

Job and organization definition

1. Officer

(1) Officers

The officers of the company may have the following officers as provided for in the articles of incorporation.

· President	1 person
· Executive vice-president	1 person
· Senior Managing Director	1 person
· Managing director	1 person
· Director	Up to 3 people including the above

(2) Company representative

The president of the company represents the company.

The president of the company executes the resolutions of the board of directors and supervises the overall management of the company.

(3) Directors and board of directors

The directors organize a board of directors to determine the key issues necessary to achieve the business objectives of the company. Matters concerning the board of directors are in accordance with the law and articles of incorporation.

2. Employee

(1) Employee

Employees adopted in accordance with the prescribed procedures set forth in our "employee employment rules" shall be employees.

In addition to the employees specified in the preceding paragraph, it is possible to place commissions and contract employees if necessary.

(2) Services of employees

The service of employees is based on the "Employee Employment Regulations" defined separately.

3. Organization

(1) Organization of company

The following divisions will be set up as the basic organization for business operation of the company.

· Business promotion department	Promote the formulation of our business and business plans
· Business promotion support department	Support (design) promotion of business of customers or business partners

(2) Job system

Set the position in the organization of the company.

Position names are displayed with the name of the position attached to each organization name.

"Position" in the documents or procedures submitted outside, use the position.

(3) Name of job title

The names and types of positions are as follows.

- General manager
- Manager
- Chief
- leader
- Charge

(4) Organizational chart and division of duties

"Organization chart" assumes according to the attachment.

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4. Duties

(1) Duties

Set up duties in the organization of the company to clarify the role of the work and the scope of responsibility and authority. Job names are displayed with the name of the job attached to each organization name. Use duties unless otherwise specified.

(2) Name of job

The names and types of duties are as follows.

- Responsible person
- Control
- Manager in charge
- Charge

(3) Position correspondence

Correspondence of the post is as follows.

Duties	Responsible person	Control	Manager in charge	Charge		
Position	Officer	General manager	Manager	Chief	Leader	Charge

Appendix: Organization chart

