

# Reservation System User Rules

These User Rules are for users who use the Tekko Conference Rooms meeting room reservation system (hereinafter referred to as "Users") operated by Tekko Building Co., Ltd. (hereinafter referred to as the "Company"). We hereby ask that you abide by the following:

## Alterations to these Terms

The Company may alter these Rules without consent from Users when deemed necessary. New Rules shall be published online or using a method determined separately by the Company as necessary.

## User Registration

1. Use of the Service is limited to persons who have registered as Users via the website; provided, however, that room searches may be conducted by persons who have not registered as Users. Please register as a User when making a tentative reservation.
2. Users are deemed to have agreed to the content of these User Rules at the time of registering as a User.
3. Users agree to the acquisition and use of registered information by the Company and the Company's partners within the scope necessary to provide the Service.

## Denying User Registration

The Company may refuse to register Users who wish to register if such Users who have applied to register correspond to any of the following. The Company shall not disclose the grounds for refusing to register Users.

- 1) If the Company deems that these Rules have been or are likely to be violated;
- 2) If registered User information includes any falsifications or omissions;
- 3) If the Company judges that User registration is inappropriate, regardless of the grounds.

## Changing Registered Information

Users are requested to change their information via the website without delay if any registered information changes.

## Loss of User Registration Details

Please understand that registered details will automatically be deleted if meeting rooms are not used for three years or more.

## User Name and Password Management

1. Users are responsible for the use and management of their user name and password.
2. Users should not share, lend, transfer, or the like their user name or password to a third party.
3. Users assume responsibility for damage that arises from the use of user names and passwords, and the Company shall not assume any responsibility whatsoever.
4. Users should immediately notify the Company if they discover that their password has been stolen or used by a third party.

## Prohibited Matters

1. Use of accounts other than by registered Users;
2. Acts that damage the Company, a content provider for the Service, or any other third parties' credibility;
3. Acts that alter or delete the Company or another party's information that can be accessed using the Service;
4. Improper use of personal information;
5. Acts that disrupt operation of the Service; or
6. Other acts deemed inappropriate by the Company regardless of the grounds.

## Exemptions

The Company shall not assume any responsibility whatsoever with regard to loss or damage incurred by Users when using the Service.

## Personal Information

1. Registered Users' personal information is used only for work that aims to operate the meeting room reservation system. Personal information is also used in inquiries and the like when responding to registered Users or when registered details are unclear.
2. The Company may delegate the handling of personal information to the Company's subcontractors within the scope of the purpose of use provided for in the preceding paragraph. In such case, an agreement to obligate the protection of personal information shall be executed with the subcontractor and the management of delegated personal information shall be subject to necessary and proper supervision.
3. The Company shall work to ensure the security and accuracy of personal information by taking preventative measures against unauthorized access, or the loss, damage, falsification, leaks or the like of personal information. Furthermore, if accidents occur, efforts shall be taken to prevent damage spreading and corrective measures shall promptly be implemented.

NB: Please note that these Usage Rules were established on February 1, 2016 and are subject to change without advance warning.