application for Use and submit it within the valid period for tentative reservations. The reservation is officially completed when the &BIZ conference office confirms the application for use and notifies the user of its acceptance.

##### (2) Reservations from the &BIZ conference reservation site

- Single-room or combined-room reservations for Rooms 1-7

Make reservations from the &BIZ conference reservation site. Dedicated account will be issued to each company in accordance with the conference user agreement.

##### (3) Reservations from the WORKSTYLING members' site(WORKSTYLING members only)

- Single-room or combined-room reservations for Rooms 1-7

Make reservations from the WORKSTYLING members' site.

#### ■ Reservation Acceptance Periods

From 90 days before the day of use to the start of the reserved time on the day of use

(From 365 days before the day of use to the start of the reserved time on that day for corporations that are tenants of Tokyo Midtown Yaesu)

#### ■ Quotation

##### (1) Quotations for reservations made at the &BIZ conference office

will be issued by the &BIZ conference office.

##### (2) Quotations for reservations made on the &BIZ conference reservation site

can be browsed and printed out from the &BIZ conference reservation site.

##### (3) Quotations for reservations made on the WORKSTYLING members' site

cannot be issued.

#### ■ Layout Changes

##### (1) Reservation of Room 1 or Room 2 for the entire day and reservation of the entire conference area

Layout changes are included in the usage fee only for Room 1 or Room 2 reserved for the entire day or for the reservation of the entire conference area. The user is requested to consult with our staff in charge by 14 days before the day of use to finalize the layout content.

##### (2) Reservations other than the above

The rooms are rented according to the layout indicated in "2. Usage Fees" above. Any changes to the layout are to be implemented by the user. After use, the user is requested to return the layout to the original state.

#### ■ Building Entrance Method

##### (1) Reservations made from a system (both the &BIZ conference reservation site and the WORKSTYLING members' site)

Use the QR code for building entry attached to the system's reservation confirmation e-mail or reservation reminder e-mail.

##### (2) Reservations made at the reception counter

Use the QR code for building entry attached to e-mail sent in advance by the &BIZ conference office.

In both cases, the person making the reservation is requested to forward the QR code to persons who will be using the room(s) reserved.

#### ■ Room Entry and Exit

- You may enter the room 10 minutes before the reserved time. (20 minutes before if the reserved time starts at 9 a.m.)

- If you desire to extend the reserved time after commencing use, follow the procedure for extension on the system with the account used to reserve the room.

Notify the reception counter if the reservation has been made at the reception counter.

- Acceptance of reservations or extensions of time that include a time after 7 p.m. will be closed at 5 p.m. on that day.

- When it cannot be confirmed that the room has been vacated within the reserved time, you will be charged an extended use fee.

#### ■ Incidental Furniture and Equipment

All standard installations including chairs, tables, podiums, lecterns, projectors, screens, microphones, and white boards are available for free use.

#### ■ Signage

Contact the &BIZ conference office at least one day in advance if you wish to display something on the signage at the &BIZ conference entrance.

### 4. Billing and Payment

#### ■ Billing and Payment Methods

##### (1) Reservations made at the &BIZ conference office and on the &BIZ conference reservation site

The cutoff day for bills issued is the 20th of each month. Please make payment by bank transfer by the end of the month following the month the bill is issued.

Bills will be sent to the address you designate.

\* The bank transfer fee is born by the user.

##### (2) Reservations made on the WORKSTYLING members' site

Bills are issued from the WORKSTYLING office in accordance with stipulations in the separately provided WORKSTYLING User Agreement.

Bills are sent to the address designated in advance by the company.

\* Bills are for the total amount for combined use of conference rooms and WORKSTYLING facilities.

\* For detailed information, direct inquiries to the WORKSTYLING office.

### 5. Cancellation After Completion of Official Reservations

#### ■ Cancellation Methods

##### (1) Reservations made at the &BIZ conference office

Contact the facility by e-mail or telephone. You will be required to confirm cancellation in writing.

##### (2) Reservations made through a system

Complete the cancellation procedure through the system.

#### ■ Cancellation Fee

No cancellation fee is set. Cancellations can be made any time until the starting time reserved for use.

If conference rooms are not used after the starting time reserved for use, you will be billed the usage fee for the rooms and times that were reserved.

### 6. Precautions

#### ■ Food and Beverages

- Eating and drinking is allowed in each room and the foyer.
- Catering for parties is allowed only when the entire conference area or the entire &BIZ lounge is reserved.
- Catering of box lunches or packed meal (bento) only is allowed in all rooms.
- Catering is available only from our designated catering company. Please contact the facility staff for information. Orders are to be placed directly with the catering company.
- All waste associated with catering arrangements is to be taken away by the catering company or the user within the time reserved for use of the room.
- Please understand that the facility will not assume any liability whatsoever in the unlikely event of food poisoning, food contamination, or any other accidents caused by food provided by the caterer.

#### ■ Smoking Area

- Smoking is prohibited in the facility.

#### ■ Dirtying and Damage to Rooms and Equipment

- A separate charge may be made to restore any dirtying and damage to rooms and equipment.

#### ■ Methods for Facility Use

- Use low adhesive strength tape to affix posters and paper, etc. to the wall.
- You are not allowed to bring in combustible or other hazardous materials or any items that cause a nuisance to other customers.

- If changes are made to the layout of desks and chairs during use of a room, make the changes inside the room.
- Please refrain from gathering and holding conversations outside the facility as it may annoy other customers.

■ Air Conditioner Temperature Setting

- Due to the convenience of the facility, we may not be able to accommodate individual requests to change temperature settings.

■ Other Matters

- When the facility determines that any of the following are applicable, you will be denied use of the facility.
  - 1) When the applicant has committed acts of violation or potential violation of laws and regulations or public order and standards of decency
  - 2) When the applicant is recognized to be associated with an organized crime syndicate or as belonging to some other anti-social group
  - 3) When there is a risk of the applicant annoying third parties such as other users of the facility
  - 4) When it is discovered that the applicant has provided false information in the written content of the reservation confirmation at the time the reservation is made
  - 5) When it is recognized that the level of noise made by the use of the room may potentially annoy third parties such as other users of the facility
  - 6) When the facility determines that the applicant's use of the facility is undesirable based on how it would affect other users and third parties
  - 7) When the applicant/user does not comply with the provisions of the Terms of Use

#### **Exhibit 4. &BIZ conference and &BIZ lounge Handling Personal Information**

Mitsui Fudosan Building Management Co., Ltd. (“Company”) is a Mitsui Fudosan Group company and operates service for providing conference rooms, lounges and other spaces called “&BIZ conference” and “&BIZ lounge” (collectively, “**Tenant Services**”).

The Mitsui Fudosan Group engages in various businesses, including those related to office buildings, housing and lifestyles, retail facilities, hotels and resorts, and logistics (see the website of Mitsui Fudosan Co., Ltd. for details).

The Company will handle your personal information collected by the Company in accordance with our Personal Information Protection Policy and these Terms of Use. Regarding the security and safety management measures, please see the Handling Personal Information on the Company’s website.

#### **Collection of Personal Information**

1. The Company will collect the following information on members (“Member Information”) for operating the **Tenant Services** and use the information for and only to the extent necessary for each of the purposes described below:

For example, the Company will collect the following information:

- Information provided to the Company when you apply for, inquire about or follow the procedures related to the **Tenant Services** (i.e., name, company name, address, telephone number, email address, date of birth, gender and any and all other information provided by members);
  - History of use of facilities and services provided by the **Tenant Services**;
  - Information provided when you apply for participation in events and other activities provided by the **Tenant Services** (i.e., name, company name, address, telephone number, email address, date of birth, gender and any and all other information provided by members); and
  - History of access to the member website for the **Tenant Services**.
2. If your registered information changes, you will directly change the registered information at the **Tenant Services**. If you fail to change the registered information, you may not be able to receive service or otherwise incur loss or damage. The Company will not be responsible or liable for any such loss or damage unless it is attributable to the Company.

#### **Purposes of Use**

The Company and each of its group companies (which means Mitsui Fudosan Co., Ltd.

and its consolidated subsidiaries specified in the annual securities report and other documents of Mitsui Fudosan Co., Ltd.; the same applies hereinafter) will use the Member Information only to the extent necessary to achieve the following purposes:

**1. To operate the Tenant Services and provide products and services offered by the Tenant Services**

For example, the Company will use the information for the following purposes:

- Managing the Member Information;
- Operating and managing conference rooms and lounges;
- Operating and managing the member website;
- Responding to inquiries from members;
- Distributing and sending email newsletters and other emails;
- Organizing events and seminars; and
- Taking security and emergency measures, and measures against wrongful acts.

**2. To introduce products and services related to clothing, food, housing, entertainment and work of members offered by the Company and each of its group companies\* and to provide related information and benefits**

For example, the Company will use the information for the following purposes:

- Providing information on seminars, promotional campaigns and events\*;
- Distributing behavioral targeting advertising (which is a way of advertising that analyzes the collected Member Information such as purchase history to change advertisements presented to members based on predicted traits, preferences and interests of members) through advertisement distributors\*; and
- Providing benefits such as coupons and discount for services.

\* Includes provision of information based on traits, preferences and interests of members predicted from the analysis of information such as history of provision of services collected by the Company or each of its group companies.

The Company will provide information, distribute advertisements and provide benefits as described above by telephone, letters and postcards, email newsletters, direct mail or other means.

**3. To develop and improve products and services related to clothing, food, housing, entertainment and work of members offered by the Company and each of its group companies, and for market research and other marketing activities, survey and analysis conducted by the Company and each of its group companies to provide members with better products and services**

For example, the Company will use the information for the following purposes:

- Developing and improving products and services;
- Conducting surveys;
- Analyzing customer trends; and
- Evaluating the effectiveness of sales promotion activities and establishing sales promotion plans.

4. **To provide third parties with the Member Information for achieving the purposes described in items 1. to 3. above**

### **Collection of Information on Individuals**

The Company will obtain from third-party data service providers the website access and usage history as well as results of analysis of such history, collected by means of cookies, advertisement IDs (unique identifier of each user's mobile device) or other technologies (collectively, "Cookies") and combine such information with the Member Information to use it for the purpose of distributing advertisements and other marketing materials.

The Company will also obtain from each of its group companies the website access and usage history as well as results of analysis of such history, collected by such group companies means of the Cookies, to the extent necessary for achieving the purposes of use described in items 1. to 3. under the "Purposes of Use" above.

### **Provision of Member Information to Third Parties**

1. The Company may provide each of its group companies, business partners or other third parties with the Member Information in accordance with the laws and regulations and to the extent necessary for achieving the purposes of use described in items 1. to 3. under the "Purposes of Use" above.
2. The information to be provided to a third party will be your name, address, telephone number and any other information, but only to the minimum extent necessary for achieving each of the purposes of use described above.

Personal data to be provided to third parties may include:

- Information registered at the time of enrollment in or application for the membership;
- Information provided after enrollment in or application for the membership;
- Service usage history;
- Information provided at the time of application for participation in seminars or events; and

- Information provided upon consultation or inquiry.

Third parties receiving personal data may include:

- Each of the Company's group companies;
  - Service providers; and
  - Affiliate companies of members.
3. The Company will provide third parties with the Member Information in writing or by post, telephone, facsimile, email or electronic means and pay utmost attention to the security and safety when delivering such information. The Company will encrypt the Member Information or otherwise take necessary measures when providing electronic data.
  4. The Company will suspend the provision of the Member Information to third parties when requested by the data subject of the Member Information in question. Please contact the "Customer Service Center for Disclosure, etc. of Personal Data" below. Please note and agree in advance that you may not be able to receive all or part of services when the provision of the Member Information is suspended.

### **Sharing of Information**

The Company will share the Member Information as follows:

- (1) Personal data to be shared:

Name, address, date of birth, telephone number, email address, service provision history and other information

Personal data to be shared may include:

- Information registered at the time of enrollment in or application for the membership;
- Information provided after enrollment in or application for the membership;
- Service usage history;
- Information provided at the time of application for seminars or events; and
- Information provided upon consultation or inquiry.

- (2) Persons using shared information:

Each of the Company's group companies

- (3) Purposes of use of shared information by persons using such information:

The same as the purposes of use described in items 1. to 3. under the "Purpose of Use" above

- (4) Person responsible for sharing of information:

Mitsui Fudosan Building Management Co., Ltd. ([company overview](#))

The personal data of members collected by the Company will be shared with its

group companies in order to provide services to members in an integrated manner as the Mitsui Fudosan group, and the Company will make efforts to keep such data up-to-date and accurate at all times.

### **Contractors**

The Company may appoint contractors to perform all or part of services for handling personal information to provide services of the **Tenant Services**.

The Company will supervise the contractors in handling personal information.

### **Customer Service Center for Disclosure, etc. of Personal Data**

The Company receives your inquiries and requests regarding correction, suspension of use, disclosure and other uses of personal data provided in connection with the **Tenant Services** at the following customer service center in accordance with the provisions of the Act on the Protection of Personal Information:

- Business Solution Service Promotion Division, Mitsui Fudosan Building Management Co., Ltd.

Address: Mitsui Building No.2, 2-1-1 Nihonbashi Muromachi, Chuo-ku, Tokyo, Japan

Telephone number: 03-6214-1439 \*Business hours: 10:00 a.m. to 6:00 p.m. (closed on Saturdays, Sundays and national holidays)

Date of revision: February 1, 2023