

Information Disclosure Rules

Enacted on April 25, 2019

Purpose

Article 1-1 The purpose of these rules is to promote fair and open activities of The Organization of Global Financial City Tokyo (hereinafter referred to as the “organization”) based on the provisions of Article 60 Paragraph 2 of the Articles of Incorporation by providing such matters that are necessary to proactively disclose the status of activities, operation and financial and other documents of the organization.

Duties of the organization

Article 2-1 In the interpretation and operation of these rules, the organization shall, as a rule, respect the purpose of information disclosure to the public and take utmost care to not disclose information regarding individuals without permission.

Duties of users

Article 3-1 Any person who inspects or copies the documents subject to information disclosure pursuant to Article 7 shall use the information so obtained appropriately in accordance with the purpose of these rules and endeavor to not infringe the rights of individuals.

Method of information disclosure

Article 4-1 The organization shall disclose information through public notices or publications, by retaining the relevant document in its office or through the Internet depending on the document subject to information disclosure.

Public notice

Article 5-1 The organization shall issue public notice of its balance sheet in accordance with the provisions of laws and regulations as well as the Articles of Incorporation.
2 Public notice under the preceding paragraph shall be issued by the method stipulated in Article 64 of the Articles of Incorporation.

Publication

Article 6-1 In accordance with the provisions of laws and regulations, the organization shall publish the standards for the payment of remunerations of directors and auditors. The same shall apply when such standards are changed.

Article 6-2 Based on the provisions of Article 30, Paragraph 3 of the Articles of Incorporation, publication pursuant to the preceding paragraph shall be made by retaining the officers' remuneration rules separately established at a general meeting of members safely in the office as stipulated in the following article.

Retaining documents in the office

Article 7-1 In accordance with the provisions of laws and regulations, the organization shall retain the relevant documents in the office and shall allow anyone with a justifiable reason to inspect or copy all or part of those documents.

Documents to be retained in the office

Article 8-1 The documents to be retained in the office based on the preceding article shall be listed in Appendix 1 and shall always be retained at the location of inspection set forth in the following article.

Article 8-2 Among the documents listed in Appendix 1, those for which the "period of retention" is specified, the documents for such period shall be retained, and those for which no retention period is specified, the latest version thereof shall be retained.

Inspection location and date

Article 9-1 The location for inspecting the documents to be retained by the organization shall be its main office.

Article 9-2 Days allowed for inspection shall be any days other than the organization's holidays, and the time allowed for inspection shall be the organization's office hours from 10 a.m. to 5 p.m. However, if there is a justifiable reason, the organization may specify the date and time of inspection to a person who desires to inspect the documents.

Procedures for inspection

Article 10-1 Applications for the inspection of any document listed in Appendix 1 shall be handled in the following manner:

- (1) The organization shall request the applicant to fill out necessary information in and submit the form of application for inspection (copying) set out in Form 1.
- (2) After the application for inspection (copying) is submitted, the organization shall list necessary information in the inspection request acceptance register set out in Form 2 and make it available for inspection.
- (3) When there is a request for copying from an applicant for inspection or copying, if copying is allowed in accordance with "Whether or Not Copying is Allowed" in Appendix 1, the organization shall ask for payment of actual expense of copying and accept such request.

Information disclosure via the Internet

Article 11-1 In addition to the disclosure of information under the provisions of Articles 5 to 7, the organization shall disclose information to the general public via the Internet.

Article 11-2 Details of the content and method of information disclosure under the provisions of the preceding paragraph shall be specified separately by the Representative Director.

Bylaws

Article 12-1 In addition to those stipulated in these rules, any matters necessary for the implementation of these rules shall be specified separately by the Representative Director.

Revision or abolition

Article 13 These rules shall be revised or abolished through resolution of the Board of Directors.

Supplementary provisions

These rules shall enter into effect from the registration date of the incorporation of the organization (April 1, 2019).

Appendix 1

(All documents may be recorded electromagnetically)

Titles of subject documents, etc.	Persons allowed to inspect	“Whether or Not Copying is Allowed”	Retention period	Location of retention
1 Articles of Incorporation	Not specified	Allowed (for a charge)	-	Main Office
2 Membership List	Not specified	Allowed (for a charge)	-	Main Office
3 Documents related to authorizations, approvals, and registration	Not specified	Allowed (for a charge)	5 years	Main Office
4 Financial statements (annual business report, balance sheet, statement of changes in net assets, annexed detailed statements, and audit report for each business year)	Not specified	Allowed (for a charge)	5 years	Main Office
5 Business plan, budget for revenue and expenditure, and funding plan	Not specified	Not allowed	1 year	Main Office
6 (1) List of Officers (2) Officers' remuneration rules	Not specified	Not allowed	5 years	Main Office
7 Minutes of general meetings of members	Members and creditors	Allowed (for a charge)	10 years	Main Office
8 Minutes of Board of Directors meeting	Members and creditors (with the permission of the court)	Allowed (for a charge)	10 years	Main Office
9 Accounting books	Members (more than 1/10 of the voting rights of all members)	Allowed (for a charge)	10 years	Main Office
10 Document certifying the authority of representation	Members	Allowed (for a charge)	3 months	Main Office
11 Voting card / Members	Members	Allowed (for a charge)	3 months	Main Office
12 Unanimously agreed documents	Members and creditors	Allowed (for a charge)	10 years	Main Office

Form 1

Application for Inspection (Copying)

The Organization of Global Financial City Tokyo
Chairman: Hiroshi Nakaso

Date of application _____
Applicant _____ (Applicant seal)
Applicant address _____
Telephone number _____

I (applicant) hereby undertake to appropriately use any information obtained from the document subject to inspection in accordance with the following purpose for inspection (copying) and to not infringe any rights of individuals by such information.

Purpose of inspection (copying)

Document subject to Inspection (Please circle as applicable)

- 1 Articles of Incorporation
 - 2 Membership list
 - 3 Documents related to authorizations, approvals, and registrations
 - 4 Documents related to registrations
 - 5 Business report
 - 6 Balance sheet, statement of changes in net assets, and annexed detailed statements
 - 7 Audit report
 - 8 Business plan, budget for revenue and expenditure, funding plan
 - 9 List of Officers
 - 10 Officers' remuneration rules
- (Of the documents subject to inspection above, only 1-7 are allowed to be copied.)
(Only the members and creditors may inspect and copy the following documents.)
- 11 Minutes of general meeting of members
 - 12 Minutes of Board of Directors meeting
 - 13 Accounting books
 - 14 Other documents (_____)

