

eSolia Inc.

Shiodome City Center 5F (Work Styling), Higashi-Shimbashi 1-5-2, Minato-ku, Tokyo 105-7105 Japan
Tel: 03-4577-3380, esolia.com | esolia.co.jp



Memorandum

Regarding:	ISMS (ISO27001) の適用宣言書 Statement of support for implementation of ISMS, per ISO 27001
Preparers:	R. Cogley, T. Fukuoka
Updated:	2023-01-10

[English Follows](#)

イソリア社員、及び関係者各位

イソリアは、情報セキュリティを意識した事業運営を円滑に行うため、情報セキュリティの国際規格 ISO/IEC 27001 に準拠した情報セキュリティマネジメントシステム (ISMS)の導入に取り組んでいます。

この ISMS の運用には、次のような多くのメリットがあります。

1. 収益源と会社の収益性の保護
2. 顧客への商品およびサービスの提供の確保
3. ステークホルダーの価値の維持・向上
4. 法令・規制要求事項の遵守

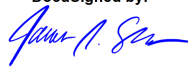
一般的な情報セキュリティ方針は、この覚書と共に電子フォーマットでイソリアのメンバーや関心を持つ第三者に配布される。この方針と ISMS を確立し発展させる努力は、イソリアの情報セキュリティに対するコミットメントを示し、経営陣はまた、監査と管理プロセスを通じて、プログラムの定期的な見直しと評価を確実にするものであります。

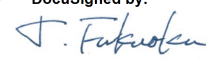
ISO/IEC 27001 の要件と勧告に沿ったリスクマネジメントのアプローチとプロセスが使用されます。リスクマネジメントは、ISMS の中で以下のようないくつかのレベルで行われます

1. 情報セキュリティ目標の達成に向けたリスクの評価
2. 特定の業務領域における定期的な情報セキュリティリスク評価
3. 業務変更管理プロセスの一環としてのリスク評価
4. 重大な変化の管理の一環として、プロジェクト単位で行う

すべてのメンバーと利害関係者が、情報セキュリティの目標を達成するために役割を果たすことを推奨します。

代表取締役社長 ジェームズ R. コグレー
代表取締役副社長 福岡 琢巳

DocuSigned by:

AD8FF065A5CA42F...

DocuSigned by:

4FA3AA5CEC054EE...

eSolia Inc.

Shiodome City Center 5F (Work Styling), Higashi-Shimbashi 1-5-2, Minato-ku, Tokyo 105-7105 Japan
Tel: 03-4577-3380, esolia.com | esolia.co.jp



Dear eSolia members and stakeholders,

In order to ensure our business operates smoothly and with awareness of information security, eSolia Inc. is committing to implementing an Information Security Management System (ISMS) in line with the International Standard for Information Security, ISO/IEC 27001.

The operation of this ISMS has many benefits for the business, including:

1. Protection of revenue streams and company profitability
2. Ensuring the supply of goods and services to customers
3. Maintenance and enhancement of stakeholder value
4. Compliance with legal and regulatory requirements

A general Information Security Policy will be distributed in electronic format with this memorandum, to eSolia members and interested third parties. This policy, and the effort to establish and develop the ISMS, demonstrate eSolia's commitment to information security, and management will also ensure regular review and assessment of the program through audit and management processes.

A risk management approach and process will be used which is line with the requirements and recommendations of ISO/IEC 27001. Risk management will take place at several levels within the ISMS, including:

1. Assessment of risks to the achievement of our information security objectives
2. Regular information security risk assessments within specific operational areas
3. Assessment of risk as part of the business change management process
4. At the project level as part of the management of significant change

We would encourage all members and stakeholders to play their part in delivering our information security objectives.

Yours sincerely,

Rick Cogley, CEO, Co-RD
Takumi Fukuoka, CFO, Co-RD

Certificate Of Completion

Envelope Id: F1E68DF960794DBFA1E4049B259256C3

Status: Completed

Subject: eSolia - e-signature request: ISMS Exec Support Memo, NO COMMENTS

Source Envelope:

Document Pages: 2

Signatures: 2

Certificate Pages: 5

Initials: 0

AutoNav: Enabled

Envelopeld Stamping: Enabled

Time Zone: (UTC+09:00) Osaka, Sapporo, Tokyo

Envelope Originator:

eSolia Admin

1-5-2 Higashi-Shimbashi

Shiodome City Center 5F (Work Styling)

Minato-ku, 東京都 105-7105

esign@esolia.co.jp

IP Address: 208.100.33.99

Record Tracking

Status: Original

2023-Jan-09 | 21:05

Holder: eSolia Admin

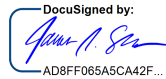
esign@esolia.co.jp

Location: DocuSign

Signer Events

Rick Cogley

rick.cogley@esolia.co.jp

Security Level: Email, Account Authentication
(None)**Signature**DocuSigned by:

AD8FF065A5CA42F...

Signature Adoption: Drawn on Device

Using IP Address: 106.73.14.162

Timestamp

Sent: 2023-Jan-09 | 21:05

Viewed: 2023-Jan-09 | 21:05

Signed: 2023-Jan-09 | 21:05

Freeform Signing

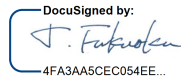
Electronic Record and Signature Disclosure:

Accepted: 2023-Jan-09 | 21:05

ID: c115a6a1-1266-4a0c-8865-256cdfd18829

Takumi Fukuoka

takumi.fukuoka@esolia.co.jp

Security Level: Email, Account Authentication
(None)DocuSigned by:

4FA3AA5CEC054EE...

Signature Adoption: Uploaded Signature Image

Using IP Address: 111.238.115.49

Sent: 2023-Jan-09 | 21:06

Viewed: 2023-Jan-09 | 21:06

Signed: 2023-Jan-09 | 21:07

Freeform Signing

Electronic Record and Signature Disclosure:

Accepted: 2023-Jan-09 | 20:36

ID: 4f82473c-f529-44e3-83d2-f9697a2cbc89

In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp****Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	2023-Jan-09 21:05
Certified Delivered	Security Checked	2023-Jan-09 21:06
Signing Complete	Security Checked	2023-Jan-09 21:07
Completed	Security Checked	2023-Jan-09 21:07
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, eSolia (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact eSolia:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: ea@esolia.co.jp

To advise eSolia of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at esign@esolia.co.jp and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from eSolia

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to ea@esolia.co.jp and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with eSolia

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to ea@esolia.co.jp and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify eSolia as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by eSolia during the course of your relationship with eSolia.