

Regulations on Donations for Aoba-Japan International School

(Purpose)

Article 1 The purpose of these regulations is to stipulate the issues necessary in handling donations to Aoba-Japan International School (herein referred to as “AJIS”) which is operated by Aoba International Educational Systems Inc.

(Acceptance)

Article 2

- ⊖ AJIS will accept donations which meet AJIS’s objective of education to foster internationally minded citizens, providing scholarships, and supporting special education towards students with special learning needs.
- ⊖ Decisions to accept donations will be handled according to regulations stipulated by AJIS.
- ⊕ AJIS will not accept donations with conditions attached such as the following items:
 1. To extend benefits or provide advantages in return for the donation.
 2. To transfer to the donor, intellectual property such as patents and other similar rights which have been achieved as a result of research activities.
 3. To grant to the donor free of charge, the assets acquired by the donation.
 4. Donations which attach conditions that will incur extreme financial burden to AJIS as a result.
 5. The donor may cancel whole or part of the donation after making the offer.
 6. In addition to all the conditions above, such situations in which acceptance of the donation interferes with the operation of AJIS and other situations which AJIS deems as socially inappropriate such as donations associated with anti-social forces.

(Offering of Donations)

Article 3

- ⊖ When there is an offer for a donation from a donor, AJIS will confirm its contents.
- ⊖ AJIS will receive a set application form from the donor regarding the donation.

(Identifying the purpose of the donation)

Article 4 A donor may specify the purpose of the donation. When the donor does not specify the purpose of the donation, AJIS will identify the purpose of its use.

(General Administrative Expenses)

Article 5 Regarding donations which specify its use to special education for students with disabilities, part of such donations will, in principle, be allocated to AJIS's general administrative expenses. The purpose of AJIS's general administrative expenses and their allocation will be stipulated in regulations such as AJIS's guidelines, internal rules and arrangements by AJIS.

(Processing ▪ Administration)

Article 6

⊖Administration regarding the handling of donations will be coordinated by the Administration Department, and donations will be managed by the Administration Department in accordance with regulations set by AJIS.

⊖In principle, when accepting donations, AJIS staff must go through the set acceptance procedures.

(Protection of personal information)

Article 7 Personal information regarding the donor will be handled with the closest attention, in accordance with the Act on the Protection of Personal Information.

(Alteration and Abolition of Regulations)

Article 8 The alteration and abolition of these regulations will be decided by the Board of Directors' resolutions.

(Delegation of rights)

Article 9 Other matters regarding the handling of donations other than those stipulated herein will be decided by the CEO.

Supplementary provisions

These regulations shall be enacted and take effect from January ●, 2014.

【Example of Form of Offering a donation】

Donation Offering Form

(Month) (Date)(Year)

To: Mr. Iwao Shibata, CEO

Aoba International Educational Systems, Co. Ltd.

Name

Address ○○ (signature stamp)

I hereby donate the following to your company:

Description

- 1 Cash (Securities) ○○○○ yen
- 2 Goods ・ Fixed Assets (note the type ・ quantity of the items)
- 3 Purpose of funds Please use for ○○project (purpose)
／Please use for general purposes that meet the objectives of your company
／I will not specify the use of the funds
- 4 Others