

ARK HILLS CLUB GENERAL TERMS

1. Membership Procedures

A. Admission to Membership

(1) Submission of Application Forms

Each application for membership, completed by the applicant for membership (hereinafter referred to as the “Applicant”), together with the following documents, shall be delivered to the Membership Office of the ARK Hills Club (Address: 37th Floor, East Wing, ARK Mori Building, 1-12-32 Akasaka, Minato-ku, Tokyo; hereinafter referred to as the “Club”).

- ARK Hills Club Application Form
- Personal Statement Requesting Membership
- One face photo of the Applicant taken within 6 months (4.5 cm in length × 3.5 cm in width)
- Letter of recommendation from a current Member (first recommender)
- Letter of recommendation from a current Member (second recommender)
- Identity verification documents of the Applicant (official documents that can verify the Applicant’s name, birth date and current address) (copy of passport for foreign nationals)
- When registering a spouse, a copy of the residence certificate or family register certifying that he/she is the Applicant’s spouse (or a copy of an equivalent document issued by a public institution in a foreign country)
- Applicant’s resume
- In the case of an application for Corporate Membership, a certified copy of the commercial registry (issued within the last 3 months)

(2) Screening Process and Procedures

- Confirmation of Application Form and Documents
The contents of the submitted application form and other required documents will be verified by the Membership Office.
- Membership Review Committee
All applications will be reviewed by the Membership Review Committee consisting of the Board of Advisors and shall be either approved or disapproved.
- Payment Relating to the Initiation
Upon approval of the Applicant’s application by the Membership Review Committee, the Club will send the Applicant an invoice for the initiation fee, the initiation deposit and the annual dues for the first year. The invoiced amount must be remitted to the bank account specified by the Club within 7 days from the receipt of the invoice.
- Admission and Approval of Membership
Following the Club’s confirmation of its receipt of the payment in full of the initiation payments by the Applicant, the Club will send the Applicant a membership acceptance letter from the Board of Advisors, a membership card, a deposit certificate (membership registration certificate) and a complete membership package.

(3) Notice

- If the Applicant has not fulfilled the requirements of the membership screening process or the application has not been approved by the Membership Review Committee, or the Applicant has submitted a written notification, prior to his/her formal admission, to the Club Membership Office to withdraw the application due to circumstances of the Applicant, then the application form and attachments shall be returned to the Applicant without delay.
- The screening method and other processes will not be disclosed.
- Please note that no inquiries in relation to the screening results will be entertained from the Applicant.

B. Nomination Change by Corporate Members

(1) Application for Change of Nomination

In requesting the change of its Nominated Member, a Corporate Member shall submit the following documents to the Membership Office.

- Application for Nomination Change
- ARK Hills Club Application Form from the Nominated Member candidate
- Personal Statement Requesting Membership of the Nominated Member candidate
- One face photo of the Nominated Member candidate taken within 6 months (4.5 cm in length × 3.5 cm in width)
- Identity verification documents of the Nominated Member candidate (official documents that can verify the Nominated Member candidate’s name, birth date and current address) (copy of passport for foreign nationals)
- When registering a spouse, a copy of the residence certificate or family register certifying that he/she is the Applicant’s spouse (or a copy of an equivalent document issued by a public institution in a foreign country)
- Nominated Member candidate’s resume
- Membership cards of the current Nominated Member and his/her spouse

(2) Screening Process and Procedures

- The new membership admission procedures apply to confirmation of a completed application form and membership screening.
- Remittance of Nomination Change Fee
The Club will forward an invoice for the nomination change fee to the Corporate Member. The payment must be remitted to the bank account specified by the Club within 7 days from the receipt of the invoice. The bank remittance charges upon the bank remittance shall be borne by the Corporate Member.
- Approval and Admission
Upon confirmation of the receipt of the full nomination change fee remitted by the Corporate Member, the Club shall mail to the Nominated Member a membership acceptance letter from the Board of Advisors and a membership package.

(3) Notice

- When the Nominated Member is to withdraw from the membership, the Corporate Member shall nominate a Nominated Member candidate and shall be responsible for its obligations as a Corporate Member (including the obligation to pay annual dues) during the period between an application made for a new Nominated Member and the approval by the Club.

C. Transfer of Membership

(1) Application for Transfer of Membership

The Application shall be submitted to the Membership Office together with the following documents.

- Application Form for Transfer of Membership (with the affixture of the names and seals of the transferor and the transferee)
- ARK Hills Club Application Form of the transferee
- Personal Statement Requesting Membership of the transferee
- One face photo of the transferee taken within 6 months (4.5 cm in length × 3.5 cm in width)
- Letter of recommendation from a current Member (first recommender)
- Letter of recommendation from a current Member (second recommender)
- Identity verification documents of the Applicant (transferee) (official documents that can verify the transferee's name, birth date and current address) (copy of passport for foreign nationals)
- When registering a spouse, a copy of the residence certificate or family register certifying that he/she is the Applicant's (transferee's) spouse (or a copy of an equivalent document issued by a public institution in a foreign country)
- Applicant's (transferee's) resume
- When applying for Corporate Membership, a copy of the company register (issued within the last 3 months)
- Transferor's deposit certificate (membership registration certificate)
- Membership cards of the transferor and his/her spouse

(2) Screening Process and Procedures

- Membership Screening
The new membership admission procedures apply to the screening process by the Membership Review Committee.
- Remittance of Membership Transfer Fee
The Club will forward an invoice for the membership transfer fee to the transferor or the transferee. The payment must be remitted to the bank account specified by the Club within 7 days from the receipt of the invoice. The bank remittance charges upon the bank remittance shall be borne by the transferor or the transferee.
- Approval and Admission
Upon confirmation of the receipt of the full membership transfer fee remitted by the transferor or the transferee, the Club shall mail to the transferee a membership acceptance letter from the Board of Advisors, a membership card, and a membership package.

(3) Notice

- The transferor cannot be the recommender. Please note this when submitting the letter of recommendation.
- If the transferee is not approved to become a Member, the transferor shall be so notified by the Club. On such occasion, the transferor may submit a new transferee candidate.
- Upon confirmation of the remittance by the transferor or the transferee of the membership transfer fee to the bank account specified by the Club, the transferor's right as a Member and cash vouchers and the deposit certificate (membership registration certificate) will automatically become void.

D. Withdrawal from Membership

(1) Application for Withdrawal

The withdrawing Member must submit the following documents to the Membership Office no later than 30 days in advance of the desired date of withdrawal.

- Application for Withdrawal
- Membership card
- Depository receipt (membership registration certificate)
- Claim for Refund of Initiation Deposit

(2) Procedures

- Confirmation of the application documents and mailing of an Approval of Withdrawal
Upon confirmation of the application documents, the Club shall mail the Approval of Withdrawal to the Member. The process for withdrawal is finalized as of the effective date of the Approval of Withdrawal.
- Refund of initiation deposit
The initiation deposit shall be refunded, within 30 days after the date of Approval of Withdrawal, to the withdrawn Member by means of a bank remittance to the bank account which the withdrawn Member specified in the Claim for Refund of Initiation Deposit.

(3) Notice

- No payment obligation owned by a Member to the Club may be set off against the Claim for Refund of Initiation Deposit. However, the Club may set off the Claim for Refund of Initiation Deposit against all or any part of the Member's outstanding payment obligations to the Club.
- When a Member becomes deceased, the Club, upon confirmation of such fact, shall proceed with the withdrawal procedures. In such case, the initiation deposit shall be refunded, in accordance with these General Terms, to the legal successor or administrator of the inherited property of such Member who fulfills the legal requirements, upon approval by the Club, provided that such person submits the Claim for Refund of Initiation Deposit.

E. Leave of Absence

(1) Reasons for Leave of Absence from Membership

The period for a leave of absence from membership shall be in units of one year, and the leave of absence shall be generally permitted up to 2 years.

A leave of absence from membership is permitted for the following reasons only.

- When the Member is not able to access the membership benefits and privileges for a specific period of time, due to reasons such as overseas residency.
- When the Member is willing to suspend the regular membership activities for a specific period of time, due to changes in financial status.
- When the Member is not able to use or has difficulty using the Club for a specific period of time due to some justifiable reason, including illness.
- Any other reason the Club considers to be justifiable.

(2) Application for Leave of Absence

The Member shall submit the following documents to the Membership Office no later than 30 days prior to the date on which the Member desires to take a leave of absence.

- Application for Leave of Absence from Membership
- Membership card of the Applicant

(3) Procedures

- Confirmation of Documents and the Member's Payment Obligations
Upon confirmation of the application documents, the Club shall also confirm whether the Applicant has fully performed all payment obligations to the Club.
- Review by the Club
The application for leave of absence shall be reviewed, and may be approved or disapproved by the Club.
- Payment of Fee for Absence
Upon approval of leave of absence, the Member shall be exempted from the annual dues for that period. However, the Member shall be required to pay the leave of absence fee. The full amount should be remitted by the Applicant to the bank account specified by the Club within 7 days from the receipt of the invoice. The bank remittance charges upon the bank remittance shall be borne by the Member.
- Leave of Absence
Upon confirmation of payment of the leave of absence fee, the Club will send a leave of absence approval notice to the Member.

(4) Resumption of Membership

A Member who has taken a leave of absence may resume its membership by submitting an Application for Resumption of Membership. To resume the membership, the Member shall be required to pay the annual dues calculated from the date of the Club's receipt of his/her Application for Resumption of Membership.

(5) Notice

Please note that the leave of absence fee shall not be set off by the annual dues already paid.

F. Reissuance of Lost Membership Card/Deposit Certificate (Membership Registration Certificate)

(1) Application for Reissuance

Members must promptly notify the Membership Office if a membership card or a membership registration certificate (deposit certificate) is lost and at the same time, the following document shall be submitted to the Club.

- Request for Reissuance of Membership Card/Membership Registration Certificate (Deposit Certificate)

(2) Procedures

- Confirmation of the Document
The Club shall confirm that the document is complete.
- Reissuance of Membership Card/Membership Registration Certificate (Deposit Certificate)
The lost membership card or membership registration certificate (deposit certificate) shall be made null and void and a new membership card or membership registration certificate (deposit certificate) shall be reissued by the Club.
- Payment of Reissuance Fee
The Club will forward an invoice for reissuing the new membership card or membership registration certificate (deposit certificate). The payment should be remitted to the bank account specified by the Club within 7 days from the receipt of the invoice. The bank remittance charges upon the bank remittance shall be borne by the Members.

(3) Notice

- When aware of the loss of the membership card or membership registration certificate (deposit certificate), Members should immediately report to the Club.
- If a lost membership card or membership registration certificate (deposit certificate) is found after the reissuance of the replacement membership card or membership registration certificate (deposit certificate), the old membership card or old membership registration certificate (deposit certificate) shall be returned to the Club.

2. Changes in Registered Information

A Notification of Change Form (prescribed form) shall be completed and submitted to the Club, should any change occur in the address, company name, position, phone number, email address or any other information registered in the Club.

3. Payment for Annual Dues and Charges for Club Usage

(1) Payment of Annual Dues

The initial month of reckoning of the annual dues shall be September. Annual dues should be paid by the end of August of the same year from the receipt of the invoice for the annual dues.

(2) Payment of Charges for Club Usage

The charges for food and beverages, private room charges, event participation fees, service charges and other incidental charges used within the Club by Members, their spouses or guests, as well as the consumption tax on those charges, are subject to payment. These charges and consumption tax can be paid by cash, credit card or invoice. For those who make payment by invoice, an invoice shall be calculated as of the last day of each month and sent to the Members on the 10th day of the following month. Payment shall be made within 30 days from the receipt of the invoice.

(3) Notice

The monthly statement or invoice shall be mailed to the registered address. An invoice shall not be issued to a person other than the Member. The bank remittance charges shall be paid by the Members.

4. Notification of Delinquency, Admonition, Suspension of Membership, and Expulsion

(1) Notification of Delinquency

- A Notification of Delinquency shall be sent in writing by the Club to the Member if payment is not duly paid within a payment period in accordance with any invoice or when the Member violates any of the Club Rules and the Club deems necessary to give notice.
- A Notification of Delinquency shall be sent to the Member's registered address by post or by any other method that the Club deems appropriate.

(2) Admonition and Suspension of Membership

- If the delinquent payment obligation is not performed within 10 days after the date of dispatch of the Notification of Delinquency, or if any cause for admonition or suspension of membership as defined in the Club By-laws exists, the Club may admonish or suspend all the qualifications of the relevant Member until full payment of the obligations without setting a deadline.
- If the Club determines to cancel the suspension of membership, a written notification to that effect shall be sent to the Member's registered address by post or by any other method that the Club deems appropriate.

(3) Treatment of Annual Dues during Suspension of Membership

- If a Member is suspended from its membership, none of the annual dues, which have already been paid by the Member, shall be returned.
- If the Club cancels the suspension of membership on a date that falls during the relevant Member's membership year, the Member shall be entitled to the rights as a Member for the rest of the membership year starting from the date of canceling the suspension of its membership.

(4) Expulsion from Membership

- If the payment obligation is not performed within a given period after the date of the Notification of Suspension of Membership, or if any cause for expulsion from membership as defined in the Club By-laws exists, the Club may expel the Member from the Club.
- If the Club determines to expel a Member from membership, a written notification of expulsion from membership shall be sent to the Member's registered address by post or by any other method that the Club deems appropriate.

5. Miscellaneous Provisions

Amendment of these General Terms

The Club may amend these General Terms at any time. In the event of any amendment, the Club will send the details of such amendment to the Member's registered address by post or by any other method that the Club deems appropriate. However, the Club may post the content to be notified on a website set up by the Club in lieu of giving notice.

Date of Issue: April 1, 1998
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