

Terms of Use

(Conference Room One-Day Members)

Article 1 Management Organization and Lounge Provision

1. Tekko Executive Lounge & Conference Rooms' Tekko Executive Lounge (hereinafter referred to as the "Lounge") is provided by Tekko Building Co., Ltd. (hereinafter referred to as the "Operator"), as the management organization, pursuant to these Regulations.
2. Location: 4F South Tower, Marunouchi 1-8-2, Chiyoda-ku, Tokyo
3. One-day members may only use those facilities at the Lounge specified by the Operator (hereinafter referred to as "Available Facilities").

Article 2 Purpose

The Lounge aims to provide facilities and services as an exclusive lounge for members prescribed in Article 3.

Article 3 Membership Eligibility

1. Conference room one-day members refers to users of Tekko Conference Rooms that have completed enrollment procedures prescribed by the Operator. Membership eligibility shall be approved only for the day on which the conference room is used.
2. Two classes of membership have been established, (1) regular members (individual members and corporate members) and (2) one-day members (hereinafter referred to as "Members").

Article 4 Rules

1. The Operator prescribes these Regulations as rules to be abided by when any Member of the Lounge uses the Lounge. The effect of these Terms applies to all Members.
2. The Operator may prescribe provisions or rules as necessary in addition to the preceding paragraph. The effect of these Terms applies to all Members.

Article 5 Exclusion of Antisocial Forces

Use of the Lounge is not permitted if currently corresponding to an organized crime group, an organized crime group member, a party for which five years have not yet elapsed since ceasing to be an organized crime group member, a non-regular member of an organized crime group, a company closely related to an organized crime group, a corporate racketeer or the like, a rogue acting in the name of a social movement, or a special intelligence violent group or the like, or any similar party (hereinafter referred to as "Antisocial Forces"), if controlled by Antisocial Forces, or if the applicant has any relations with Antisocial Forces. Parties intending to become Members should manifest to the Operator that they do not correspond to Antisocial Forces, are not controlled by Antisocial Forces, and do not have any relations with Antisocial Forces.

Article 6 Regular Holidays and Operating Hours

1. Regular holidays shall in principle be Saturdays, Sundays, national holidays, the year-end and New Year holiday season, days designed by the Operator as days on which the building is closed, and days on which facilities are renovated, repaired, or inspected.
2. The Lounge's operating hours are in principle 07:00 to 21:00.
3. In addition to the preceding paragraph, the Operator may close or shut down the Lounge in whole or in part for a reasonable period of time if the Lounge facilities are unexpectedly damaged due to a natural disaster or the like.

Article 7 Rights and Obligations of Members

1. Members may use the Lounge facilities and incidental services in compliance with these Regulations and various rules.
2. Members must pay fees for using the Available Facilities prescribed by the Operator and perform other Member obligations prescribed in these Regulations and various rules.
3. Members shall take care to act in an orderly manner and shall use the facilities at their own responsibility.

Article 8 Assignment and Succession of Membership Eligibility

Members may not assign or loan their membership status or rights pursuant thereto.

(continued)

Article 9 Prohibited Matters

The Operator prohibits Members from engaging in acts provided for in any of the following items:

Members should be aware that the Operator may refuse to allow such Member to use the Lounge if any of the acts or facts provided for in each item are discovered.

- (1) Acts that infringe public order and morals;
- (2) Acts that spoil the dignity of the Lounge;
- (3) Use that deviates from the purpose of use of the Lounge;
- (4) Acts that benefit Antisocial Forces;
- (5) Religious acts (including solicitation);
- (6) Acts that cause a nuisance to Lounge Members;
- (7) Acts that deface or damage facilities, fixtures, equipment or the like in the building, including in the Lounge (including inserting nails, drawing pins, or pins)
- (8) Bringing in items that are likely to combust, ignite, explode, or cause some other danger, or items that give off bad smells;
- (9) Smoking in the Lounge (except in designated locations);
- (10) Photographing in the Lounge;
- (11) Bringing animals into the Lounge other than guide dogs, service dogs, or hearing dogs;
- (12) Selling, promoting, or fund-raising activities without approval from the Operator; or
- (13) Other acts deemed inappropriate by the Operator.

Article 10 Payment of Membership Fees

Membership fees and fees for using the Lounge's facilities and services shall be settled by a method specified by the Operator.

Article 11 Operator's Responsibilities

The Operator and operating staff shall assume no responsibility whatsoever to compensate for damage with respect to theft or loss that occurs within the Lounge facilities or accidents or the like that occur while using facilities.

Article 12 Violations of These Regulations and Various Rules

1. All Members shall assume all indemnity liability for human or physical damage due to violations by Members of these Regulations and various rules.
2. The Operator may claim compensation for damage from such Member their name or the name of a third party designated by the Operator and in such case, such Member must immediately compensate for such damage.

Article 13 Personal Information

1. Members' personal information is used only for the purpose of operating the Lounge. Personal information is also used in inquiries and the like when responding to registered Members or when registered details are unclear.
2. The Operator may delegate the handling of personal information to the Operator's subcontractor within the scope of the purpose of use provided for in the preceding paragraph. 3. The safety and accuracy of personal information shall be ensured by taking preventative measures relating to unauthorized access to personal information, and the loss, destruction, falsification, leaks, or the like of personal information.
3. The Operator shall work to ensure the security and accuracy of personal information by taking preventative measures against unauthorized access, or the loss, damage, falsification, or leaks, etc. of personal information.
Furthermore, if accidents occur, efforts shall be taken to prevent damage spreading and corrective measures shall promptly be taken.

(April 1, 2017)