

March 28, 2012

Resolution of the Board of Directors

(Partially amended on September 16, 2015
Partially amended on December 16, 2015)

Declaration on the Protection of Personal Information

(Privacy Policy)

Japan Investment Advisers Association

Japan Investment Advisers Association (hereinafter referred to as the “Association”) recognizes the importance of personal information, and considers that it has a legal and social responsibility to protect such information.

In conducting its activities, the Association, considering the protection of personal information as one of the top priorities for the management of its operations, complies with relevant laws and regulations, including the “Act on the Protection of Personal Information” and the “Act on the Use of Numbers to Identify a Specific Individual in Administrative Procedures”, and takes all possible measures to ensure the proper handling of personal information in accordance with the following policy.

Details

1. Acquisition, Use, and Provision of Personal Information

- (1) The Association acquires personal information by proper and legitimate means, to the extent necessary for its activities. When personal information is provided by a third party, the Association checks the provider’s status of compliance with laws and regulations, and makes sure that the personal information was acquired by legitimate means.
- (2) For the handling personal information, the purposes of use are limited as much as possible and published in the Association’s website.
The Association uses personal information for the purposes specified in Appendix 1.
- (3) No personal information are handled beyond the scope necessary for achieving predefined purposes of use, unless the subject person’s prior consent is obtained or it is otherwise provided by relevant laws or regulations.
- (4) Unless otherwise provided by relevant laws or regulations, any provision of acquired personal data to a third party is made with the subject person’s prior consent.
- (5) Notwithstanding the above, individual numbers and specific personal

information are acquired and used only for the limited purposes specified in laws or regulations. In addition, no individual number or specific personal information is provided to a third party, unless such provision is expressly permitted to a limited extent by laws or regulations.

- (6) The Association may entrust the handling of personal data to other operators, within the scope necessary for achieving purposes of use including the mail-out of published materials and other documents released or edited by the Association. In this case, the Association makes appropriate selection of and exercise necessary and appropriate supervision over the entrusted operators to ensure the security control of personal information.

2. Request for Disclosure, etc.

- (1) Personal data held by the Association are disclosed to the subject person upon his/her request, except in such cases as where the disclosure affects considerably the proper performance of service by the Association.
- (2) Where any correction, addition or deletion of contents is requested about personal data held by the Association, the Association conducts necessary investigation within the scope required for achieving the purpose of use of the data, and makes any relevant correction, etc. based on the results of such investigation.
- (3) Upon any request to cease the use of, delete, or cease the provision to a third party of personal data held by the Association, the Association executes such cease of use, etc., provided that the request is found to have legitimate grounds.
- (4) The procedure of request for disclosure, etc. is detailed in Appendix 2.

3. Security Control Measures

To ensure the security control of personal data by preventing their leakage, loss or damage, or otherwise, the Association takes necessary and appropriate measures under the Financial Services Agency's guidelines including the "Operational Instructions on the Security Control Measures Based on the Guidelines for Protection of Personal Information in the Finance Sector", "Guidelines for Proper Handling of Specific Personal Information (for Business Operators)" (attached hereto), and "Security Control Measures for Specific Personal Information (for Business Operators)".

4. Education and Training

To ensure the full security control management of personal data, the Association regularly provides its officers, employees, etc. with appropriate education and training.

5. Continuous Improvement

Besides establishing this Policy and other handling rules for protecting personal information, the Association strives to continuously improve them by making them known to its officers and employees and revising them when necessary, for ensuring the continued viability of such Policy and rules.

6. Dealing with Complaints and Inquiries about the Handling of Personal Information

The Association strives to ensure the prompt and conscientious treatment of complaints, inquiries, etc. about the handling of personal information provided by subject persons.

7. Where to send inquiries and complaints about the Handling of Personal Information

Please address your inquiries and complaints about the handling of personal information to:

Complaints Desk (for personal information), Secretariat, Japan Investment Advisers Association,

Address: 7F Tokyo Shoken Building, 1-5-8, Nihombashi-Kayabacho, Chuo-Ku, Tokyo, 100-0025 Japan

TEL: 03-3663-0505

Service hours: Mon.-Fri. (excluding public holidays) 9 a.m. - 5 p.m.

Supplementary Provisions (March 28, 2012)

These Rules come into effect as of the registration date of incorporation of the general incorporated association (July 2, 2012) provided in Article 106, paragraph (1) of the Act on Arrangement of Relevant Acts Incidental to Enforcement of the Act on General Incorporated Associations and General Incorporated Foundations and the Act on Authorization of Public Interest Incorporated Associations and Public Interest Incorporated Foundations, as applied mutatis mutandis pursuant to Article 121, paragraph (1) of that Act following the deemed replacement of terms.

Supplementary Provisions (September 16, 2015)

This amendment comes into effect as of September 16, 2015.

(Note) Amended provisions are as follows:

1. (1) and 1.(5) are amended.

Supplementary Provisions (December 16, 2015)

This amendment comes into effect as of January 1, 2016.

(Note) Amended provisions are as follows:

- (1) Preamble, 1., 3. and Appendix 2 are amended;
- (2) 4. is deleted; and
- (3) 5., 6., 7., and 8. are moved up by one paragraph.

[Appendix 1]

Purpose of Use of the Personal Information Held by the Japan Investment Advisers Association for its Services

Personal information held by the Japan Investment Advisers Association (hereinafter referred to as the “Association”) are used for the purposes listed below, in connection with the services provided by the Association with the aim of contributing to the sound development of the investment management business and the investment advisory and agency business.

1. Research and study on the investment management business and the investment advisory and agency business
2. Presentation, mail-out and management of published materials and other documents, greeting letters, etc. that are released or prepared by the Association
3. Operating and managing the presentation and mail-out of information or materials on the conferences, seminars, etc. that are organized by the Association either independently or in cooperation with other organizations
4. Conducting market research, survey, and any other research and development activities related to services
5. Handling, as well as recording and archiving, inquiries, referrals, opinions, complaints, etc.
6. Operating and managing the seizure of “Arbitration Center” operated by Bar Association
7. Operating and managing the e-mailing of various news, latest information, etc. that are released on the website operated by the Association
8. Sending information that are provided by the Association pursuant to a contract, and operating and managing the communication, etc.
9. Operating and managing the administration of, communication with, and mail-out of materials to the Association Members
10. Operating and managing the distribution of invitation, materials and other information on the conventions and meetings organized by the Association
11. Operating and managing the distribution of invitation to and materials for its members on workshops, explanatory meetings, etc. that are organized by the Association
12. Expressing opinions towards and mutually communicate with relevant authorities, organizations, etc.
13. Developing mutual communication and friendship between the members of the Association
14. Any other purpose such as conducting international activities, making requests and recommendations, etc. on the investment management business and the investment advisory and agency business

[Appendix 2]

Procedure for Disclosure of Personal Information Held by the Association

To request the disclosure, correction, addition or deletion, cease of use or erasure (hereinafter referred to as “Request for Disclosure, etc.”) of your personal data held by the Association, please follow the steps described below.

1. Please address your Request for Disclosure, etc. to:
Secretariat, Japan Investment Advisers Association
Address: 7F Tokyo Shoken Building, 1-5-8, Nihombashi-Kayabacho,
Chuo-Ku, Tokyo, 100-0025 Japan
TEL: 03-3663-0505
FAX: 03-3663-0510
2. Documents to submit and method of Request for Disclosure, etc.
Please fill in the attached request form and send it by hand delivery, post, or fax.
3. Identification of subject person
When submitting a Request for Disclosure, etc., please present the following documents necessary to confirm that the requester is either the subject person of the personal data held by the Association for which the disclosure is requested or the subject person's agent. If you submit your request by post or fax, please send copies of these documents (making sure they show the name, address, and date of birth of the subject person). If the documents contain sensitive information as defined in Article 6 of the Guidelines for Protection of Personal Information in the Finance Sector, please black out such information before submission.
 - (1) If a request is made by the subject person:
Individual number card, driver license, or passport; or health insurance card and certificate of residence
 - (2) If a request is made by the subject person's agent:
 - a. Documents specified in (1) above for identifying the subject person
 - b. Letter of attorney (affixed with the subject person's registered seal) which certifies that the request is made by the subject person's agent, together with the registered seal certificate of the subject person
 - c. Any of the following documents concerning the agent: individual number card, driver license, or passport; or health insurance card and certificate of residence

4. Fees for Request for Disclosure, etc.
Requests for Disclosure, etc. are handled without charge; provided, however, that expenses incurred for making the request, including communication costs, are borne by the subject person.
5. Response to Request for Disclosure, etc.
We respond to a Request for Disclosure, etc. either by post or making the requested information available for inspection at the Association's secretariat.
In this regard, please note the following:
 - a. the response may take some time depending on the information for which the disclosure is requested;
 - b. in case of on-site inspection, its time and date shall be designated in advance by the Association;
 - c. in case of request by an agent, the response may be addressed directly to the subject person as appropriate.

Request for Disclosure of Personal Information

Date:

To: Japan Investment Advisers Association

Name of the subject person	
Address and phone number of the subject person (Postal address)	
Name of the agent	
Address and phone number of the agent (Postal address)	

Based on “2. Request for Disclosure, etc.” of the “Declaration on the Protection of Personal Information” of the Association, I hereby request as follows:

Details

Requested action	<input type="checkbox"/> Disclosure <input type="checkbox"/> Correction, etc. <input type="checkbox"/> Erasure <input type="checkbox"/> Ceasing provision to a third party
Title and recorded items of personal information concerning the subject person (please specify matters necessary for finding the personal information on the subject person.)	
Items to correct, add or delete in case of “Correction, etc.”	
Reasons for request	
*Identification of the subject person	<input type="checkbox"/> Individual number card <input type="checkbox"/> Driver license <input type="checkbox"/> Passport <input type="checkbox"/> Health insurance card <input type="checkbox"/> Certificate of residence
*Identification of the agent	<input type="checkbox"/> Individual number card <input type="checkbox"/> Driver license <input type="checkbox"/> Passport <input type="checkbox"/> Health insurance card <input type="checkbox"/> Certificate of residence
*Processed matters	

Please do not fill in the boxes marked with * which are reserved to the Association.