

Provisions for Use of Business Support Office

The use of the Business Support Office shall be in accordance with the following provisions.

Items that are not stipulated in these provisions shall be treated in compliance with Japanese laws and common customs established in Japan. Note that these provisions may change without notice to users.

1. Qualifications of users

(1) The Business Support Office permits an applicant to use its facilities if he/she satisfies the following two conditions.

a) Interested in opening, expanding, or reinvesting in a business in Osaka city, applicable to the following, and having been permitted to use by the OSAKA INTERNATIONAL BUSINESS PROMOTION CENTER (IBPC Osaka).

-Domestic or overseas corporations, overseas governmental organizations, etc. which do not have any office in Osaka city

-Domestic or overseas corporations, overseas governmental organizations, etc. which have one or more offices in Osaka city with a plan for further reinvestment.

b) Comply with the provisions, etc. stipulated by IBPC Osaka.

(2) Those who match any of the following persons are not permitted to use the BSO.

a) An applicant who could possibly harm public policy or public health.

b) An applicant who could possibly damage facilities, attached items, equipment, etc.

c) An applicant who does not comply with the provisions, etc. stipulated by IBPC Osaka.

d) An applicant who is judged as disqualified by IBPC Osaka.

2. How to apply

An applicant who wishes to use the BSO shall discuss with IBPC Osaka beforehand and submit the following documents to IBPC Osaka. If the applicant is permitted to use the BSO after the examination by IBPC Osaka, "a written notice of approval for use of Business Support Office (BSO)" shall be issued.

(1) "Application Form for Use of Business Support Office (BSO)"

(2) Documents which show the business overview of the applicant

e.g.: Brochures, official documents to verify the establishment of the company (company registration documents, business license, etc.), documents to verify the identity of the representative and the person using BSO (employee ID card, driver's license, passport, etc.), etc.

*An abridged translation shall be attached when the above-mentioned documents are written in other than Japanese, English or Chinese.

(3) "Confirmation Documents for Business Support Office (BSO) Security Deposit Refund Account"

3. Application Deadline

Ten (10) business days prior to the requested starting date to use the facilities. Applications shall be accepted on a first-come, first-served basis.

4. Hour of Use

From 7:00 to 23:00 (available all year round)

However, when applying for use on Saturdays, Sundays, national holidays or year-end/New Year holidays (12/29 to 1/3), the applicant shall submit the "Application Form for Holiday Use" to IBPC Osaka.

5. Term of Use

Two months in principle, provided, however, that it may be renewed depending on the preparation for establishment of the bases (up to two (2) times and six (6) months at maximum.)

Shared office space may be used for six (6) months at maximum without a renewal.

6. Usage Fee and Settlement

Room charge: Free of charge (including Internet use)

Communication expense: Actual cost shall be borne by the user (in the case of using a private room)

(1) Payment for communication expense shall be appropriated from "7. Deposit". If the accumulated amount of communication expense exceeds the amount of the security deposit, the appropriation from the security deposit shall be suspended and a claim shall be made for each communication expense incurred. The user shall make the payment to IBPC Osaka in cash or by bank transfer immediately upon receiving a bill. Transfer fees incurred in the payment of communication expense shall be borne by the user.

(2) The user shall settle all unpaid charges at the time of moving out.

7. Security Deposit

(1) Amount of security deposit

The user shall deposit with IBPC Osaka a security deposit corresponding to the facility and period of use. (Refer to the following table.)

In the case where the facility to be used is changed during the usage period, the amount of difference shall be deposited or returned.

	Period of use	
	Less than 30 days	30 days or more
Private room	JPY 20,000	JPY 50,000
Shared office space	JPY 20,000	

(2) Deposit and return of security deposit

a) The user shall deposit with IBPC Osaka a security deposit in cash or by bank transfer by the date of commencement of use.

b) When "6. Communication Expense" occurs, IBPC Osaka shall appropriate the security deposit for such expense. If the accumulated amount of communication expenses exceeds the amount of the security deposit deposited, the appropriation shall be suspended at that time.

c) IBPC Osaka may use the security deposit for compensatory payment if the conditions in condition item 10(3) below occur.

d) The security deposit shall be returned to the user without interest after the end of the usage period; provided, however, that if an appropriation set forth in the preceding paragraph is

made, the remaining amount shall be returned without interest.

- e) The security deposit shall be returned in cash or by bank transfer; provided, however, that if the return is to be made in cash, one of the following conditions must be fulfilled.

The user's company representative's seal or the representative's signature can be affixed to the "Refund Receipt" at the time of return.

A document (a letter of attorney, etc.) from a representative of the user which certifies that the person receiving the security deposit is the legitimate recipient is submitted to IBPC Osaka prior to the return of the security deposit.

- f) Any transfer fee generated by sending or receiving the security deposit shall be paid by the user.

8. Use of devices, equipment, etc. permanently installed in the Business Support Office

- (1) The following devices and equipment can be used free of charge. However, regarding communication, the actual expenses shall be charged.

Private room	Chairs, desks, lockers, coat racks, telephone/fax (actual expenses), internet, and wireless routers
Shared office space	Chairs, individual booths, wireless routers, and lockers
Shared facilities	Meeting space, and vacuum cleaner

- (2) When bringing in devices, equipment, etc. other than those described above, permission must be obtained from IBPC Osaka beforehand. In this regard, electrical appliances should only be those that can be used at 100V 60Hz.

9. Cancellation of use

- (1) If a reservation for use of the BSO needs to be cancelled due to user convenience after the reservation has been made, the user shall immediately notify IBPC Osaka of the cancellation.

- (2) IBPC Osaka may cancel the permission or refuse use even if the user has already been permitted to use the facilities or has started using them if the user falls under any of the following conditions. In such a case, IBPC Osaka shall bear no responsibility for any loss by the user that is generated by the cancellation.

- a) If false information is found in the application form for use of IBPC Osaka.
- b) If the security deposit is not deposited by the date specified by IBPC Osaka.
- c) If an applicant has not appeared even on the date set to start using the facilities and no contact has been made so far.
- d) If a user continues using the facilities even after the final day of the contracted period without obtaining permission from IBPC Osaka.
- e) If noises, vibrations, odors, etc. coming from the user's office disturb people outside the office.
- f) If a user acts or could possibly act against the rules of the building where IBPC Osaka is located.
- g) If a user disturbs the management operation of IBPC Osaka by staying overnight in the Business Support Office, installing devices, equipment, etc. without obtaining permission from IBPC Osaka.
- h) If the Business Support Office cannot be used due to natural disaster, damage to the facilities, or other unavoidable reason.

- i) If IBPC Osaka judges the case as disqualified.
- j) Regardless of the reason, the operation of the Business Support Office stops.

10. Users' responsibilities

- (1) The user who has registered the Business Support Office as a location for its corporate/branch registration shall process registration of office relocation immediately after the relocation and submit a certified copy of registration issued after the relocation to IBPC Osaka.
- (2) Any bank transfer fees incurred in connection with the use of the Business Support Office shall be borne by the user.
(Reference) Bank transfer fees: Domestic: JPY 220 to JPY 880
Overseas: JPY 7,000 or more
- (3) When attached facilities, devices, equipment, etc. of the room or building are damaged or disappear during use, the user shall be responsible for paying the damage calculated by IBPC Osaka.
- (4) The user shall manage all of his/her belongings such as baggage, cash and valuables on his/her own responsibility. IBPC Osaka shall not pay for losses sustained by the user in any event, including robbery, damage, fire, natural disaster or war.

11. Dos and don'ts for use

- (1) Management of a room in use shall be conducted on the user's responsibility; IBPC Osaka shall have no responsibility for any losses sustained, such as robbery.
- (2) The cylinder key of a room in use shall be managed on the user's responsibility until the date of leaving the room. If the key goes missing, the loss shall be immediately reported to IBPC Osaka and the user shall pay JPY 20,000.
- (3) When leaving a room, the user shall remove his/her personal belongings and immediately restore the room in compliance with these provisions.
- (4) The user shall not sublease or hand over the rights related to use of the Business Support Office to a third person.
- (5) Bringing in dangerous materials, such as explosives, fats, oils, toxic gasses and dangerous drugs, as well as putrid matters and corrosives, is banned.
- (6) Posting bills or notices on walls, doors, etc. with tape, pins, etc. is not allowed.
- (7) Any matters not set forth herein and any doubt or uncertainty arising in connection with the interpretation of any provisions hereof shall be determined through consultation between the user and IBPC Osaka in good faith and shall be resolved peacefully; any and all disputes that cannot be resolved in spite of such consultation shall be settled in a court of law with the exclusive jurisdiction of the Osaka District Court.

These provisions go into effect starting on April 1, 2021.

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