

## CiRA Foundation Regulations on Donations

Established on April 1, 2020

### Article 1. Purpose

Matters regarding the acceptance of donations by the CiRA Foundation (the "Foundation") shall be governed by the present Regulations as well as the Foundation's Articles of Incorporation.

### Article 2. Definition

As used in the present Regulations, the following terms have the following meanings.

- (1) Donor: A person who makes a donation to the Foundation.
- (2) Donation: Cash and/or securities donated by a Donor.
- (3) Donation, etc.: A Donation, and goods, land, buildings or any other asset donated by a Donor.

### Article 3. Purpose of Use of Donations, etc.

1. Donations received by the Foundation may only be used in the Foundation's undertakings for public interest purposes and administrative work, provided that the maximum allocation for the purpose of usage toward administrative work shall be within 50 percent of total amount of each donation Foundation has received and retained and shall not be over the 50 percent in any cases.
2. Goods, land, buildings, and other donations received by the Foundation may only be used in the Foundation's undertakings for public purposes and administrative work.
3. Donors may designate the purposes for which their Donations, etc. may be used, subject to the limitation set forth in the preceding two paragraphs.

### Article 4. Solicitation for Donations, etc.

1. The Foundation may solicit Donations, etc. at any time.
2. Beyond what is prescribed in the preceding paragraph, the Foundation may solicit Donations, etc. for limited purposes subject to the limitation set forth in paragraph 1 of Article 3.

### Article 5. Acceptance Standards etc.

If the Foundation intends to accept Donations, etc., it may not accept those set forth below.

- (1) Donations, etc. which require property acquired together with them to be transferred to the Donor without charge
- (2) Donations, etc. which require intellectual property rights obtained as a result of academic research etc. conducted with them to be assigned or licensed to the Donor
- (3) Donations, etc. which require their use to be audited by the Donor
- (4) Donations, etc. which the Donor can cancel in whole or in part at his/her own discretion after offering them

- (5) Donations, etc. which require a benefit or convenience to be granted in exchange for them
- (6) Donations, etc. the acceptance of which might interfere with the Foundation's operation or is considered to be inappropriate according to socially accepted ideas

Article 6. Offers of Donations, etc.

- 1. Persons wishing to offer Donations, etc. ("Offerors") shall submit a completed offer form (including those in electromagnetic form) to the section of the Foundation in charge of Donations, etc.
- 2. Offerors shall specify the purposes of use of their Donations in their offer forms.

Article 7. Decisions to Accept

- 1. The section in charge of Donations, etc. shall report submitted offers to the Senior Executive Director, and the Senior Executive Director shall decide to accept those which are significant to the operation of the Foundation and do not contravene the acceptance standards prescribed in the items of Article 5; provided, however, that the following offers shall require the President's approval.
  - (1) Donations, etc. as set forth in paragraph 3 of Article 3
  - (2) Donations, etc. other than cash
  - (3) Other Donations, etc. which require the Representative Director's approval
- 2. Notwithstanding the provisions of the preceding paragraph, if such offers are those of important property, decisions to accept them shall be made by the Board of Directors.

Article 8. Administrative Procedures for Processing Donations, etc.

- 1. When the Foundation receives Donations, etc., it shall send receipts to the Donors without delay; provided, however, that this shall not apply if the Donors do not want the receipts to be sent to them.
- 2. If the Foundation receives Donations, etc. from the same Donor on multiple separate occasions in the same year, the Foundation may send all the receipts to the Donor at one time.
- 3. The receipts may be sent by electromagnetic means if doing so is accepted by the Donors and is practically possible.
- 4. The Foundation shall publish the received and spent amount of Donations and their uses appropriately by the method prescribed in Articles 50 and 52 of its Articles of Incorporation.
- 5. If Donations, etc. other than cash are fixed assets, the Foundation shall recognize them as fixed assets at appropriate appraisal values with the cooperation of the Donors and register them in property management books, etc.
- 6. The Foundation shall complete the necessary registration for donated fixed assets which require registering with the cooperation of the Donors.

#### Article 9. Privileges

The Foundation shall send letters of appreciation to Donors and shall, at its own discretion, present their names (subject to their consent) and send them invitations to Foundation-sponsored events.

#### Article 10. Honorary Members

Donors prescribed in the present Regulations who make meritorious contributions to the Foundation may become honorary members as prescribed in item (2), paragraph 1, Article 14 of the Articles of Incorporation at the Board of Directors' recommendation. Detailed matters regarding the selection of honorary members etc. shall be prescribed separately.

#### Article 11. Repurposing of Donations, etc.

The Senior Executive Director may change the purposes of use limited in paragraph 3 of Article 3 or paragraph 2 of Article 4 with the approval of the Board of Directors, but subject to the limitation under paragraph 1 of Article 3, in the event that

- (1) the purposes of donations are fulfilled and any part of the Donations remains unused; or
- (2) the purposes of use of Donations, etc., or organizations authorized to use Donations, etc. are changed on reasonable grounds, provided that the Foundation shall obtain the Donors' consent (or persons who can understand the Donors' intent if the Donors are not able to express their consent).

#### Article 12. Utilization of Donations, etc.

The Foundation may utilize Donations, etc. pursuant to separately established property management rules.

#### Article 13. Revision and Abolition

The revision and abolition of the present Regulations shall be effected with a resolution of the Board of Directors.

#### Article 14. Other Matters

Beyond what is prescribed in the present Regulations, any necessary matters regarding the handling of Donations, etc. shall require resolutions by the Board of Directors.

#### Supplementary Provisions

1. The present Regulations shall come into effect as of April 1, 2020.
2. The present Regulations shall come into effect as of June 23, 2022.
3. The present Regulations shall come into effect as of June 26, 2023.
4. The present Regulations shall come into effect as of April 1, 2024.