

Basic Policy on Proper Handling of Specific Personal Information

In regard to the handling of specific personal information in accordance with the “Act on the Use of Numbers to Identify a Specific Individual in Administrative Procedures”, VH announces the following:

1. Policy for Handling Specific Personal Information

VH will comply with the provisions set forth in the “Act on the Use of Numbers to Identify a Specific Individual in Administrative Procedures” (hereinafter referred to as "Number Use Act"), "Act on the Protection of Personal Information" and the "Guidelines for Proper Handling of Specific Personal Information (for business operators)", and properly handle specific personal information.

2. Announcement of Purpose of Use of Specific Personal Information

VH will use specific personal information only for the following purpose of use:

Types of Specific Personal Information	Purpose of Use
Specific Personal Information of Employees and their Dependent Relatives	Procedures for creating withholding slips for salary income and retirement income Registration procedures of employment insurance Registration procedures of health insurance and employees' pension insurance Procedures regarding claims made in accordance with the Workmen's Accident Compensation Insurance Act Registration procedures of category-3 insured person of the national pension
Specific Personal Information of Person Other than the Above	Procedures for creating payment records for remuneration, charges, etc. Procedures for creating payment records for payments of dividends, distribution of surplus and interest of funds Procedures for creating payment records such as real estate usage charges Procedures for creating payment records for payments for the acquisition of real estate, etc.

3. Secure Control Measures of Specific Personal Information

In regard to secure control measures of specific personal information, VH has separately stipulated “Rules for Handling Specific Personal Information” and

clarified such measures.

4. Provision of Specific Personal Information

VH will provide specific personal information only to those stipulated in the Number Use Act. VH will not provide specific personal information to any third party that is not stipulated in the Number Use Act, even if VH obtains your approval. (Except as stipulated in each items of Article 19 of the Number Use Act.)

5. Outsourcing of Specific Personal Information

If VH outsources a part of the collection of specific personal information, tax clerical work or social security clerical work, VH will select the outsourcee in accordance with rules separately established and will appropriately supervise such outsourcee.

6. Contact Window for Inquiries etc.

Please contact the following contact window for any questions or claims in regard to handling of specific personal information by VH.

【Contact Window】 : Valuence Holdings Inc. Personal Information Office

【Address】 : 28th floor Shinagawa Season Terrace, 1-2-70 Konan, Minato-ku, Tokyo
(108-0075)

【Telephone No.】 : 03-4580-9983 (Weekday 10:00~19:00)

【e-mail】 : privacy@valuence.inc

Valuence Holdings Inc.
Specific Personal Information Protection Officer

Established: November 13, 2015

Revised: March 1, 2020

※This is a reference. The original sentence is Japanese and only the original sentence is applied effectively.