

(Translation)

Handling of Personal Information (Sales Contracts)

In the future, the Company will require that the following documents be submitted as necessary regarding real estate transactions with customers. The personal information of customers entered in the following documents will be used as described in the list below, as well as for the following purposes.

1. To search for a counter party to a real estate sales contract, to conclude a sales contract or mediation contract, and to provide services based on the contract
2. To provide information on real estate sales, mediation, etc.
3. To the extent necessary to achieve the objectives of items 1 and 2, to provide the information to contract counter parties and prospective sellers and buyers; other real estate brokers; persons, organizations, and advertising companies that provide property information in written form or on the Internet; financial institutions involved in lending; judicial scriveners and other specialists involved in registration, etc.; affiliated non-life insurance companies; real estate managers; guarantee consignment companies; or other third parties with the consent of the customer

In addition, personal information will be used as follows when property information is provided to the Real Estate Information Network Systems for the purpose of searching for a contract counter party, or in the case of signing a contract for a property registered with a Real Estate Information Network System.

- (1) When a contract is concluded, the Real Estate Information Network System will be notified of the date, contract price, etc.
- (2) The Real Estate Information Network Systems use property and contract information (contract information does not include the names of buyers and sellers, but consists of information such as property description, contract date, contract price, etc.) for their businesses stipulated in the Building Lots and Buildings Transaction Business Act, such as providing the information to real estate brokers and public organizations that are their members, in the form of paper media or digital data.

- 1) The information provided consists of name, address, telephone number, property details, contract information, and other necessary items.
- 2) The information will be provided in writing, by telephone, e-mail, the Internet, advertising media, etc.
- 3) Provision of information will be terminated at the request of the individual in question.
 - * When a full-time exclusive mediation contract or a full-time mediation contract is concluded, the real estate agent is obliged to register it with the Real Estate Information Network Systems and notify them of the contract details in accordance with the Building Lots and Buildings Transaction Business Act.

4. Providing the services and information described in items 1 and 2 above through contact by postal mail, telephone, email, etc.
5. Storing personal information as necessary to respond to inquiries from customers and to achieve the objectives described in item 4
6. Storing information in the form of books and documents based on Article 49 of the Building Lots and Buildings Transaction Business Act
7. Performing price appraisals related to real estate sales, etc.

The contract information used for price appraisals may be provided to the brokerage client as the "basis for an opinion" as stipulated in Article 34-2, Paragraph 2 of the Building Lots and Buildings Transaction Business Act.

- 1) The information provided does not include the names of the buyer or seller, and consists of a description of the property, contract price, and other items, and is devised to make it difficult to identify the contracted property in question.
- 2) The information is provided in written form or by email, etc.
- 3) Provision of information will be terminated at the request of the individual in question.

8. Performing market trend analysis

| Name of materials for which personal information is received | Main purpose of use |
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| Customer cards, etc. and forms to request information from the website | To have the customer enter customer's information and requirements in order to introduce properties that match the customer's requirements To send customers notes to thank them for responding to surveys |
| Price appraisal report | To conduct a price appraisal for the sale of the property in question |
| Certificate of title, registry | To confirm ownership of the property and other rights |
| Survey map | To determine the area of the property |
| Drawings, photos, floor plans | To show the state of the property more clearly |
| Cadastral map | To clarify the adjacent properties, boundaries, and positional relationships of the property |
| Official identification | To confirm the customer's identity |
| Mediation contract | To use property information to search for transaction counter parties in order to receive requests for mediation related to the sale or purchase of the property in question |
| Mortgage-related application documents, etc., tax certificates, withholding tax certificates, official identification | To apply to a financial institution for a mortgage loan for the customer |
| List of expenses | To display a list of various expenses related to the customer's real estate transaction |
| Financial planning form | Used when explaining the financial operation of a loan to a customer |
| Real estate purchase certificate | To confirm the customer's intent to purchase |
| Real estate sale consent form | To confirm the customer's intent to sell |
| Disclosure statement | To explain important matters as stipulated in Article 35 of the Building Lots and Buildings Transaction Business Act, a copy will be retained in the form of transaction ledger for at least 5 years as stipulated in Article 49 of the Building Lots and Buildings Transaction Business Act. |
| Sales contract | To clarify the contractual relationship between the parties in the real estate transaction and to deliver documents as stipulated in Article 37 of the Building Lots and Buildings Transaction Business Act, a copy will be retained as a transaction ledger for at least 5 years stipulated in Article 49 of the Building Lots and Buildings Transaction Business Act. |
| Building certification notice, inspection certificate | To certify the building certification notice and completion inspection under the Building Standards Act |
| Power of attorney | To clarify matters that are delegated in the real estate transaction |
| Notice of payment of fixed asset tax and city planning tax, statement of reserve fund for management fees and repairs | For payment of the fixed asset tax, condominium management fees, etc. |
| Ancillary facilities and property condition confirmation form | To obtain confirmation from the customer regarding the status of ancillary facilities and the status of the property |
| Written confirmation of actual measurements | To confirm the actual measured area of the land of the property to be sold |
| Confirmation of delivery of property for sale | To confirm that the seller has completed delivery of the property to be sold to the buyer |
| Letter of reminder concerning fixed asset tax and city planning tax | To clarify the burden of payment of taxes and public dues at a later date, due to the fact that a tax notice for fixed asset tax and city planning tax has not been issued at the time of the sales contract |
| Key receipt | To confirm that the keys to the property have been received by the buyer from the seller |
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