

Detailed Membership Terms and Conditions

(Regular Members)

Article 1 Various Procedures

1. Initial Enrollment
 - (1) Please apply by the last day of the month two months prior to the month you wish to enroll at the Lounge.
 - (2) Please state required details on the prescribed application form and submit the form together with a photograph taken within the last six months (4 cm x 3 cm) and a copy of an identification card (driver's license, passport, health insurance card or the like), and a copy of your company's registration certificate if applying for corporate membership.
 - (3) Applications will be reviewed and successful applicants will be sent a notice of acceptance and an invoice.
 - (4) Please deposit the enrollment fees, deposit and two months' membership fees stated on the invoice into the account specified by the Operator.
 - (5) Membership cards and a deposit receipt will be issued to members who have completed the enrollment process.
 - (6) Members may use the Lounge from the first day of the month in which you wished to enroll at the Lounge.
2. Temporarily Suspending Membership
 - (1) Temporary suspension of membership is handled in six month units.
 - (2) Please apply for temporary suspension of membership by the last day of the month two months prior to the month you wish to suspend your membership.
 - (3) Members shall be exempt from paying monthly membership fees for such period if the Operator approves applications for temporary suspension of membership.
 - (4) Members who have temporarily suspended their membership may apply to be reinstated by submitting an application for reinstatement by the last day of the month two months prior to the month such member wishes to be reinstated. Members may use the Lounge once receipt of membership fees for the reinstated month is confirmed.
3. Withdrawal
 - (1) Please submit an application to withdraw membership and your deposit receipt by the last day of the month two months prior to the month you wish to withdraw your membership. Please return your membership card on the last day you use the Lounge.
 - (2) Document checks and issuance of acceptance of withdrawal application
The Operator shall check applications and send a receipt of withdrawal application. Membership shall terminate on the last day of the month in which a member wishes to withdraw.
 - (3) Deposits will be refunded once withdrawal application documents have been checked.
 - (4) Members are not allowed to use deposits or the like to set off obligations to the Lounge. The Operator may use deposits or the like to set off any obligations that have not been settled.
4. Loss and Reissuing of Membership Cards and Deposit Receipts
 - (1) Please promptly inform the Operator and submit an application to be reissued with a membership card or receipt deposit if you lose your membership card or receipt deposit.
 - (2) The Operator will send you an invoice for reissuing your membership card or receipt deposit. Please deposit fees into the bank account specified by the Operator within seven days of receiving the invoice. Members are responsible for deposit charges. Cards and receipts will be reissued once payment has been confirmed.
 - (3) Please return your lost membership card or deposit receipt if you find it again after a new card or receipt has been issued.
5. Changing Registered Information
Please report changes promptly if any of the details stated in your enrollment application form such as your registered address, company, position, or the like change.

Article 2 Enrollment Fees and Deposits

Enrollment fees and deposits are as stated in the Fees and Usage Rules attached to these Detailed Terms (hereinafter referred to as the "Fees and Usage Rules").

Article 3 Monthly Membership Fees

Monthly membership fees are as stated in the Fees and Usage Rules.

Article 4 Payment of Monthly Membership Fees and Facility Usage Fees

1. Members' monthly membership fees should be settled by direct debit. The following month's membership fees shall in principle be paid the preceding month and matters relating to the direct debit date and the like shall be in accordance with the rules of the specified direct debit institution.
2. Facility usage fees should be paid by credit card or a method specified by the Lounge on a case-by-case basis.

(continued)

Article 5 Scope of Use of the Facilities

1. Members and visitors may use all facilities at the Lounge.
2. Each member may be accompanied by up to four visitors.
3. The number of users when members use a meeting room or the Symphony Suite shall be limited to the seating capacity according to the fees for the room reserved.
4. Users other than members and visitors may not use facilities other than reserved rooms.

Article 6 Consumption Tax and Bank Fees

Members shall be responsible for taxes such as consumption tax relating to enrollment fees, monthly membership fees, and facility usage fees, etc. and for bank fees relating to payments.

Article 7 Supplementary Provisions

Matters not prescribed in these Detailed Terms and operationally necessary matters may be prescribed in supplementary provisions.

Article 8 Revisions

Alterations and additions to these Detailed Terms shall be in accordance with that prescribed by the Lounge.

(March 1, 2016)