

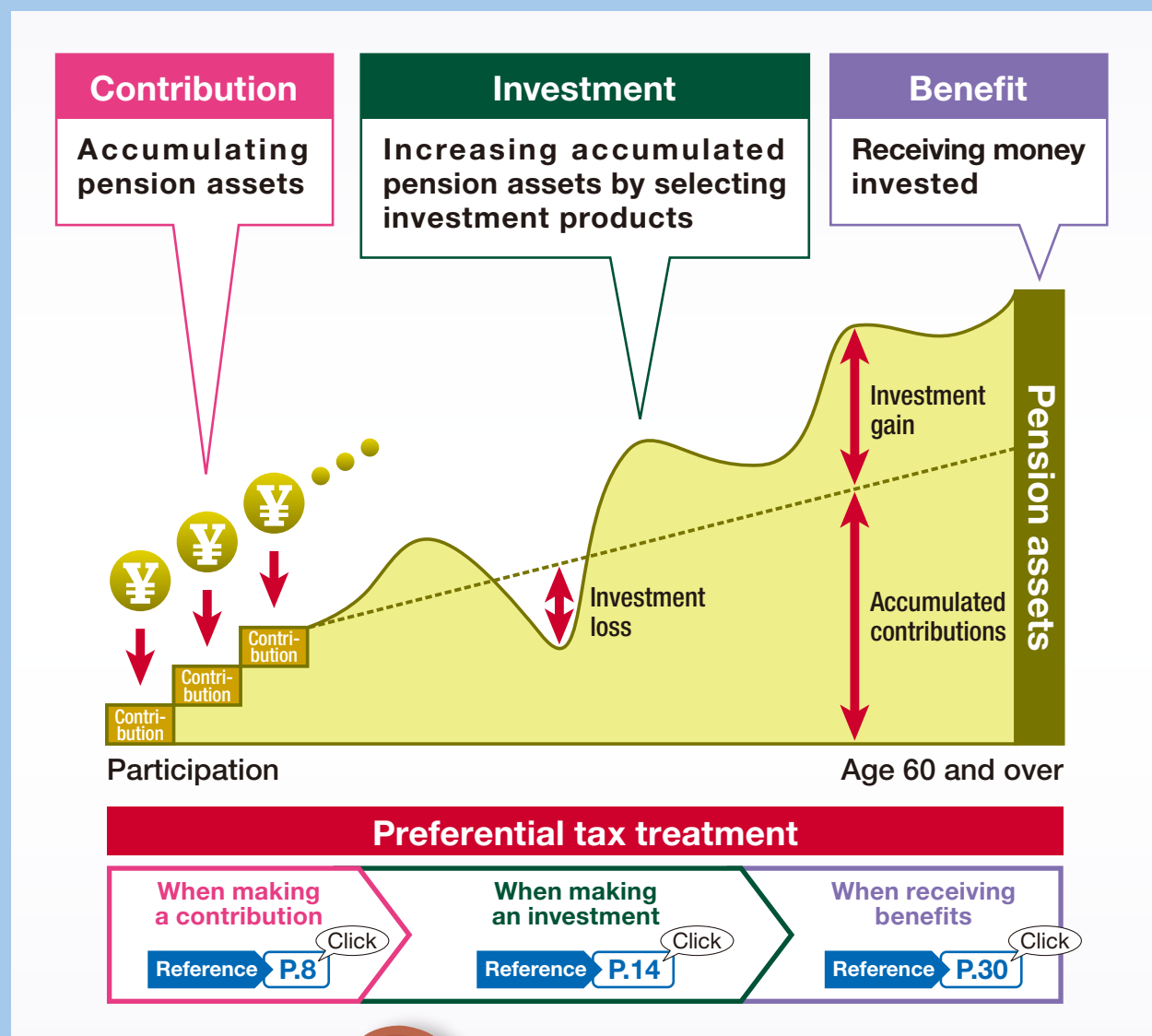


# Defined Contribution Pension Plan (Corporate Type) Procedure Guidebook

— Explanation of plan contents and procedures —



**The defined contribution pension plan (DC plan)** is a pension scheme offered to help stabilize the post-retirement lives of participants of the scheme, whereby contributions made by plan sponsors or participants are invested based on a participant's own judgment and benefits are receivable based on investment performance results (pension assets) under preferential tax treatment.



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**1** What is a defined contribution pension plan (DC plan) ?

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## Introduction

Please check that you have received your Starter Kit and “Notice of Opening an Account”.

\*“Starter Kit” refers to the set of explanatory materials provided to you when you are enrolled in a DC Plan.

\*A “Notice of Opening an Account” will be mailed to you separately from the Starter Kit.

### ◆ Check the Starter Kit.

- Starting a Defined Contribution Pension Plan
- Procedure Guidebook
- Welcome to the World of Investing!
- Asset Allocation Worksheet
- Employee Matching Contribution Guidebook(see Note)

Note: Viewable only if employee matching contribution is available in your plan.

### ◆ Confirm “Notice of Opening an Account”.

- Please confirm the registration contents described (e.g. address). If any corrections, etc. are necessary, please contact your employer’s pension section (e.g. Personnel Department) promptly.
- To use AnswerNet, please input your login ID and temporary password shown in the notice. Using AnswerNet, you can designate allocation ratios and confirm investment product details and program contents, etc.

Reference **P.11 and 12, P.16**

Click

## 1 What is a defined contribution pension plan (DC plan) ?

Understand DC plans and confirm the contents of the plan your employer offers.

### Understand DC plans.

- ▶ You need to understand DC plans before accumulating your monthly contributions and making investments.

Reference **P.7 to 9**

Click

- ▶ Please confirm “Points to be noted for Corporate-type DC plans.”

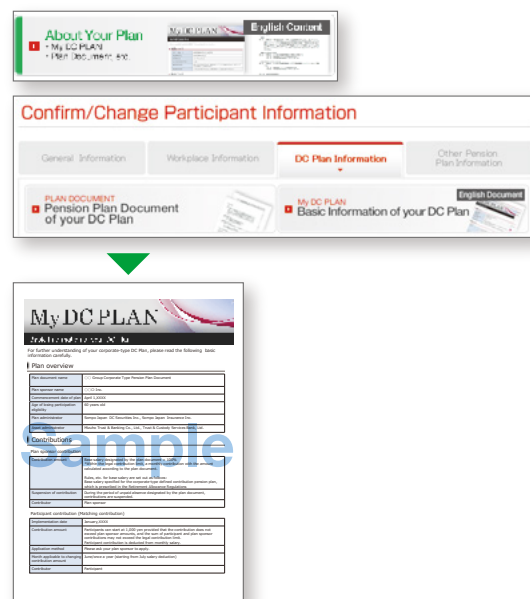
Reference **P.10**

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### Confirm the contents of the plan your employer offers.

- ▶ Please confirm the contents of the DC plan your employer offers (e.g. how to calculate monthly contributions). The details of the plan are stipulated in the plan document of your corporate-type DC plan. The latest corporate-type DC plan document and My DC PLAN (summary of plan document) are available on the AnswerNet.

Reference **Plan document, My DC PLAN (summary of plan document)**





## 2 Procedures upon participation

You need to understand the basics of investments and investment products before designating your allocation ratios (ratios for purchasing investment products).

### Log in to the AnswerNet.

- First, log in to the AnswerNet (participant website).  
[Reference](#) [P.11](#) [Click](#)

### Confirm the necessary procedures.

- You need to confirm the procedures that must be completed immediately after you participate.  
[Reference](#) [P.13](#) [Click](#)

### Understand the basics of investing.

- First, please refer to “Welcome to the World of Investing!” so that you can understand the basics of investing and determine your allocation ratios.  
[Reference](#) [P.13 and 14](#) [Click](#)

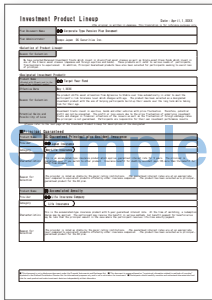
[Reference](#) [Welcome to the World of Investing!](#)



### Understand the investment products you can select in the plan your employer offers and the contents of these products.

- Once you understand the basics of investing, you need to learn about the investment products available in the plan your employer offers and their characteristics. You can check the investment products and the designated investment product(s) available in your plan in the “Investment Product Lineup” and “Investment Product Guide”.

[Reference](#) [Investment Product Lineup, Investment Product Guide](#)



### Designate your contribution allocation ratios.

- You can designate your contribution allocation ratios via AnswerNet or AnswerCenter. In case Asset Allocation Sheet is enclosed in “Notice of Opening an Account,” you can use it when designating your allocation ratios.  
[Reference](#) [P.14 to 16](#) [Click](#)

[Reference](#) [Asset Allocation Sheet](#)



- In case you roll over assets, etc. from other pension plans (About asset rollover)  
[Reference](#) [P.17 and 18](#) [Click](#)

## 3 Procedures for current participants

Please confirm the status of your asset investments regularly and consider changing investment products depending on the situation.

### Confirm your asset status.

- ▶ To make an investment based on your own judgment, you need to regularly confirm your asset status.

An “Account Statement for Defined Contribution Pension Plan” will be provided annually. You can also confirm your asset balance via the AnswerNet or AnswerCenter at any time.

Reference **P.19 and 20**

Click

### Confirm whether your investment is appropriate when considering your asset status.

- ▶ Please confirm your asset status and investment policy (stance).

### Consider whether to change your investment products (asset allocation).

- ▶ When considering changing your investment products, please confirm the latest information about them. AnswerNet shows your Performance Sheet, Interest Rate Report, Monthly Returns, explanatory material for DC plans (data sheets), etc.

### Change investment products based on the results of your consideration.

- ▶ Change investment products by switching or changing contribution instruction. You can complete the necessary procedure via AnswerNet or AnswerCenter.

Reference **P.21 and 22**

Click

### AnswerNet

Product Name	Product Provider	Guaranteed Interest Rate (%)	Effective Date
DC accident compensation insurance	DC Insurance Company	0.101	2003/04/01

\*Contents displayed represent samples.

## 4 Procedure required when you retire from the company before the age of 60

In case you leave or change your job, you need to complete the procedure to roll over your assets.

\*Early lump-sum payment or asset withdrawal in DC plans is generally not permitted. It is only permitted if certain requirements can be met.

Reference [P.26](#)

Click

### Complete the post-retirement procedures.

- ▶ In case you lose participant eligibility due to retirement, etc., you will receive “Notice of Loss of Participant Eligibility for Corporate-Type DC Pension Plan and Necessary Procedures.” The procedure you need to complete differs depending on your status after losing participant eligibility. Please obtain the necessary forms as soon as possible and complete the procedure yourself.

Reference [P.23 and 25](#)

Click



## 5 Procedures for receiving benefits

Receive benefits from your invested pension assets.

### Confirm the benefit type.

- ▶ Benefits are classified into three types (i.e. retirement benefits, disability benefits, and lump-sum death benefit). Please confirm the applicable situations for respective benefits.

Reference [P.27 and 28](#)

Click

### File a claim for benefits.

- ▶ To receive benefits, you need to complete the necessary procedures for each benefit type.

#### (Retirement benefits)

“Notice of Loss of Participant Eligibility and Retirement Benefits for Corporate-Type DC Plan” will be sent to you before reaching of loss of participant eligibility prescribed in the corporate-type DC plan document (hereinafter referred to as “specified age”).

\*The notice describes the date when you obtain eligibility to claim benefits. On or after this date, you can file a relevant claim.



Please request a claim form via the AnswerNet or the AnswerCenter. You can receive benefits during or after the month following the month in which you submit your claim form.

Reference [P.29](#)

Click

\*In case the specified age prescribed in the corporate-type DC plan document is over 60 years of age, “Notice of Loss of Participant Eligibility and Retirement Benefits for Corporate-Type DC Plan” is sent to participants aged 60 years or older who retire before reaching the specified age.

#### (Disability benefits / Lump-sum death benefit)

When a claim reason arises, please request the documents via the AnswerNet or the AnswerCenter.

## 6 Other

Necessary procedures, etc. other than those explained in each chapter are described.

Reference [P.31 and 32](#)

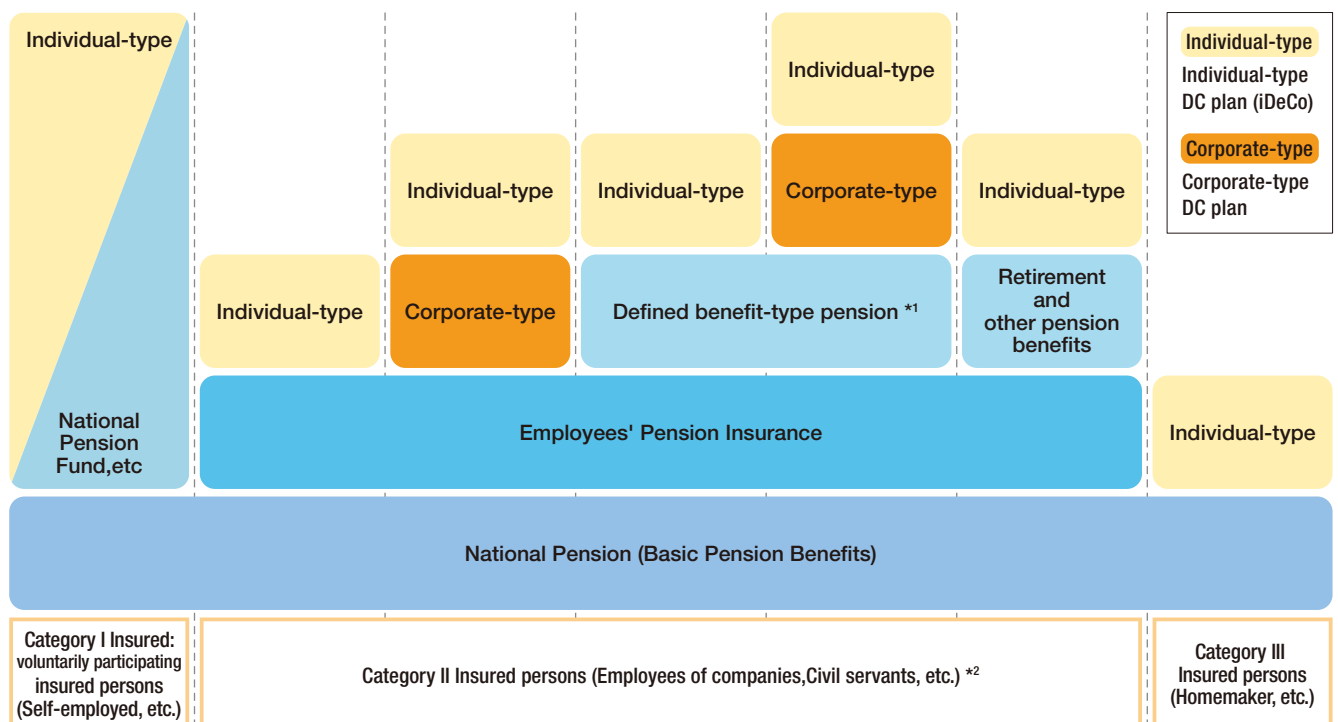
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# What is a defined contribution pension plan (DC plan) ?

The Defined Contribution Pension Plan (DC Plan) is a pension scheme whereby contributions made by plan sponsors or participants are invested based on a participant's own judgment and benefits are receivable based on investment performance results (pension assets) under preferential tax treatment when participants reach a specified age (after the age of 60 in principle). Early lump-sum payment or asset withdrawal is generally not permitted because this pension plan is offered to help stabilize the post-retirement lives of participants of the scheme.

## Pension plans in Japan and positioning of DC plans

The structure of pension plans in Japan is described below. DC plans are positioned to be supplemental pension plans of public pensions (national pension/employees' pension insurance).



\*1: Employees' Pension Fund, defined benefit pension plan, Mutual Aid Association of Private School Personnel, Coal Mining Pension Fund, etc. are called defined benefit-type pension based on their structure.

\*2: For Category II Insured Persons, depending on the pension plan offered by their employer, the availability of a DC plan(s) varies as shown above.

## Types of DC plan

The DC plan consists of two types of plan—the corporate-type DC plan and the individual-type DC plan—which are managed by different organizations and whose target participants differ.

### Corporate-type DC plan

- The corporate-type DC plan is implemented and managed by corporations upon agreement with their employees.
- It can be implemented as a completely new plan by companies without a corporate pension or retirement plan in place, as a new plan instead of existing pension or retirement plans, or as a plan offered in addition to existing pension or retirement plans.
- Persons eligible to participate in a corporate-type DC plan are employees of corporations offering such a plan. However, certain persons may not be eligible for participation pursuant to relevant corporate-type DC plan documents.
- For the details of your plan, you can check the corporate-type DC plan document, etc. available on the AnswerNet.

**Reference** [My DC PLAN \(summary of plan document\)](#)



## Individual-type DC plan (iDeCo)

- The individual-type DC plan is managed by the National Pension Fund Association.
- Insured persons of the National Pension can voluntarily participate in an individual-type DC plan. However, participation is not allowed for those who make employee matching contribution (participant contributions) in a corporate-type DC plan, and those who are exempted from national pension premiums.

## Contributions to DC plan

### Contributions to corporate-type DC plans

Under a corporate-type DC plan, the plan sponsor makes contributions up to the legally stipulated maximum contribution amount (plan sponsor contribution) in accordance with the corporate-type DC plan document. (See Note below) Participants are responsible for investing contributions made for them. After participants lose participant eligibility prescribed in the corporate-type DC plan document (e.g. participants reach a certain age (60 years or over)), no contributions are made for them. However, asset holders may make investments, and these holders are called investment instructor. In addition, participants and investment instructors are collectively called participants, etc.

Note: The contribution payment suspension period may be prescribed in the corporate-type DC plan document in some cases.

Applicable persons	Maximum contribution amount
Not eligible for a defined benefit pension plan	55,000 yen/month
Eligible for a defined benefit pension plan	55,000 yen/month - amount equivalent to contribution amount in other pension plans such as defined benefit-type pension

### (Employee matching contribution)

Employee matching contribution refers to contributions that participants make themselves through their employers (participant contributions) in addition to plan sponsor contributions. Employee matching contribution is allowed only if stipulated in the corporate-type DC plan document. The table below shows an outline of employee matching contribution and a comparison with an individual-type DC plan.

	Employee matching contribution	Individual-type DC plan (iDeCo)
Outline	It refers to contributions that participants make themselves through their employers (participant contributions) in addition to plan sponsor contributions. Employee matching contribution is allowed only if stipulated in the corporate-type DC plan document.	If you are enrolled in an individual-type DC plan (iDeCo), you can make contributions (participant contributions) on your own. Please note that if you use employee matching contribution, simultaneous enrollment in iDeCo is not allowed. You need to make an application for enrollment in iDeCo on your own.
Maximum contribution amount	Participant contribution amount must be within a range not exceeding plan sponsor contribution amount and the sum of participant contributions and plan sponsor contributions must not exceed the legally stipulated contribution limit.	The maximum monthly contribution amount is the amount obtained by subtracting the monthly plan sponsor contribution amount for corporate-type DC plan and the amount equivalent to contribution amount in other pension plans such as defined benefit-type pension from 55,000 yen/month (upper limit of 20,000 yen).
Contribution method	Participant contributions are deducted from salary and made via employers.	Either "via employer (deduction from salary)" or "personal bank account".
Recordkeeping and handling contributions	Plan sponsor contributions and participant contributions are managed separately in the same account (corporate-type DC plan). Following contributions, both contributions are treated as a combined assets for investments and benefits.	Plan sponsor contributions and participant contributions are managed in the separate accounts (a corporate-type DC plan and an individual-type DC plan). Following contributions, assets are managed and invested in each account separately.

\*If employee matching contribution is available in your plan, please check the "Employee Matching Contribution Guidebook". If you want to participate in an individual-type DC plan, you need to take the necessary procedures on your own. For more information about our individual-type DC plan, please visit our website or contact our AnswerCenter.

**Reference** [Employee Matching Contribution Guidebook](#)

### Preferential tax treatment, etc. for contributions (when making a contribution)

Plan sponsor contributions are not taxable because they are not considered to be earned income under the Income Tax Act. In addition, because participant contributions are entirely excluded from income, your tax burden can be reduced.

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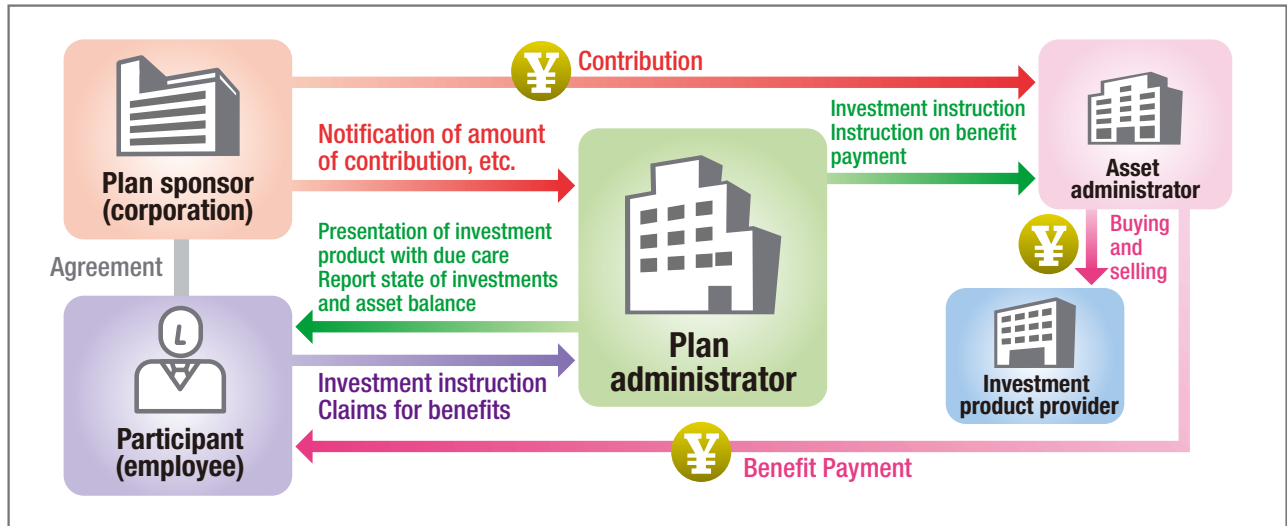
5 Procedures for receiving benefits

6 Other

# What is a defined contribution pension plan (DC plan) ?

## Roles of corporate-type DC Plans

Corporate-type DC plans are operated by the following relevant organizations. Participants, etc. provide investment instructions for their assets and submit claims for a benefit to the plan administrators.



	Contents of roles
Plan administrator	This is an organization, appointed by a plan sponsor or an eligible individual, which manages the corporate-type DC plans. This organization records and keeps details of matters related to participants, etc., notifies participants, etc. of plan administration status, etc., summarizes investment instructions received from participants, etc., notifies the asset administrator of investment instructions, decisions on the right to receive benefits, selects and presents investment products, and provides information about investment products.
Asset administrator	This organization manages the assets of participants, etc. under a corporate-type DC plan. For example, this organization receives contributions from the plan sponsor and pays benefits to participants, etc.
Investment product provider	This is a financial institution, such as a bank, securities company, or insurance company, that provides investment products for DC plans.

## Measures relating to protection of participants, etc.

The following are the main legal obligations and legally prohibited conduct relating to plan sponsors and related organizations for the purpose of protecting participants.

	Obligations	Prohibited conduct
Plan sponsor (corporate type) National Pension Fund Association (individual type)	<ul style="list-style-type: none"> <li>○ Provision of basic materials relating to investment and other necessary measures (so-called investment education) See Note below.</li> <li>○ Compliance with law, Pension Plan Document, etc./due care in the performance of work for the interests of participants, etc.</li> <li>○ Keeping and using information considering protection of individual privacy</li> </ul>	<ul style="list-style-type: none"> <li>○ Conduct to earn interest for a third party</li> <li>○ Conduct that recommends participants selecting (or not selecting) particular investments products</li> <li>○ Conduct that recommends participants to entrust investments to an employer or a third party</li> </ul>
Plan administrator	<ul style="list-style-type: none"> <li>○ Observance of law and plan administration agreement, and faithful execution of work duties for participants, etc.</li> <li>○ Keeping and using information considering protection of individual privacy</li> </ul>	<ul style="list-style-type: none"> <li>○ Supplementing a loss or providing additional profit</li> <li>○ Conduct to make profit for a third party other than oneself or participants</li> <li>○ Conduct that recommends participants selecting (or not selecting) particular investments products</li> <li>○ Conduct that deliberately withholds information or creates misrepresentation</li> </ul>
Asset administrator	<ul style="list-style-type: none"> <li>○ Observance of law and asset administration agreement, and faithful execution of work duties for participants, etc.</li> </ul>	

corporate type: Corporate-type DC plan individual type: Individual-type DC plan

Note: The provision of these materials can be entrusted to the plan administrator, National Pension Fund Association, etc.

## Points to be noted for corporate-type DC plans

### Point 1

**Participants invest their contributions based on their own judgment**

Invested assets are received as future benefits and are based on the participant's investment performance results. There is a possibility that benefits will be less than cumulative contributions due to price fluctuations of investment products. If participants are deemed to have provided their investment instructions to purchase designated investment products, they are responsible for their own investment performance results.

Reference **P.13**

Click

### Point 2

**Early lump-sum payment or asset withdrawal in DC plans is generally not permitted.**

The DC plan is a pension plan which accumulates assets under preferential tax treatment for retirement; therefore, early lump-sum payment or asset withdrawal is generally not permitted. (See Note below)

Note: Exceptions may be made under certain circumstances when participants meet certain conditions for early lump-sum payment or asset withdrawal.

Reference **P.26**

Click

\*In employee matching contributions, participant contributions can be suspended voluntarily. Even in that case, withdrawal of participant contributions is not permitted.

### Point 3

**Participants leaving or changing their jobs (loss of participant eligibility) before the age of 60 (see Note 1 below) are required to complete the necessary procedures themselves within six months.**

After losing participant eligibility, you need to complete the procedure for transferring your assets to either a corporate-type DC plan or individual-type DC plan at your new workplace. If the required procedures are not completed within six months, all your assets can be sold (converted to cash) and transferred, without consent, to another DC plans if any (See Note 2 below). If no account is available, your assets will be transferred to the National Pension Fund Association. This is known as an automatic rollover. An automatic rollover is disadvantageous in various ways (e.g. inability to invest assets).

Note 1: The same shall apply to cases where your employer no longer implements your corporate-type DC plan.

Note 2: Assets can not be transferred in cases that personal identifying information between accounts differs.

Reference **P.23 to 25**

Click

### Point 4

**The last contribution is made in the month you reach the specified age prescribed in the corporate-type DC plan document.**

(1) Contributions end in the month you reach the specified age prescribed in the corporate-type DC plan document, and you are an investment instructor thereafter. Then, you are allowed to continuously invest your assets until all the assets are used for the payment of benefits, etc.

\*If your birthday is on the 1st day of a month, the month before your birth month is the month of your last contribution.

(2) Depending on the plan you are enrolled in, account management fee of an investment instructor fee may be deducted from your assets.

\*Regarding fees, please check "① Plan administration" under "Fees" of My DC Plan (summary of plan document).

Reference **My DC PLAN (summary of plan document)**

### Point 5

**When you reach a certain age (60 years or over), you become eligible to receive retirement benefits.**

The age at which you become eligible to start the procedures for receiving benefits differs depending on the total participation period before reaching the age of 60.

\*If you do not have the total participation period before reaching age 60, you can receive retirement benefits after five years of enrollment in the plan.

\*In case that you meet certain conditions stipulated by applicable laws and regulations (e.g. you are not eligible to receive retirement benefits after you reach the specified age prescribed in the corporate-type DC plan document, or you retire after 60 years or over) and you hold another corporate-type DC pension plan, your assets may be transferred to that account without your consent.

Reference **P.27**

Click

### Point 6

**The name, address, etc. of each participant have already been notified by the plan sponsor and registered. If you wish to make changes, please contact the plan sponsor.**

Investment instructors are requested to complete this procedure themselves through AnswerNet or AnswerCenter.

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## 2 Procedures upon participation

The Defined Contribution Pension Plan (DC Plan) is a pension scheme whereby contributions are invested by participants themselves and benefits are receivable based on their investment performance results. Accordingly, it is important to understand necessary procedures, investment basics, etc. before making investments.

### How to use the AnswerNet

#### How to log in to AnswerNet

- 1 Go to the login page via the website of Sompō Japan DC Securities.

<https://www.sjdc.co.jp>

Start here.

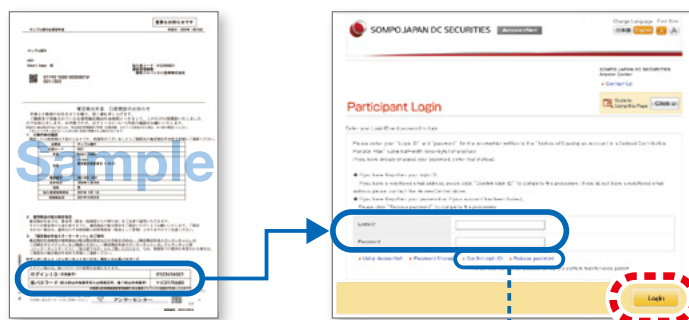


For smartphones, read this. ➔

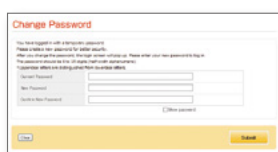


- 2 On the login page, enter your login ID and password to log in to AnswerNet.

\*Your login ID and temporary password are shown in "Notice of Opening an Account in a DC Plan" provided separately.



- 3 At your first login, the password change screen appears.



Please change your temporary password to any password you like. From a security standpoint, it is recommended that you change your password regularly.

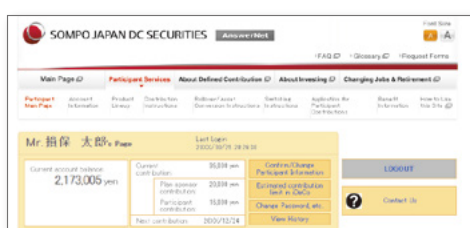
Please check if you do not know your login ID or password after your first login.

#### [Confirm Login ID]

If you do not know your login ID, please click "Confirm Login ID" to complete the procedure. A login ID will be sent to the email address you registered in Participant Information on the AnswerNet.

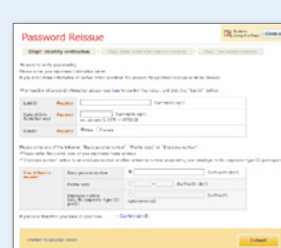


- 4 Go to the Participant Main Page (AnswerNet).



#### [Reissue Password]

If you do not know your password or your password has been suspended, please click "Reissue Password" to complete the procedure. A temporary password will be issued.



\*Contents displayed represent samples.



## Introduction to the menu

Participant main page (Different information may be displayed depending on the plan in which you participate.)

You can confirm the basic information, messages, etc (e.g. the current balances of your assets and allocation ratios). You can designate or change investment products you purchase using rollover assets and conversion assets, as well as purchase ratios. You can confirm how to receive benefits and the relevant history.

From "Starter Kit", you can confirm all the necessary information regarding participation in the defined contribution pension plan.

**SOMPO JAPAN DC SECURITIES AnswerNet**

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FAQ Glossary Request Forms

Main Page Participant Services About Defined Contribution About Investing Changing Jobs & Retirement

Participant Main Page Account Information Product Lineup Contribution Instructions Rollover/Asset Conversion Instructions Switching Instructions Application for Participant Contributions Benefit Information How to Use this Site

**Mr. 損保 太郎's Page** Last Login: 20XX/10/25 20:26:30

Current account balance: 2,173,005 yen

Current contribution: 36,000 yen

Plan sponsor: 20,000 yen

Participant contribution: 16,000 yen

Next contribution: 20XX/12/21

Confirm/Change Participant Information

Estimated contribution limit in iDeCo

Change Password, etc.

View History

LOG OUT

Contact Us

**Simulate future asset value**

Check predicted DC benefit amount

**Simulate investment performance of product based on monthly contributions**

Simulate investment performance

Receive preferential tax treatment by making contributions on top of plan sponsor contributions

Examine participant contributions (employee matching contribution)

**Discover suitable investment products**

Get suggestions on investment products using a robo-advisor

Start assessment now! >>>

**Learning about DC Pension**

Learning about DC Pension

Basics of Defined Contribution Pension Plans

Guidebook for Investing

"Welcome to the World of Investing!", etc.

English Content

Try Simulation

Life Plan Simulation, etc.

Learning by Animation

Defined Contribution Pension Plan

Basics of Asset Management

Reviewing Your Investments, etc.

English Content

You can confirm or change your participant information (some items may not be changeable). You can confirm your transactions and access history for the past year.

Even those with no investment experience can easily select investment products based on the assessment results of the robo-advisor (assessment tool).

You can confirm the corporate-type DC plan document and its outline as a plan participant. You can learn basic knowledge about DC plans and asset investment.

What is a defined contribution pension plan (DC plan)?

Procedures upon participation

Procedures for current participants

Procedure required when you retire from the company before the age of 60

Procedures for receiving benefits

Other

\*Contents displayed represent samples.

\*May not be displayed depending on the plan in which you participate.

## Necessary procedures

### Registration of email address

Please register your email address in Participant Information.

If you forget your login ID to the AnswerNet, you are able to complete the reissuance procedure online. You are also able to receive update notifications of your annual “Account Statement for Defined Contribution Pension Plan” via email.

- 1 Click on “General Information” from “Confirm/Change Participant Information” of Participant Main Page.
- 2 Register your email address after confirming “Purposes of Use of Email Address and Important Notes”.

### How to register

### Designating contribution allocation ratios (Selecting investment products)

Under DC plans, contributions paid are used for purchasing investment products.

After determining which investment products to purchase, you need to designate allocation ratios to these products.

If you have rollover assets (see Note 1 below) and/or conversion assets (see Note 2 below), you also need to designate allocation ratios for these assets. If allocation ratios are not designated, the allocation ratios for contributions will be applied to the rollover assets and/or conversion assets. You can change your allocation ratios at any time.

Note 1: Assets transferred from other DC plans

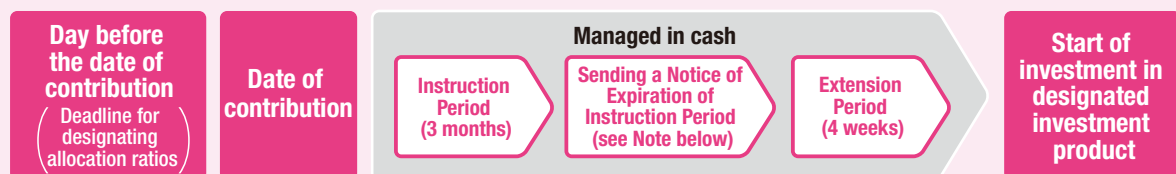
Note 2: Assets transferred from a current corporate pension plan or retirement plan to a DC plan.

Future benefits fluctuate depending on your investment performance results, so it is important to designate allocation ratios on your own. If allocation ratios are not designated, the contributions will be managed in cash and can not be invested.

### ○ In case that allocation ratios are not designated

#### ● If the designated investment product is presented

The contributions are managed in cash and can not be invested (uninstructed individual assets) until investment instructions (designation of allocation ratios/switching) are provided. However, after the Extension Period expires, you will be deemed to have provided investment instructions to purchase the designated investment product (investment product) presented. The deemed allocation ratios will be applied continuously to future contributions unless otherwise designated. (If allocation ratios for rollover assets, etc. are not designated, the allocation ratios for contributions will be applied.) In such cases, you are responsible for gains and losses resulting from the investment, so designate allocation ratios on your own by the day before the date of contribution.



Note: If allocation ratios are not designated before the Instruction Period expires, a notice will be sent to inform you of the expiration date of the Extension Period, etc.

#### ● If the designated investment product is not presented

The contributions will be managed in cash until investment instructions are provided by yourself.

\*The detailed information on a designated investment product(s) in your plan is shown in the Product Lineup on the AnswerNet.

Reference [Investment Product Lineup](#)

### Asset rollover procedure

If you are a former participant in another DC plan (excluding the case where you have already received an early lump-sum payment) or wish to roll over an amount equivalent to an early lump-sum payment from another DC plan, etc., you need to complete the asset rollover procedure.

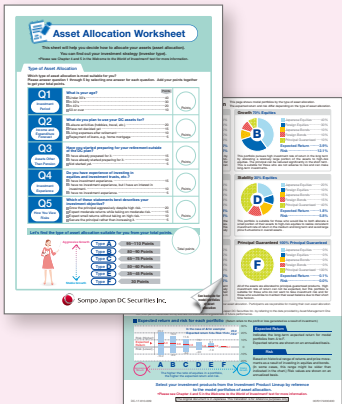
Reference [P.17 and 18](#)

Click

## Designation of contribution allocation ratios

Before selecting investment products suitable for you and deciding the purchase ratios of these products (designating allocation ratios), you need to obtain basic investment knowledge and understand the details of investment products available in your plan.

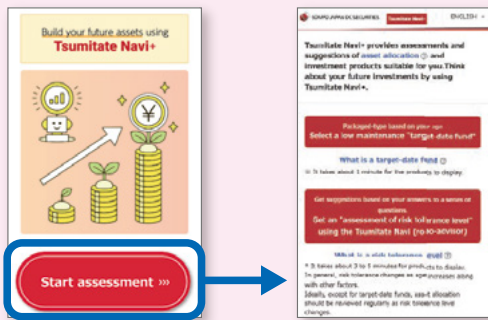
Please use “Tsumitate Navi+”, the robo-advisor assessment tool on the AnswerNet and the “Asset Allocation Worksheet” in the Starter Kit to help you select investment products.



After logging in, you will see an explanation screen for Tsumitate Navi+, the robo-advisor tool on the AnswerNet.

After confirming the explanation screen, click “Start Assessment” and follow the prompts on the screen.

You can start the assessment using the robo-advisor with this button.



## Investments

Under the DC plan, future benefits vary depending on investment performance results, so you need to obtain investment knowledge.

Regarding basic investment knowledge (risk/return, long-term investment, diversified investment, etc.), investment method (approach), asset allocation, investment products (principal guaranteed, investment trusts, etc.), please refer to “Welcome to the World of Investing!” in the Starter Kit and the materials available from the “Product Lineup” menu on the AnswerNet.

**Reference** Welcome to the World of Investing!, Investment Product Lineup

## Investment-related preferential tax treatment, etc.

Income and inhabitant taxes are not imposed on investment gains such as interest and dividend income obtained in connection with DC plans.

Assets accumulated under DC plans are subject to special corporation taxes and corporate inhabitant taxes (total tax rate: 1.173%), but these taxes have been frozen (as of December 2024).

## How to designate contribution allocation ratios

After determining which investment products you allocate your contributions to, you need to actually designate allocation ratios.

Please designate allocation ratios by the deadline using one of the following methods (1, 2, or 3).

The allocation ratios designated will be applicable to monthly contributions unless otherwise designated.

\*Investment products are purchased with uninstructed individual assets by providing switching instructions by method 1 or 2.

**Reference** P.13

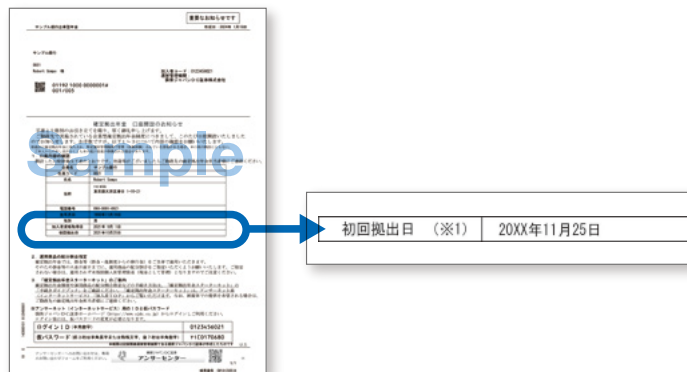
Click

Designation methods	Deadline
<b>1 AnswerNet</b> <b>2 AnswerCenter</b>	Day before the date of contribution
<b>3 Asset Allocation Sheet</b> This method can be used only in case such form is enclosed in “Notice of Opening an Account in a DC Plan”.	Please contact your employer's pension section and confirm the deadline. In case you fail to submit your application form by the deadline, the allocation ratios you designate for your investment products are applicable to contributions going forward.

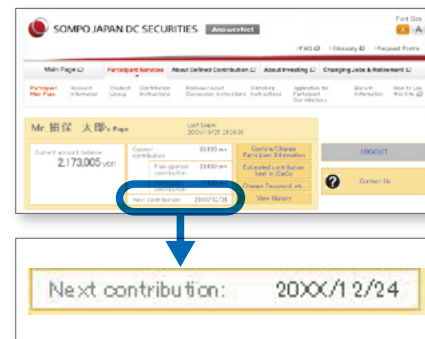
## How to confirm the date of contribution

If you need to check the date of your contribution, please refer to “Notice of Opening an Account in a DC Plan” or AnswerNet.

### Notice of Opening an Account



### Participant Main Page (AnswerNet)



\*Contents displayed represent samples.

## Schedule for purchasing investment products

If you designate allocation ratios on or before the designation deadline, investment products are purchased in accordance with the following schedule. Results of purchases are available via AnswerNet on the date when information is reflected in AnswerNet.

- In case the date of a contribution is a holiday of a financial institution, the previous business day is the date of the contribution, and other schedules are modified in a similar manner.

### (Example) Date of contribution: 25th day

	24th	25th	26th	27th	28th	29th
Bank deposits	Deadline for designation of allocation ratios	Date of contribution		Trade Date Date Price Determined Settlement Date	AnswerNet renewal date	Holidays of financial institutions and securities markets are disregarded.
Non-life insurance/ Life insurance			Date Price Determined Trade Date	Settlement Date	AnswerNet renewal date	
Japanese investment trusts			Date Price Determined Trade Date	Settlement Date	AnswerNet renewal date	
Foreign investment trusts			Trade Date	Date Price Determined	Settlement Date	AnswerNet renewal date

\*This schedule is a representative example, and may differ depending on individual investment products. For the settlement date of each investment product, please check the Investment Product Guide.

## How to designate allocation ratios of rollover assets and conversion assets

When you have rollover assets and/or conversion assets, you can designate different allocation ratios for these assets from contribution allocation ratios.

Please designate allocation ratios using one of the methods (1) or (2) described on the previous page by the deadline (the day preceding the contribution date). See Note 1 below.

In case you fail to designate allocation ratios of rollover assets, etc., by the deadline, investment products are purchased using the latest contribution allocation ratios. If contribution allocation ratios are not designated either, rollover assets, etc., will be managed as uninstruted individual assets. See Note 2 below.

In case previously designated allocation ratios of rollover assets and conversion assets are available, those ratios are used for purchasing investment products unless new allocation ratios are designated.

\*Investment products are purchased with uninstruted individual assets by providing switching instructions by method (1) or (2).

Note 1: You cannot designate allocation ratios using the method (3) described on the previous page.

Note 2: If a designated investment product is presented, your assets will be invested in the designated investment product after the expiration of the Instruction Period and the Extension Period prescribed in the corporate-type DC plan document.



## How to designate allocation ratios via AnswerNet

To designate allocation ratios for contributions, click “Contribution Instructions” in the menu at the top of the screen. To designate allocation ratios for rollover assets and conversion assets, click “Rollover / Asset Conversion Instructions”. Then, enter an integer (%) in the “Share” column for investment products you select. You may select as many products as you like, but these products need to represent 100% at all times. In the “Fraction” column, please select one investment product you wish to purchase using fractional amounts in case the amount allocated to each investment product contains a fraction of less than one yen.

You can also designate allocation ratios for contributions based on the assessment of “Tsumitate Navi+”, the robo-advisor assessment tool.

**Contribution Instructions**

Step1: Provide investment instructions

Step2: Confirm instructions

Step3: Process completion

\*Contribution instructions\* refers to provide instructions on investment products to be purchased with future contributions as well as their allocation ratios.

Product Name	Current Allocation	New Allocation
	Share (%)	Share (%)
DC Global Investment	11	11
DC Mid-Cap Fund	11	11
DC Bond Investment	11	11

**Rollover / Asset Conversion Instructions**

Rollover Assets

Amount of Rollover Assets	Instruction Deadline	Scheduled Rollover Date (Effective Date of Instructions)
100,000 yen	2020/02/04	2020/02/05

Conversion Assets

Amount of Conversion Assets	Instruction Deadline	Scheduled Conversion Date (Effective Date of Instructions)
400,000 yen	2020/02/04	2020/02/05

Click here to get started with the robo-advisor assessment tool.

Click here to compare investment products based on past performance.

If an error message is displayed on the screen, you can not designate allocation ratios.

\*Contents displayed are samples.

### Point

**Designate allocation ratios based on the assessment results of the robo-advisor assessment tool.**

Even those with no investment experience can easily select investment products based on the assessment results of the robo-advisor.

Follow the prompts on the screen and complete the procedures to provide investment instructions.

\*For rollover assets from a corporate-type DC at your previous company, iDeCo, etc., investment instructions cannot be provided using Tsumitate Navi+. Take the necessary procedures from the “Rollover / Asset Conversion Instructions” menu on the AnswerNet.

**Screen example after proceeding to the risk tolerance assessment**

**Step 1 Assessment**

Assessment of Risk Tolerance Level Step 4

Please select which of the following items best describes you (multiple selections possible).

☐ I regularly check economic news in newspapers and on the Internet.

☐ I know the basics of different investment products such as deposits, insurance, and investment trusts.

☐ I understand the relationship between risk and return.

☐ I have invested in stocks or investment trusts.

**Step 2 Suggestion**

Assessment Results

Suggested Investment Type: Aggressive

Expected return: 5.3% Risk: 13.0%

Risk tolerance level: High

**Step 3 Execution**

Execution of procedures to purchase investment products based on suggestion

## 2 Procedures upon participation

### Asset rollover

Under DC plans, you may roll over assets, etc. from your former pension plan.

In the following cases, you may roll over your assets, etc.

- In case you are a former participant of another DC plan (including automatic rollovers (see Note below) )
- In case you are entitled to receive the amount equivalent to a lump-sum severance payment due to your early withdrawal from the Employee Pension Fund, defined benefit pension plan, or Pension Fund Association, and wish to roll over your assets

Note: As required by applicable laws and regulations, plan administrators check if you have assets which are automatically transferred to the National Pension Fund Association. If you have such assets, those assets may be transferred to your DC account without your request. Assets can not be transferred in cases when personal identifying information differs between accounts.

### Overview of Procedures

The period for completing the procedure differs depending on your former pension plan because administrative coordination with relevant organizations is necessary. Two to three months are usually required. Please designate allocation ratios before assets are rolled over from your former pension plan. Investment products are purchased using allocation ratios designated by you. You can designate allocation ratios via AnswerNet or AnswerCenter. Upon completion of the rollover procedure, you will receive "Defined Contribution Plan – Rollover Completion Notice", so please check the contents.

Reference **P.15 and 16**

Click



The timing of asset sale and purchase cannot be specified. Please note that it may take 1 to 2 months from sale to purchase.

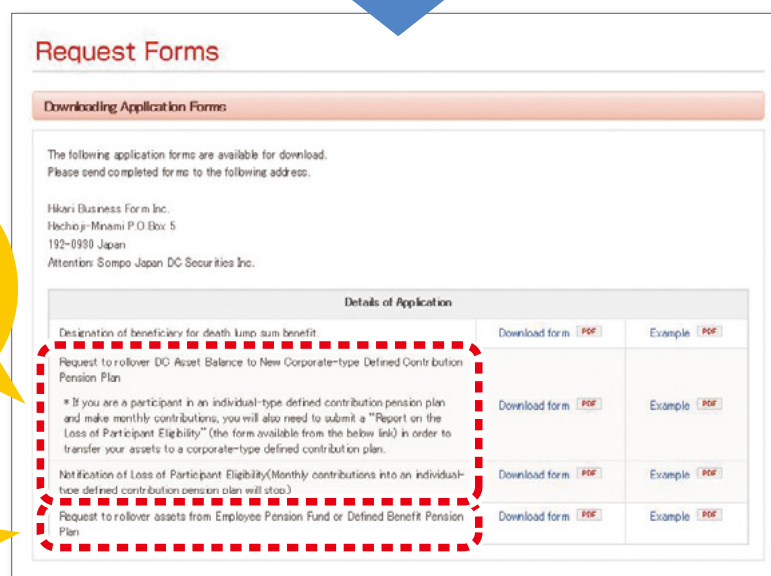
### How to obtain and where to submit the required forms

Former pension plan	Other DC plans	Employee Pension Fund/ Defined benefit pension plan	Pension Fund Association
How to obtain	Downloadable from AnswerNet. If you are not able to obtain the forms on the AnswerNet, please contact the AnswerCenter.	Downloadable from AnswerNet. If you are not able to obtain the forms on the AnswerNet, please contact the AnswerCenter.	Please contact the Pension Fund Association.
Submission deadline	None in particular	One year or less after losing eligibility for your former pension plan	Three months or less from the date of becoming eligible for participation in your current DC pension plan
Where to submit	Sompo Japan DC Securities	Employee Pension Fund or defined benefit pension plan (plan sponsor)	Pension Fund Association

\*For details about submission deadlines, please contact the place of submission. Please submit the forms well in advance of the deadline to ensure that rollover procedure is completed.

**Hikari Business Form Inc.**  
**Hachioji-Minami P.O.Box 5**  
**192-0390 Japan**  
**Attention: Sompo Japan DC Securities Inc.**

## Where to find downloadable request forms on the AnswerNet



When assets are rolled over from another DC plan

When assets are rolled over from the Employee Pension Fund or a defined benefit pension plan

\*The contents of each screen displayed are samples.

## Important points to consider when assets are rolled over from an individual-type DC plan (participant)

In case you are currently paying contributions as a participant in an individual-type DC plan and wish to roll them over to a corporate-type plan, you cannot do so until you complete the procedure for ineligibility.

If you have not yet completed this procedure, please contact the plan administrator of your individual-type DC plan for the procedure of ineligibility

\*You can continue to be a participant in an individual-type DC plan instead of transferring your assets to a corporate-type DC plan. However, if you use employee matching contribution, you are not allowed to make contributions under an individual-type DC plan and need to become an investment instructor.



1 What is a defined contribution pension plan (DC plan)?

2 Procedures upon participation

3 Procedures for current participants

4 Procedure required when you retire from the company before the age of 60

5 Procedures for receiving benefits

6 Other

You need to confirm your asset status regularly and review your investments (change investment products) according to your situation.

Asset status can be confirmed via the AnswerNet or the AnswerCenter.

To review your investments, refer to “Tsumitate Navi+”, the robo-advisor on the AnswerNet or “Welcome to the World of Investing!” in the Starter Kit.

Reference **Welcome to the World of Investing!**

## Confirming asset status

You can confirm the status of your assets via the Account Information (AnswerNet).

- 1 You can confirm your entire asset balance (see Note 1 below), gain/loss, and investment rate of return (see Note 2 below).

Note 1: Contributions and rollover money are reflected in your asset balance on the day following the business day immediately after the contribution date.

Note 2: This item is not displayed for a participant whose investment ratio of return is other than  $\pm 100\%$  or who is currently a benefit recipient, or in case a certain period has not yet passed since the enrollment in DC plan.

- 2 You can confirm the asset balance and gain/loss by product.

- 3 You can confirm the balance (ratio) of assets you hold using a pie chart. Because assets are separated into product types using different colors, you can immediately understand trends of assets you hold.

- 4 You can confirm changes in contributions and asset balance in a bar graph and a table.

- 5 If you have conversion assets or rollover assets, the transfer date and amount are shown.

\*If there are no conversion assets or rollover assets, this section will not be displayed.



\*Contents displayed are samples.



## Account Statement for Defined Contribution Pension Plan

It is provided annually in accordance with the corporate-type DC plan document, and you can confirm asset balance and transaction history.

In principle, it is provided “electronically” for viewing and downloading on the AnswerNet.

If you change the receiving method to “by mail”, viewing and downloading on the AnswerNet will be suspended and an Account Statement will be provided in paper form when updated.

### Advantages of digital statements

- |  |   |
|--|---|
| (1) Viewable anytime, anywhere on your smartphone or PC          | (2) Downloadable and viewable up to 5 past statements |
| (3) Update notification emails by registering your email address | (4) Contributing to the SDGs by going paperless       |

### Differences between AnswerNet and “Account Statement”

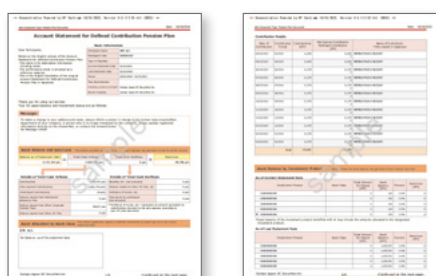
AnswerNet	Account Statement
The latest information is displayed.	Information as of the statement date specified in your plan is displayed.
Information is updated every business day. Past information is not available for review.	<p><b>[By download]</b> Downloadable up to 5 past statements. By saving the PDF files to your PC or smartphone, you can easily store past information for a long time.</p> <p><b>[By mail]</b> By saving the document, you can review past information.</p>

### How to check your “Account Statement”

- Click on “Download “Account Statement for Defined Contribution Pension Plan”. Change the receiving method.” on the “Participant Main Page”.
- Click on “Download” so that you can download up to 5 past “Account Statement for Defined Contribution Pension Plan” (limited to those created after August 2021).

### Registration of email address

- Point 1** If you have not yet registered your email address, please click here to register.
- Point 2** You can check the registration status of your email address. If there is an error, please make sure that your registration details are correct.
- Point 3** You can check the currently registered receiving method.



**Account Statement for Defined Contribution Pension Plan**

Downloading “Account Statement for Defined Contribution Pension Plan”

Statement Date	Update Date	By download
2023/3/31	2023/4/6	<a href="#">Download PDF</a>
2022/3/31	2022/4/6	<a href="#">Download PDF</a>

**Registration of email address**

We will inform you by email when “Account Statement for Defined Contribution Pension Plan” is updated or when a change in the receiving method is accepted. So, please make sure to register your email address.

\*To register or change your email address, please click [here](#).

**Email delivery history**

Email destination	Email address	Delivery status	Error date
(Work)	tan.sampo@dc.co.jp	Delivered	--
(Home)	tan.sampo@gmail.com	No history found	--
(Mobile)	Not registered	--	--

The above is the delivery status of emails to notify updates to “Account Statement for Defined Contribution Pension Plan” to the email address displayed.

**Currently registered receiving method**

The currently registered receiving method is as follows.

Receiving method (By download or by mail)	By download	Registration date	2023/1/1/28	Register	Participant/Investment instructor
By download	<input checked="" type="radio"/>				

\*The registration date refers to the date when you last changed the receiving method.

**Change of receiving method**

Select the receiving method you want to change and click the “Confirm” button.

Receiving method

☒ Change to download

☐ Change to mail

\*You can choose either “download” or “e-mail”.

\*If you choose “download”, account statements will not be sent to you by mail.

\*If you choose “e-mail”, you will not be able to download and view account statements including past statements.

[Confirm](#)

## How to change investment products

There are two ways to change investment products: changing allocation ratios for contributions and switching. You need to understand the differences so that you can better invest your valuable pension assets. You can change investment products by completing the necessary procedures via the AnswerNet or the AnswerCenter.

When using the AnswerNet, you can also change allocation ratios for contributions based on the assessment of “Tsumitate Navi+”, the robo-advisor assessment tool.

Reference **P.14**

Click

## How to change investment products and what to change

“Changes of contribution allocation ratios” and “switching” are separate procedures. Please determine what you wish to change, and complete both procedures if necessary.

		What to change	
		Balance of currently held investment products (assets)	Contribution allocation ratios in the future
Changing method	Changes of contribution allocation ratios	No change	Change
	Switching	Change	No change

## Important points related to switching

- Depending on the investment product, fees (such as partial redemption charge) may be incurred for the procedure. For details, please check the “Investment Product Lineup”, etc.

Reference **Investment Product Lineup**

- No switching can be carried out after you retire before the age of 60 (after losing eligibility for participation). See Note below.

Note: The same shall apply to cases where your employer no longer implements your corporate-type DC plan.

## Number of days required for switching (as an example)

It takes about 7 business days to complete the switching procedure. The number of days required for completing the procedure varies depending on the combination of products to be sold and purchased. Please refer to the following examples of combinations. The following schedule is a representative example and may differ depending on individual investment products. Information such as a date price determined is available for confirmation on the switching screen of AnswerNet.

### 1.Switching from “bank deposits” to other investment products

Number of Business days		0	1	2	3	4	5
Product for Sale	Bank Deposit	Received Date		Trade / Settlement Date Date Price Determined			
	Bank Deposit					Trade Date Settlement Date	
Product for Purchase	Insurance				Trade Date	Settlement Date	
	Japanese Investment Trust				Trade Date Date Price Determined	Settlement Date	
	Foreign Investment Trust				Trade Date	Date Price Determined	Settlement Date

Trade date

the day when a trade requested is finalized (application receipt date)

Settlement date

the day when sales or purchase proceeds are settled and relevant transactions are completed

### 2.Switching from “non-life insurance/life insurance” to other investment products

Number of Business days		0	1	2	3	4	5	6
Product for Sale	Insurance	Received Date	Trade Date Date Price Determined			Settlement Date		
	Bank Deposit						Trade Date Settlement Date	
Product for Purchase	Insurance					Trade Date	Settlement Date	
	Japanese Investment Trust					Trade Date Date Price Determined	Settlement Date	
	Foreign Investment Trust					Trade Date	Date Price Determined	Settlement Date

### 3.Switching from “Japanese investment trusts” to other investment products

Number of Business days		0	1	2	3	4	5	6	7
Product for Sale	Japanese Investment Trust	Received Date	Trade Date Date Price Determined				Settlement Date		
Product for Purchase	Bank Deposit							Trade Date Settlement Date	
	Insurance						Trade Date	Settlement Date	
	Japanese Investment Trust						Trade Date Date Price Determined	Settlement Date	
	Foreign Investment Trust						Trade Date	Date Price Determined	Settlement Date

### 4.Switching from “foreign investment trusts” to other investment products

Number of Business days		0	1	2	3	4	5	6	7
Product for Sale	Foreign Investment Trust	Received Date	Trade Date	Date Price Determined			Settlement Date		
Product for Purchase	Bank Deposit							Trade Date Settlement Date	
	Insurance						Trade Date	Settlement Date	
	Japanese Investment Trust						Trade Date Date Price Determined	Settlement Date	
	Foreign Investment Trust						Trade Date	Date Price Determined	Settlement Date

- The amounts, etc. of transactions made on the date price determined is finalized. The net asset values of investment trusts, as well as applicable interest rates and redemption charge of products other than investment trusts, are determined.
- “Japanese investment trusts” are investment trusts described as Japanese equities or Japanese bonds in product-related materials. In the same manner, “foreign investment trusts” are foreign equities, foreign bonds, or balanced trusts. Investment trusts described as “Others (e.g. REIT)” are classified into either of the said trusts depending on the investment destination. They may be treated differently depending on the product.
- The result of each transaction will be reflected on the AnswerNet on the day following the settlement date.

## How to change investment products via AnswerNet

### How to change contribution allocation ratios via AnswerNet

You can change contribution allocation ratios in the same way as conversion instructions for the initial contribution.

The total post-change ratio needs to represent 100%.

Reference **P.16**

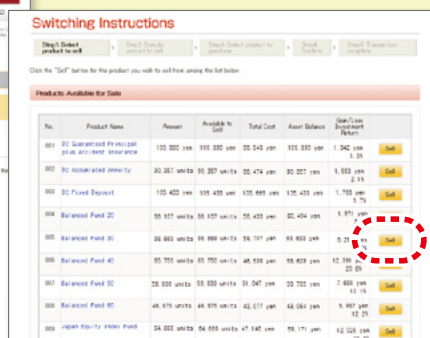
Click

### How to perform switching via AnswerNet

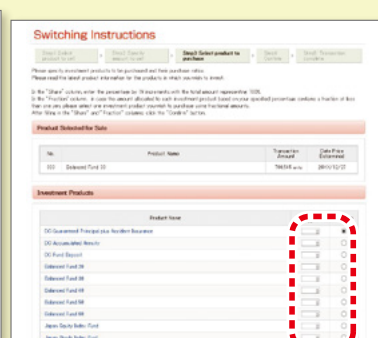
Click “Switch Products” on the “Switching Instructions” page. Follow the instructions on the screen and designate an product and the quantity to sell as well as a product to purchase.



Click “Switch Products”.



Designate a product you wish to sell.



Designate a product you wish to purchase.

\*Contents displayed are samples.

\*As you proceed through this process, items such as date price determined will be displayed.

\*Your request can be canceled on the date of receipt (by the following business day if the date of receipt falls on a financial institution holiday) (see Note below).

Note: The cancellation deadline may be earlier for some transactions.

## Procedure required when you retire from the company before the age of 60

Under a DC plan, when you retire from a company (due to job change, etc.) before the age of 60, and lose participant eligibility, you can roll over your accumulated assets to a corporate-type DC plan offered by the new employer, an individual-type DC plan, etc. and continue to invest these assets for future benefits. The procedure you need to follow differs depending on your post-retirement situation.

### Things you need to confirm and understand before your retirement

#### ■ Confirm your address, name, and telephone number

In case you lose your participant eligibility due to retirement, you will receive “Notice of Loss of Participant Eligibility for Corporate-Type DC Plan and Necessary Procedures” which explains the procedures you need to complete.

In case you need to change or correct your address, name, or telephone number, please inform your employer's pension section before your retirement so that you can be sure to receive the said notice.

#### ■ Confirm the status of your assets

After losing eligibility, you can neither designate allocation ratios nor switch your products. However, your investment continues and prices of your investment products may change. Therefore, please confirm the status of your assets before you retire.

#### ■ Returning assets to the plan sponsor

In case a participant with less than three years of service loses eligibility to participate due to retirement for personal reasons, disciplinary dismissal, or other reasons, his or her assets may be returned to the plan sponsor in accordance with the corporate-type DC plan document because such document may require that applicable participants return assets to their plan sponsor in such case.

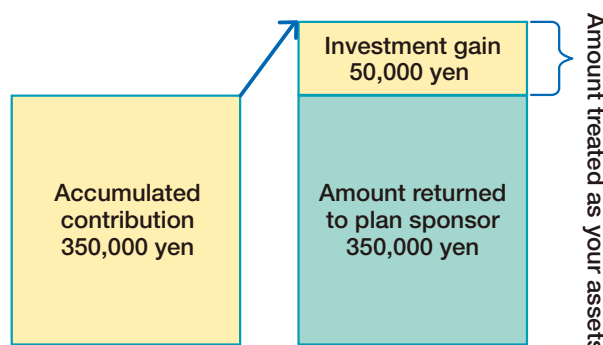
- Money rolled over or transferred from DC or other plans and participant contributions are excluded from assets returned to the plan sponsor.
- The maximum amount an applicable participant needs to return to his or her plan sponsor is the accumulated plan sponsor contribution. The ratio of the amount returned may be predetermined. Even in case this ratio is 100%, investment gains are excluded from the assets returned (see Example 1).
- In case an investment loss is incurred (i.e. asset balance is lower than accumulated plan sponsor contribution), only the asset balance must be returned to the plan sponsor. The loss portion does not need to be compensated (see Example 2).

\*If payments other than plan sponsor contributions have been made, assets are divided proportionally based on the ratios.

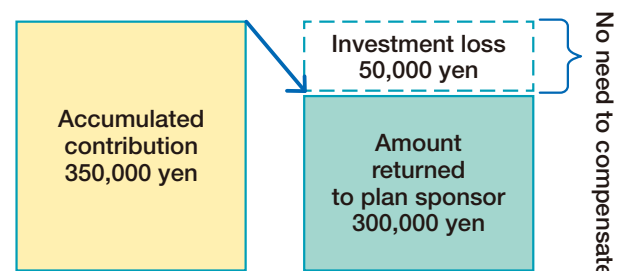
### Examples in which a participant returns assets to his or her plan sponsor

Years of service	: two years and 11 months
Reason for losing eligibility	: Retirement for personal reasons
Accumulated plan sponsor contribution	: 350,000 yen (10,000 yen/month)
Ratio of assets returned to plan sponsor	: Less than three years of service (100%)

(Example 1) In case an investment gain is posted  
(asset balance: 400,000 yen)



(Example 2) In case an investment loss is posted  
(asset balance: 300,000 yen)





## Post-retirement procedure

In case you retire before the age of 60 (lose your eligibility to participate), you need to complete the procedure for rolling over your DC plan assets, etc. by the deadline.

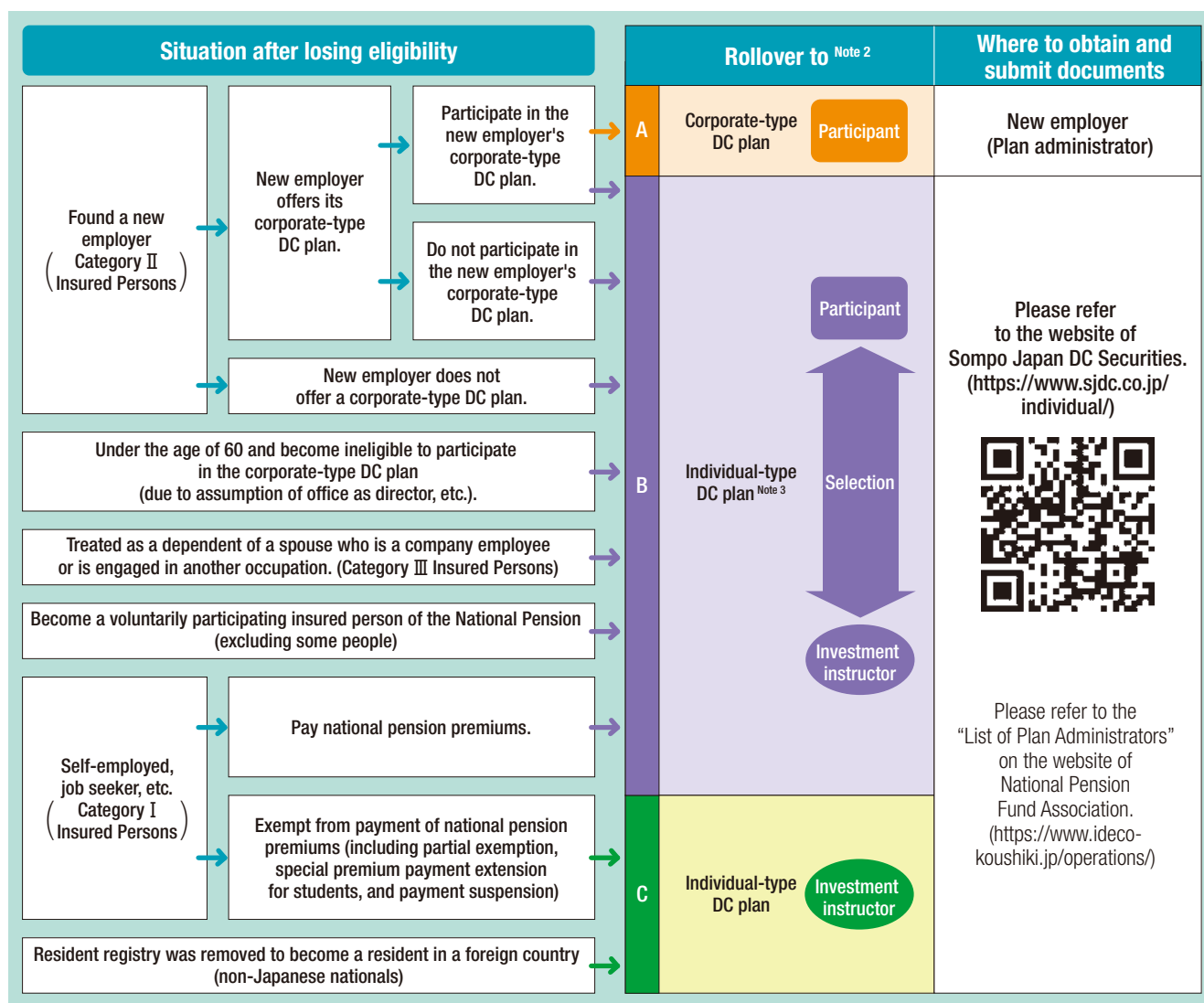
\*In case you retire at or after the age of 60 (lose your participant eligibility) and become an investment instructor for your corporate-type DC plan or for your individual-type DC plan by transferring your assets, you can keep investing your assets by the age of 75 while receiving tax benefits on investments.<sup>Note1</sup>

Referring to the table below, please confirm where to transfer your assets of a corporate-type DC plan, etc. (hereinafter, transfer destination) and where to obtain and submit the forms required for rollover procedures.

In case you are also a participant in an individual-type DC plan, you may be treated differently. Early withdrawal of your assets is basically prohibited.

Reference **P.26**

Click



- If your employer ceases to be the provider of your corporate-type DC plan, procedure **B** will be used.
- To participate in a corporate-type DC plan, please contact your new employer (plan sponsor).
- You are responsible for paying your own fees for the individual-type DC plan. The amount of those fees differs depending on the plan administrator. Regarding fees, please contact your plan administrator directly.

Note 1: Those who have received retirement benefits under a corporate-type defined contribution pension plan (corporate-type DC) are not allowed to participate in a corporate-type DC again. Those who have received retirement benefits under a corporate-type DC are able to participate in an individual-type defined contribution pension plan (iDeCo). (Other requirements for participation must be met.)

Note 2: Your assets may be transferred to the defined benefit pension plan offered by your new employer. Applicable taxes and handling of participation period may vary, so please contact your new employer (plan sponsor). Your assets may be transferred to the Pension Fund Association.

Note 3: If you are not currently enrolled in an individual-type DC plan, you will need to complete the necessary procedures to enroll in an individual-type DC plan on your own.

1 What is a defined contribution pension plan (DC plan)?

2 Procedures upon participation

3 Procedures for current participants

4 Procedure required when you retire from the company before the age of 60

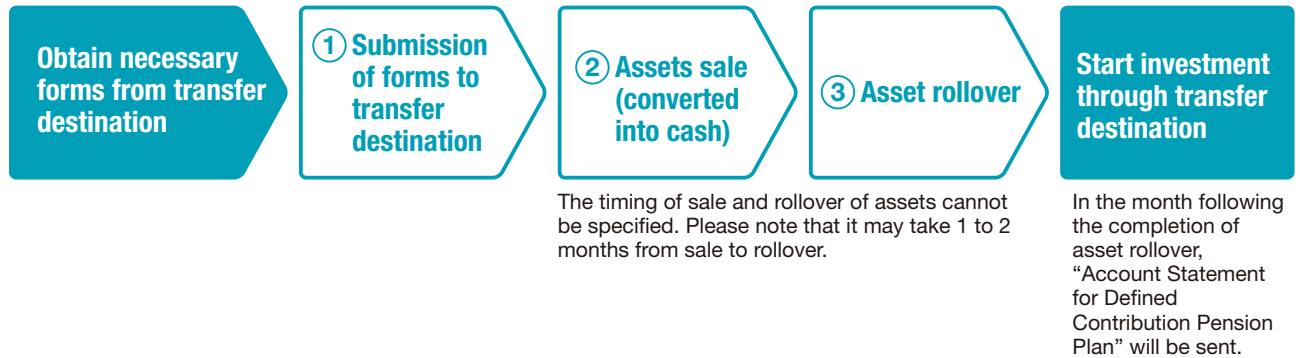
5 Procedures for receiving benefits

6 Other

## Procedure required when you retire from the company before the age of 60

### Overview of Procedures

It takes about 2 to 3 months to complete the asset rollover procedure after submitting the necessary forms as administrative work needs to be done with the relevant institutions. Prices of investment products to be rolled over may fluctuate from the time the forms are submitted until the investment products are sold, so the sale amount may change accordingly. When rolling over your assets, your participation records (participation period) will also be rolled over.



### Automatic rollover and procedure deadline

The deadline for completing the rollover procedure is the last day of the six month period following the month in which a participant loses eligibility (loss of eligibility date is the date following the date of retirement).

(Example: In case you lose eligibility in April, the end of six months from May (i.e. the end of October) is the deadline.)

However, the submission deadline may vary depending on the transfer destination, so please make sure to contact the transfer destination for details. Even when you fail to submit completed necessary forms by the deadline in case that submitted forms are insufficient or incomplete, automatic rollover will apply (see Note below). So, please complete the procedure as soon as possible. Automatic rollover is disadvantageous in various ways.

Note: In accordance with the Defined Contribution Pension Plan Act, a plan administrator checks with other plan administrators if there is another account for your assets. If there is an account available, your assets may be transferred to that account without your request. However, assets can not be transferred in cases that personal identifying information differs between accounts.

### Examples of disadvantages

#### ● Additional fees are incurred.

Fee for automatic rollover	4,348 yen (including tax) See Note.
Post-automatic rollover management fee (starting from the fourth month following the month in which assets are automatically rolled over)	52 yen/month (including tax) See Note.
Fee for transferring over automatically rolled over assets to a corporate- or individual-type DC plan	1,100 yen (including tax) See Note.
Fee for filing a claim for lump-sum death benefit or early lump-sum payment	4,180 yen (including tax) See Note.

Note: Amount as of December 2024

- Assets are managed in cash and cannot be invested.
- The automatic rollover period is not included in your total length of participation required for receiving retirement benefit. In this case, the date when you obtain eligibility to claim benefit may be delayed.
- To receive retirement benefits and/or disability benefits, you need to roll over your assets to your corporate- or individual-type DC plan.

## Filing a claim for early lump-sum payment

Under DC plans, early asset withdrawal is generally not permitted until the age of 60, but is possible if either of the following cases is applicable. In case you can withdraw your assets, you will receive money in a lump sum (early lump-sum payment). Regarding whether you are eligible to receive such payment, please check the following cases. If you want to receive an early lump-sum payment, please consult the AnswerNet or the AnswerCenter.

If six months have not elapsed since the month following the month in which you lose participant eligibility for a corporate-type DC plan, please check if you fall under Case 1 or Case 2.

### Case 1 All of the following requirements must be met.

- ☒ No longer a participant or an investment instructor in a corporate-type DC plan and/or an individual-type DC plan
- ☒ The amount of your assets in a corporate-type DC plan is 15,000 yen or less.<sup>Note 1</sup>
- ☒ Six months have not elapsed since the month following the month of loss of eligibility to participate in your corporate-type DC plan (Example: In case you lose eligibility in April, the last day of the six month period from May (the end of October) is the deadline.)

### Case 2 All of the following requirements must be met.

- ☒ Under 60 years old
- ☒ No longer a participant or an investment instructor in a corporate-type DC plan and/or an individual-type DC plan
- ☒ Not eligible to become a participant in an individual-type DC plan<sup>Note 2</sup>
- ☒ Not entitled to receive disability benefits
- ☒ Total contribution period<sup>Note 3</sup> is not less than one month and not more than five years; OR Individual asset amount is not more than 250,000 yen.<sup>Note 1</sup>
- ☒ Six months have not elapsed since the month following the month of loss of eligibility to participate in a corporate-type DC plan

If six months have elapsed since the month following the month in which you lose participant eligibility for a corporate-type DC plan, or if you transferred your assets to an individual-type DC plan, please check if you fall under Case 3.

### Case 3 All of the following requirements must be met.

- ☒ Under 60 years old
- ☒ No longer a participant in a corporate-type DC Plan
- ☒ Not eligible to become a participant in an individual-type DC plan<sup>Note 2</sup>
- ☒ Not entitled to receive disability benefits
- ☒ Total contribution period<sup>Note 3</sup> is not less than one month and not more than five years; OR Individual asset amount is not more than 250,000 yen.<sup>Note 1</sup>
- ☒ Within two years from the date of loss of participant eligibility in a corporate-type DC plan or an individual-type DC plan

Note 1: The amount obtained by deducting the amount returned to the plan sponsor, from the sum of the assets as of the last day of the month preceding the day on which the lump-sum payment is requested, and any contributions, conversion assets and rollover assets that have not yet been received as of that date. If you have assets in another defined contribution pension plan, the amount will be calculated by adding up the assets in another corporate-type DC plan in Case 1, and the amount will be calculated by adding up the assets in another corporate-type and individual-type DC plans in Cases 2 and 3.

Note 2: Example of ineligibility for an individual-type DC plan

- Those who are exempt from paying national pension premiums entirely or partially.  
(including those who have been granted special payment system for students or contribution postponement system for low income persons)
- Overseas residents who do not have Japanese nationality
- Those with amount equivalent to contribution amount in other pension plans such as defined benefit pension plan exceeding 50,000 yen per month

Note 3: The total contribution period is the sum of the following periods: participation period in a corporate-type DC plan, contribution period in an individual-type DC plan, and periods rolled over from other plans you participated in.

\*Those who lose participant eligibility on or before December 31, 2016 may be treated differently.

## 5 Procedures for receiving benefits

**Pension assets you invest will be benefits you receive. (Receiving benefits is called benefit receipt.) You will need to confirm the age of initial benefit receipt and situations where you become eligible to receive benefits.**

### Types of Benefits

The DC plan offers three types of benefits, **retirement benefits**, **disability benefits** and **lump-sum death benefit**.

#### Retirement benefits

Retirement benefits are benefits paid out of your pension assets in accordance with the corporate-type DC plan document. To receive these benefits, you need to file a relevant claim after you reach a certain age (age of 60 or older; age and date when you become eligible to start the procedure for filing a claim for benefits). After that age, you do not need to pay contributions until you receive benefits, but may continue to invest your pension assets.

\*Notes on receiving retirement benefits Those who have received retirement benefits under a corporate-type defined contribution pension plan (corporate-type DC) are not allowed to participate in a corporate-type DC again. Those who have received retirement benefits under a corporate-type DC are able to participate in an individual-type defined contribution pension plan (iDeCo). (Other requirements for participation must be met.)

##### How to receive benefits

Three types of methods are available to receive benefits (i.e. lump-sum receipt (one-time receipt), periodic receipt (pension), and lump-sum and periodic receipt (combined method)).

\*The payment period under the periodic receipt (pension) method ranges from 5 years to 20 years.

\*The corporate-type DC plan document may allow you to select a life annuity.

\*Upon lapse of 5 years after you start receiving benefits, you are eligible to receive the remaining balance at once.

##### When to file a claim for benefits

On or after the date when you obtain eligibility to claim benefits, you may do so at any time. However, you will need to file your claim 2 days before your 75-year-old birthday at the latest. In case you fail to do so during that period, you are deemed to have filed your claim for benefits based on the lump-sum receipt (one-time receipt) method.

\*In case the corporate-type DC plan document stipulates that the specified age is above 60 years of age, participants aged 60 or over cannot receive benefits before they withdraw from the plan.

##### Age and date when you become eligible to start the procedure for filing a claim for benefits

- The age when you become eligible to start the procedure for filing a claim for benefits differs as follows depending on the total participation period, etc. until the age of 60 (See Note below).

Note: The total participation period is the sum of the following periods until the age of 60 (excluding overlapping periods).

- Period of participation in the corporate-type DC plan and the period spent as an investment instructor
  - Period of participation in the individual-type DC plan and the period spent as an investment instructor
  - Period of participation in a plan other than DC plans in case money is rolled over or transferred from such plan
- \*If you previously received an early lump-sum payment your total participation period, etc. may be adjusted.

Total participation period	Age when a participant becomes eligible to start the procedure for filing a claim for benefits
10 years or more	60 years old
8 years or more and less than 10 years	61 years old
6 years or more and less than 8 years	62 years old
4 years or more and less than 6 years	63 years old
2 years or more and less than 4 years	64 years old
1 month or more and less than 2 years	65 years old

\*If you do not have the total participation period before reaching age 60, you can file a claim for benefits after five years of enrollment in the plan.

- The date when you obtain eligibility to claim benefits is shown in the “Notice of Loss of Participant Eligibility and Retirement Benefits for Corporate-Type DC Pension Plan” to be sent in the month preceding the month when you reach the “specified age” prescribed in the corporate-type DC plan document.

\*In case the specified age prescribed in the corporate-type DC plan document is over 60 years of age, “Notice of Loss of Participant Eligibility and Retirement Benefits for Corporate-Type DC Pension Plan” is sent to participants aged 60 years or older who retire before reaching the specified age.

- In case the date of benefit eligibility to claim benefits shown in the notice is other than the date of loss of participant eligibility, “Notice of Obtaining Eligibility to Receive Retirement Benefits for DC Plan” will be sent to you in the month preceding the date when you obtain eligibility to claim benefits.

##### Right to receive benefits

The right to receive retirement benefits lapses if any of the following applies.

- When there are not remaining corporate-type DC plan assets
- When an eligible recipient dies
- When a person becomes an eligible recipient of disability benefits under a corporate-type DC plan



## Disability benefits

Disability benefits are benefits paid out of your pension assets if you suffer from a specified disability due to injury or disease after your participation (see Note below). To receive these benefits, you need to file the relevant claim.

Note: A specified disability means a disability level applicable to the basic pension for the disabled under the National Pension System.

### How to receive benefits

Three methods are available to receive benefits (i.e. lump-sum receipt (one-time receipt), periodic receipt (pension), and lump-sum and periodic receipt (combined method)).

\*The payment period under the periodic receipt (pension) method ranges from five years to 20 years.

\*The corporate-type DC plan document may allow you to select a life annuity.

\*Upon the lapse of five years after you start receiving benefits, you are eligible to receive the remaining balance at once

\*In the case of periodic receipt (pension), even though you need to select the receipt period and the number of payments per year when you make a relevant claim, you can review them every five years.

### When to file a claim for benefits

On or after the disability determination date (see Note below), you can file a claim for benefits at any time, but need to do so two days before your 75th birthday.

Note: The disability determination date is the date on which 1.5 years elapses from the date when an injury or disease is treated by a medical doctor or dentist (the first medical treatment date) (or the date of a full recovery during that period, if applicable)

\*In case you fail to file your claim during that period, you are deemed to have filed a claim for retirement benefits (lump-sum receipt (one-time receipt)) and are requested to receive them.

### Right to receive benefits

The right to receive disability benefits lapses if any of the following applies.

- When there are no remaining corporate-type DC plan assets
- When an eligible recipient dies

## Lump-sum death benefit

Lump-sum death benefit is benefit paid out of pension assets after survivors (benefit recipients) of deceased participants file claims for benefit (see Note 1 below).

To receive this benefit, these survivors need to file a relevant claim.

Note 1: If no claim is filed within five years after a participant's death, it will be deemed that there are no survivors to receive lump-sum death benefit and it will be treated as inherited assets of the deceased participant.

### How to receive benefits

Only one method is available to receive benefit (i.e. lump-sum receipt (one-time receipt)).

### Beneficiaries of lump-sum death benefit

- You can designate beneficiaries in advance for your lump-sum death benefit. In case your beneficiaries are designated in advance, they will receive the benefit. If not designated, benefit is paid based on the range and order of beneficiaries stipulated in the Defined Contribution Pension Act. In case the direct beneficiary is a foreign national, we recommend that you designate him or her as a beneficiary for lump-sum death benefit.
- The range of beneficiaries you can designate for lump-sum death benefit is described below. Spouse, children, parents, grandchildren, grandparents, brothers, and sisters (The legal order of beneficiaries for lump-sum death benefit is as follows: 1. spouse, 2. dependent children, 3. dependent parents)
- You can designate or change beneficiaries for your lump-sum death benefit at any time. In case you do so, please fill out an application for designation of beneficiaries for lump-sum death benefit (see Note 2 below) and submit it to Sompo Japan DC Securities. In the case of a pension transfer from an individual-type DC plan or another corporate-type DC plan, the beneficiaries for the former plan remain unchanged. Please be careful.

Note 2: Please download the "Application for Designation of Beneficiary for Lump-sum Death Benefit" on the AnswerNet and mail it to us.

## 5 Procedures for receiving benefits

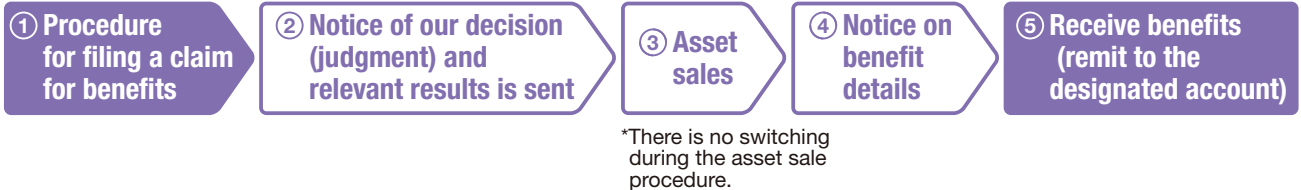
### Procedure

To receive benefits, you need to complete the necessary procedures by yourself. Please request a claim form on the AnswerNet and we will send it to you.

#### How to request forms

Click on “Requesting Other Forms and Documents” from “Request Forms” of Participant Main Page, and select the name of the benefit request documents to claim benefits.

#### Overview of Procedures



#### When you can start receiving benefits

Please submit your application by the deadline. The benefit decision (judgment) can be basically made in the same month, but may be made later depending on the situation. Benefits are paid on the 25th day of each applicable month. In case the 25th is a holiday of financial institutions, the business day immediately before that date is used.

##### ● Lump-sum receipt (one-time receipt)

Retirement benefits

Disability benefits

Lump-sum death benefit

You can receive benefits in the month following the month when the benefit decision (judgment) is made.

##### ● Periodic receipt (pension)

Retirement benefits

Disability benefits

The month(s) you receive benefits differ(s) depending on the number of payments per year. Please refer to the table below.

Number of payments per year	Month you receive your initial payment	Month you receive your second or succeeding payment
One ... Annually	Month following one year from the month immediately after the month when the benefit decision (judgment) is made	Anniversary month (annual anniversary of the initial payment)
Two ... Semi-annually	Month following six months from the month immediately after the month when the benefit decision (judgment) is made	Anniversary month (six-month anniversary of the initial payment)
Four ... Quarterly	Month following three months from the month immediately after the month when the benefit decision (judgment) is made	Anniversary month (three-month anniversary of the initial payment)

\*The number of payments per year that you can select differs depending on the corporate type pension plan Document.

#### Reference

[My DC PLAN \(summary of plan document\)](#)

#### Examples of major documents to be attached

The following documents need to be attached, in addition to relevant forms we send you.

	Documents to be attached
<b>For all cases</b>	Identity verification document (certificate of residence or registered seal)
<b>Retirement benefits</b>	Document necessary for tax calculation (e.g. copy of a withholding tax certificate for retirement income); Document verifying Individual Number (See Note below.)
<b>Disability benefits</b>	Document verifying the disability grade (e.g. copy of a physical disability certificate)
<b>Lump-sum death benefit</b>	Document verifying death (e.g. copy of death certificate); Document verifying Individual Number (See Note below.)

\*Submission of documents other than the above may also be necessary.

Note: A “document verifying Individual Number” and a “personal identity verification document” (Examples)

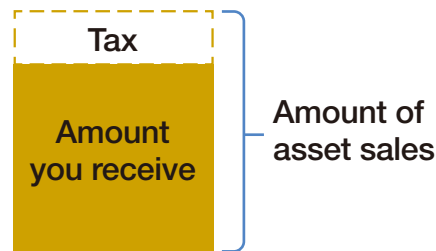
• “A copy of your Individual Number Card (front and back)”

• “A copy of an original certificate of residence containing your Individual Number” and “a copy of your driver's license”, etc.

## Preferential tax treatment, etc. applicable to benefits when you receive

### Retirement benefits

The amount of benefits you receive is the amount obtained by deducting withholding tax (if taxable) from the amount received from asset sales. Special income tax for reconstruction is disregarded in the following explanation.



#### Lump-sum receipt (one-time receipt)

Lump-sum receipt (one-time receipt) is treated as retirement income. Retirement income is deducted in the tax calculation for preferential tax treatment to reduce tax burden.

Reference **P.32**

Click

The amount of retirement income deducted is calculated as follows based on the length of service.

Length of service (Contribution period)	Amount of retirement income deducted
20 years or less	400,000 yen × Length of service*
More than 20 years	8 million yen + 700,000 yen × (Length of service — 20 years)

Retirement income deducted is calculated by making an adjustment using your lump-sum receipt (one-time receipt) in the applicable year and your retirement income for 19 years immediately before that year. In this case, the period used as the calculation base for lump-sum receipt (one-time receipt) and that for other retirement income may overlap to some extent, and the overlapping period needs to be considered when the deductible amount is calculated. If applicable, please submit “a copy of your withholding tax certificate for retirement income.”

\*If the calculated amount is less than 800,000 yen, it will be 800,000 yen.

#### Periodic receipt (pension)

Periodic receipt (pension) is treated as miscellaneous income. The amount of withholding tax is calculated by multiplying the amount of pension by a uniform tax rate. No inhabitant tax is withheld at source.

$$\text{Amount of withholding tax} = \text{Amount of pension} \times 7.5\%$$

You need to file your tax return yourself including the benefits you receive. In this case, these benefits are treated as public pension income, etc., and your tax is calculated by combining them with other income. Deduction for public pensions, etc. is available as preferential treatment in the calculation of miscellaneous income included in your tax return so that your tax burden can be reduced. Tax return filing may not be necessary depending on the amount of income.

### Disability benefits

Both lump-sum receipt (one-time receipt) and periodic receipt (pension) are nontaxable.

### Lump-sum death benefit

In case that lump-sum death benefit is received within 3 years after a participant's death, it will be treated as deemed inherited assets and subject to inheritance tax as in the case of life insurance proceeds and pre-retirement death benefits, etc. The benefit received after 3 years is subject to different taxation.

\*For details, please contact the Tax Office, municipal office, etc.

\*An administrative charge is deducted for the remittance of benefits (440 yen per domestic remittance including tax).

\*As of December 2024

1 What is a defined contribution pension plan (DC plan)?

2 Procedures upon participation

3 Procedures for current participants

4 Procedure required when you retire from the company before the age of 60

5 Procedures for receiving benefits

6 Other

## Other procedures

### ■ Procedures for participants

1. Under the DC plan, if you are simultaneously eligible to participate in two or more plans under different corporate-type DC plan documents, you need to select one of them. Immediate notification is required in the following cases.

Cases where notification is required	Give notification to:
When you become eligible or lose eligibility to participate in a corporate-type DC plan offered by another employer	Plan sponsor/employer
When you cease to be employed by another employer	
When you lose eligibility to participate in the corporate-type DC plan offered by your employer	Plan sponsor/another employer

Employer: An employer offering a corporate-type DC plan in which you participate

Another employer: An employer other than an employer offering a corporate-type DC plan in which you participate

2. If you are enrolled in the small enterprise mutual aid plan, please notify us.

Cases where notification is required	Give notification to:	Notification deadline
When you receive a mutual aid payment or cancellation allowance under the small enterprise mutual aid system (Age limit: Age 41 or older)	Please register the details to notify from the “Confirm/Change Participant Information” menu on the AnswerNet. (Registration is possible via the AnswerCenter).	Within 14 days from the day when you receive a payment

3. We may ask you to submit prescribed documents to us or the plan sponsor depending on the necessity.

### ■ Procedures for plan sponsors (refunding contributions)

Refunding means returning a portion of a participant’s assets to the plan sponsor in the form of cash if contributions, etc. not stipulated in the corporate-type DC plan document was made. More specifically, these assets equivalent to the said contributions, etc. are sold (converted into cash) and returned to the plan sponsor.

\*In the case of a plan for which employee matching contributions are made, participant contributions are returned to the respective participants through the plan sponsor. Refund-related sales are made based on the ratio of the amount of each investment product that a relevant participant holds.

Note: The amount refunded to you may not be the same as the relevant contribution amount due to price fluctuations of investment products sold.

#### Important point related to refunds

- Switching may be restricted for a few days before and after sales because refund-related sales need to be processed.



## Reference Examples of tax calculations for retirement benefits

### ■ Lump-sum receipt (one-time receipt)

Detailed calculation method (Special reconstruction income tax is not included in the calculation.)

#### ● Tax calculation method

Amount of tax withheld =  
Income tax [ Taxable retirement income  $\times$  Income tax rate — Deduction ] + Inhabitant tax [ Taxable retirement income  $\times$  Inhabitant tax rate ]

Taxable retirement income = (Payment amount — Retirement income deducted)  $\times$  1/2 <sup>Note</sup>

Note: If the length of service is 5 years or less, it is regarded as "short-term retirement allowance, etc.".

If the amount obtained by subtracting retirement income deduction from income from short-term retirement allowance, etc. exceeds 3 million yen, "one-half taxation" does not apply to the excess portion.

#### ● Calculation example (in case a person with 21 years of service receives a retirement allowance of 13 million yen)

Retirement income deducted	8 million yen + 700,000 yen $\times$ (21 years - 20 years) = 8.7 million yen
Taxable retirement income	(13 million yen - 8.7 million yen) $\times$ 1/2 = 2.15 million yen
Income tax	2.15 million yen $\times$ 10% - 97,500 yen = 117,500 yen
Inhabitant tax	2.15 million yen $\times$ 10% = 215,000 yen

#### ● Retirement income deducted (as of December 2024)

Please refer to page 30.

#### ● "Rapid calculation table" for withholding tax on retirement income (as of December 2024)

Taxable retirement income	Income tax rate	Amount deducted
1.95 million yen or less	5%	0 yen
More than 1.95 million yen and 3.3 million yen or less	10%	97,500 yen
More than 3.3 million yen and 6.95 million yen or less	20%	427,500 yen
More than 6.95 million yen and 9 million yen or less	23%	636,000 yen
More than 9 million yen and 18 million yen or less	33%	1,536,000 yen
More than 18 million yen and 40 million yen or less	40%	2,796,000 yen
More than 40 million yen	45%	4,796,000 yen

### ■ Periodic receipt (pension)

#### ● For calculation of taxes, please refer to the website of the National Tax Agency.

# **Terms and Conditions for the Defined Contribution Pension Plan**

## **[Revised on November 1, 2020]**

### **(Purpose of Terms and Conditions)**

**Article 1** These Terms and Conditions describe how participants and investment instructors (hereinafter referred to as the “Participants”) of the defined contribution pension plans prescribed in Article 2, can use the plan administration services (hereinafter referred to as the “Services”) provided by Sampo Japan DC Securities Inc. (hereinafter referred to as the “Company”).

2 The Company provides the Services to the Participants through our internet service (hereinafter referred to as the “AnswerNet”) or our staffed call center (hereinafter referred to as the “AnswerCenter”).

### **(Use of Services)**

**Article 2** The Services apply to the Participants who receive record keeping services of the Company.

2 The Participants are requested to fully understand the contents of these Terms and Conditions as well as written documents, etc., sent by the Company (including those provided electronically) and important notes, etc., displayed on each screen of the AnswerNet, and use the Services accordingly.

### **(Identity Verification)**

**Article 3** Please make sure to use the Services by the Participants themselves. When using the AnswerCenter, we will verify identity by confirming the registered information of the Participants. When using the AnswerNet, their registered ID and password will be confirmed.

2 Once the Company verifies identity using the procedures in the above Paragraph, any inquiries and transactions, etc., will be deemed valid even in case of unauthorized use.

3 ID and password are critical in using the Services. Do not write them down where third parties can see, or disclose them to third parties. The Participants are requested to handle their ID and password with great care. If they are aware or suspect that their ID and password have been compromised, please take reissuance procedures immediately. Passwords can be changed by the Participants themselves on the AnswerNet. In some cases, the Company may ask them to change their password. Please note that the Company does not ask the Participants to disclose their password at any time.

### **(Customer Service Desk)**

**Article 4** If you have any inquiries, please call the AnswerCenter 0120-401-593; from abroad, call +81-3-5325-6303 (normal toll). (Service in English: Monday-Friday, 4:00 PM to 8:00 PM (excluding bank holidays and New Year break December 31st to January 3rd))

2 Service hours during which the Participants can use the Services shall be specified by the Company. The Company reserves the right to change service hours without prior notice to the Participants.

3 Due to certain regulatory restrictions imposed under this plan, please note that the AnswerCenter representatives may be unable to answer certain types of inquiries.

### **(Amendment to Terms and Conditions)**

**Article 5** Pursuant to the provisions of Article 548-4 of the Civil Code, these Terms and Conditions may be amended due to changes in laws or other regulations, instructions from governing authorities or changes to the plan administration contract (or reassignment contract).

### **(Use of Services from Overseas)**

**Article 6** When the Participants use the Services from overseas, they may not be able to use all or part of the Services due to the laws, communication circumstances or other reasons in each country. The Company assumes no responsibility for any losses incurred by using the Services from overseas.

**(Disclaimer of Liability)**

**Article 7** The Company shall have no liability for losses or damages to the Participants incurred as a result of the following reasons.

- (1) Transactions or notifications conducted by the Company after verifying identity in accordance with the procedures described in Paragraph 1 of Article 3.
  - (2) Disruption or defect of telecommunications equipment, telecommunications lines, or computer systems; obstruction, trespassing or alteration of information, etc. by a third party (excluding cases of intentional acts or gross negligence on the part of the Company).
  - (3) Delay or inoperability with regard to handling the Services described in Paragraph 2 of Article 4.
  - (4) Delay or inoperability with regard to handling of the Services due to force majeure such as natural disaster, war, riots, disturbance, or uprising.
- 2 The Company shall have no liability for disclosure of personal information due to the following reasons.
- (1) Access to information or the Services of the Company due to breach of password security as a result of theft, etc. (excluding breach of password security caused by intentional acts or gross negligence by the Company).
  - (2) Misdelivery of mail or items, or disclosure incurred after such delivery (including deliveries via plan sponsors).
- 3 If notifications, documents and other materials, which the Company sends to the addresses registered by the Participants, are delayed in delivery or are not delivered due to incorrect registered addresses or failure to notify change of address, the Company shall be able to deem that the notifications, documents, and other materials were delivered by the scheduled delivery time. In such cases, the Company shall have no liability for damages or losses caused as a result of the delay in delivery or misdelivery.

**(Copyright)**

**Article 8** The contents posted and expressed in the Services (excluding items for which the Company is requested to manage information by the Participants through notifications or various registration forms) are subject to copyright. The copyright is protected by the Japanese Copyright Act and international treaties. Reproduction, conversion, modification and sale of the copyrighted contents by the Participants are strictly prohibited.

**(Miscellaneous)**

**Article 9** In the following cases, the Participants may not be able to receive certain services specified by the Company. The Company assumes no responsibility for any losses to the Participants resulting from such cases.

- (1) When the Participants fail to submit, without any reasonable cause, certain documents, etc. requested by the Company in accordance with the defined contribution pension plan.
  - (2) When the Participants are in violation of these Terms and Conditions without any reasonable cause.
- 2 The Company reserves the right to make additions or change all or part of the Services without prior notice.
- 3 The Company reserves the right to terminate all or part of the Services.
- 4 The Company reserves the right to revise these Terms and Conditions due to additions, changes to or termination of the Services.
- 5 In case that revisions are made to these Terms and Conditions under the previous Paragraph and Article 5, a notification of revisions, revised contents of the Terms and Conditions and the effective date will be posted before the effective date, on the AnswerNet or by other means that the Company regards as appropriate.

※This translation of the original Japanese document is provided for reference purposes only.

# **Terms and Conditions for Sampo Japan DC Securities AnswerNet (for the defined contribution pension plan) [Revised on February 1, 2024]**

## **(Purpose of Terms and Conditions)**

**Article 1** These Terms and Conditions determine how participants and investment instructors (hereinafter, the “Participants”) under the defined contribution pension plan registered with Sampo Japan DC Securities Inc. (hereinafter, “the Company”) can use certain services (hereinafter, the “Services”), including those employing the Internet (the “Sampo Japan DC Securities AnswerNet”). Any matter not specifically stipulated in these Terms and Conditions is governed by the stipulations of the “Defined Contribution Pension Plan Document” and the “Terms and Conditions for the Defined Contribution Pension Plan.”

## **(Use of Services)**

**Article 2** The Participants of the defined contribution pension plan registered with the Company can use the Services. The Services are usable only when an ID and password entered match those registered with the Company.

## **(Service Hours)**

**Article 3** Service hours during which participants can use the services shall be specified by Sampo Japan DC Securities. However, Sampo Japan DC Securities may change service hours without any prior notice to participants.

2 The Company may cease or temporarily suspend some or all of the Services without any notice due to technical difficulties with or maintenance of the system, etc.

## **(Types of Services)**

**Article 4** The service which participants can utilize shall be specified by Sampo Japan DC Securities. Sampo Japan DC Securities reserves the right to change the content of the services at its discretion without prior notification to participants.

## **(Investment Instructions)**

**Article 5** When the Participants use the Services to make investment instructions under the defined contribution pension plan, the procedure of the investment instructions is considered completed by the Participants once the Company receives specified information entered by the Participants.

## **(Execution of Investment Instructions)**

**Article 6** The Company will execute investment instructions in the above Article as early as possible after the completion of the investment instructions in accordance with the “Terms and Conditions for the Defined Contribution Pension Plan” of the Company, etc.

## **(Application, Cancellation and Changes)**

**Article 7** The Participants are able to make applications described in Article 5 and make cancellations of such applications by using the Services only during the hours specified by the Company (before 12:00 a.m. on each business day, hereinafter the same applies).

2 When the Participants change their investment instructions described in Article 5, they are able to do so by cancelling current investment instructions and entering new instructions through the Services only during the hours specified by the Company; provided, however, that when changing investment instructions for only contributions under the defined contribution pension plan, the Participants are able to enter new investment instructions directly without cancelling current investment instructions.

## **(Inquiries Regarding Contents of Applications)**

**Article 8** The Participants can make inquiries regarding the contents of investment instructions prescribed in Article 5 using the Services.

**(Notifications)**

**Article 9** The Participants can notify the Company of required information (only for items stipulated by the Company) using the Services instead of submitting necessary documents via postal mail. In this case, notification procedures will be considered completed by the Participants upon receipt of data electronically submitted by the Participants.

**(Inquiries Regarding Contents of Notifications)**

**Article 10** The Participants can make inquiries regarding the contents of notifications by the Participants prescribed in Article 9 using the Services.

**(Disclaimer of Liability)**

**Article 11** The Company shall have no liability for losses or damages to the Participants incurred as a result of the following reasons.

- (1) Transactions or notifications conducted after verifying ID and password registered with the Company
- (2) Disruption or defect of telecommunications equipment, telecommunications lines, or computer systems; obstruction, intrusion or alteration of information, etc. by a third party (excluding cases of intentional acts or gross negligence on the part of the Company)
- (3) Delinquency in, or inability to handle the services in accordance with Article 3, Paragraph 2 of Article 12, or Article 13
- (4) Delinquency in, or inability to handle the services due to natural disaster or other force majeure

**(Suspension of Services)**

**Article 12** The Company will suspend the Services at the request of the Participants.

2 The Company may suspend the Services for unavoidable reasons. In this case, the Company will notify the Participants of the suspension without delay.

**(Prohibition from Using Services)**

**Article 13** The company reserves the right to prohibit the use of the Services by the Participants whom we consider inappropriate.

**(Revision of Terms and Conditions)**

**Article 14** Pursuant to the provisions of Article 548-4 of the Civil Code, these Terms and Conditions may be amended due to changes in laws or other regulations, instructions from governing authorities, or whenever necessary.

※This translation of the original Japanese document is provided for reference purposes only.



# Handling of personal information

1. Sompo Japan DC Securities will make use of such personal information as customer name, address, telephone number, date of birth, email address, and investment situation of the customer's assets in the execution of business related to DC pension management and associated business (plan establishment, opening of accounts, plan transfers, rollovers, benefit decisions, refunds, etc.) and will acquire, use deposit, provide, or record such information with respect to (1) and (2) below or within the scope necessary to carry out other business.

- (1) Implementation of information provision services related to asset management and pensions, and research and development of financial products and services through the implementation of market surveys, data analysis, or questionnaire surveys.
- (2) For the purposes of the business activities listed above, such information may be provided to or received from group companies, business partners, product handling institutions related to the management method (product) specified by the customer, the National Pension Fund Association, medical institutions, or entities relate to requesting or paying benefits.

Please view our website at <https://www.sjdc.co.jp> or see below for inquiries regarding our policy on protection of personal information, request for disclosure of personal information, and the names of our group companies and business partners.

## <Contact for information on our privacy policy>

**Sompo Japan DC Securities AnswerCenter**

(manager in charge of personal information)

Inquiry form :

**[https://www.rk.sjdc.co.jp/ja/member\\_inquire/index\\_02.html](https://www.rk.sjdc.co.jp/ja/member_inquire/index_02.html)**

## <Personal Information Protection Manager>

Managing Director, Chief Privacy Officer

2. Please be informed that we record participants' personal information in accordance with our policies for protecting personal information when a participant makes a phone call to our AnswerCenter.

3. Except for the following case, we will not use or disclose personal information obtained to conduct plan administration to any third parties including your plan sponsor. We will not disclose any information to your plan sponsor, for purposes other those consigned (or re-consigned) operations.

- (1) Only when personal information is provided to us and the asset administrator or a company that provides products under this plan in order to administer this plan.
- (2) When advance permission has been obtained in writing from the participants after specifying the purposes of use other than the fulfillment of obligations under the outsourcing contract for plan administration (or re-consignment contract).
- (3) When you have a responsibility to disclose personal information to administrative agencies or a court in accordance with the law, regulations, or a judgment or order of the court.

4. We bear no responsibility for any leakage of personal information owing to the following causes.

- (1) When someone gains access to our information provision services by stealing your password, etc. (This excludes cases where the theft of the password is our responsibility, due to negligence, etc.)
- (2) When leakage occurs after the delivery of mail and other goods including wrong deliveries. (Deliveries via your plan sponsor are included in this case.)

## NOTE

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