

This is a translation of a document written in Japanese,
and has been prepared for reference purpose only.

Share Handling Regulations

As of August 29, 2022

6-21, Kyobashi 2-chome, Chuo-ku, Tokyo

PILOT Corporation

January 4, 2002	Established
April 1, 2003	Partial revision
July 1, 2003	Trade name change
March 31, 2004	Partial revision
December 24, 2004	Partial revision
April 25, 2005	Partial revision
July 25, 2005	Partial revision
July 31, 2006	Partial revision
March 28, 2008	Partial revision
November 25, 2008	Overall revision (Implemented on January 5, 2009)
February 22, 2013	Partial revision (Implemented on July 1, 2013)
August 29, 2022	Partial revision (Implemented on September 1, 2022)

Share Handling Regulations

Chapter 1 General Provisions

Article 1 (Purpose)

Procedures for the exercise of the rights of shareholders of PILOT Corporation (hereafter, the “Company”) and other matters related to shares of the Company shall be governed by these Regulations, pursuant to provisions of the Articles of Incorporation, as well as the rules of the Japan Securities Depository Center, Incorporated (hereafter, “JASDEC”) and the rules of account management agencies, including securities companies, with which a shareholder has opened a transfer account (hereafter, “Securities Companies, etc.”).

Article 2 (Shareholder Register Administrator)

The shareholder register administrator of the Company and its handling office shall be as follows:

(1) Shareholder Register Administrator

1-4-5 Marunouchi, Chiyoda-ku, Tokyo

Mitsubishi UFJ Trust and Banking Corporation

(2) Handling Office of Shareholder Register Administrator

1-4-5 Marunouchi, Chiyoda-ku, Tokyo

Stock Transfer Agency Department, Mitsubishi UFJ Trust and Banking Corporation

Chapter 2 Records in the Register of Shareholders, etc.

Article 3 (Records in the Register of Shareholders)

1. The matters described in the register of shareholders shall be changed upon receipt of a notice from JASDEC, such as a notice to all shareholders (excluding the notice (hereafter, the “Individual Shareholder Notice”) provided for in Article 154, paragraph (3) of the Act on Book Entry of Corporate Bonds and Shares (hereafter, the “Book Entry Act”).
2. In addition to the provisions of the preceding paragraph, in the case of the issuing of new shares or in any other case provided for in laws and regulations, the matters described in the register of shareholders shall be changed without notice from JASDEC.
3. Records in the register of shareholders shall be made using the characters/symbols designated by JASDEC.

Article 4 (Reports Concerning Matters Described in the Register of Shareholders)

Shareholders shall report their personal name or trade name and address to the Company through Securities Companies, etc. and JASDEC pursuant to the rules of JASDEC. The same procedures shall be taken in the event of any change to the above information.

Article 5 (Representative of a Corporate Shareholder)

Shareholders that are a corporation shall report the name of one (1) representative of such company to the Company through Securities Companies, etc. and JASDEC pursuant to the rules of JASDEC. The same procedures shall be taken in the event of any change to the above information.

Article 6 (Representative of Joint Shareholders)

Shareholders who jointly own shares shall appoint one (1) representative and report their personal name or trade name and their address to the Company through Securities Companies, etc. and JASDEC pursuant to the rules of JASDEC. The same procedures shall be taken in the event of any change to the above information.

Article 7 (Legal Representative)

A legal representative for a shareholder, such as a person having parental authority of the shareholder or guardian, shall report their personal name or trade name and their address to the Company through Securities Companies, etc. and JASDEC pursuant to the rules of JASDEC. The same procedures shall be followed in the case of any change or removal of the legal representative.

Article 8 (Reports of an Address to Which Notices Shall Be Sent to Shareholders, etc. Residing Outside Japan)

Shareholders and registered pledgees of shares residing outside Japan or their legal representatives shall appoint a standing proxy in Japan or designate an address in Japan to which notices shall be sent, and report their personal name or trade name and address or an address to which notices shall be sent to the Company through Securities Companies, etc. and JASDEC pursuant to the rules of JASDEC. The same procedures shall be followed in the case of any change or removal of standing proxy.

Article 9 (Method of Identification through JASDEC)

Reports to the Company which shareholders submitted through Securities Companies, etc. and JASDEC shall be deemed to have been submitted by the shareholders themselves.

Chapter 3 Identification of Shareholder

Article 10 (Identification of Shareholder)

1. If a shareholder (including a shareholder who provided the Individual Shareholder Notice) makes requests or exercises any other shareholder rights (hereafter, “Requests, etc.”), the shareholder shall attach to the Requests, etc., or provide a document certifying that such Requests, etc. were made by the shareholder himself/herself. This does not apply, however, if the Company is able to confirm that such Requests, etc. were made by such shareholder himself/herself.
2. If the Requests, etc. are submitted to the Company by a shareholder through Securities Companies, etc. and JASDEC, such Requests, etc. shall be deemed to have been made by the shareholder himself/herself, and no evidence or document is required.
3. If the Requests, etc. are made by a proxy, a power of attorney, on which a shareholder signed or affixed his/her name and seal shall be attached to the Request, etc. in addition to taking the procedures prescribed in the preceding two paragraphs. The personal name or trade name and address of the proxy shall be stated in the power of attorney.
4. Provisions of paragraphs 1 and 2 shall be applied mutatis mutandis to a proxy as well.

Chapter 4 Procedures for Exercise of Shareholder Rights

Article 11 (Request for Delivery of Documents and Statement of Objections)

A request for delivery of a document stating matters to be provided electronically, such as reference documents for general meetings of shareholders, as provided in Article 325-5, paragraph (1) of the Companies Act (hereafter, “Request for Delivery of Documents”) and a statement of objection as provided in paragraph (5) of the same Article shall be made in writing. However, where the Request for Delivery of Documents is made through Securities Companies, etc. and JASDEC, it shall be made in accordance with the procedures provided by the Securities Companies, etc. and JASDEC.

Article 12 (Minority Shareholder Rights, etc.)

If a shareholder directly exercises against the Company the minority shareholder rights, etc., provided for in Article 147, paragraph (4) of the Book Entry Act, the shareholder shall exercise such rights upon providing a document affixed with his/her signature, or name and seal thereon, together with the receipt of the Individual Shareholder Notice.

Article 13 (Description of Matters That Are Proposed by Shareholders in Reference Materials for General Meeting of Shareholders)

If a shareholder proposes matters to be discussed at a general meeting of shareholder, the numbers of characters specified by the Company pursuant to Article 93, paragraph (1) of the Regulations for Enforcement of the Companies Act shall be as follows.

(1) Reason for proposal

400 characters for each proposal

(2) Matters to be described in reference materials for a general meeting of shareholders if the proposal is about appointment of an officer

400 characters for each candidate

Chapter 5 Exceptions for Special Accounts

Article 14 (Exceptions for Special Accounts)

Identification of the shareholder for whom a special account is opened and any other handling matters concerning such special accounts shall be governed by the rules of the account management agencies for such special account as well as the rules of JASDEC.

Chapter 6 Purchase of Shares Constituting Less Than One (1) Unit

Article 15 (Method of Request for Purchase of Shares Constituting Less Than One (1) Unit)

A request to purchase shares constituting less than one (1) unit shall be made through Securities Companies, etc. and JASDEC pursuant to the rules of JASDEC.

Article 16 (Determination of Purchase Price)

The purchase price of the shares set forth in the preceding Article shall be the closing price on the market established by the Tokyo Stock Exchange on the day on which the request for the purchase provided for in the preceding Article is received at the handling office of the shareholder register manager; provided, however, that if the shares are not traded on the market established by the Tokyo Stock Exchange on that day, or if the day falls on a holiday of the said Stock Exchange, the purchase price per share of such shares shall be the price at which the shares were first sold on the market established by the Tokyo Stock Exchange thereafter.

2. The purchase price of shares constituting less than one (1) unit shall be the amount obtained by multiplying the purchase price per share of shares constituting less than one (1) unit provided for in the preceding paragraph by the number of such shares

constituting less than one (1) unit requested for purchase.

Article 17 (Payment of Purchase Price)

Unless otherwise provided by the Company, the Company shall pay to the person who has requested the purchase the purchase price determined pursuant to the preceding Article on the fourth (4th) business day commencing on the day following the day on which the purchase price per share of shares constituting less than one (1) unit is determined, pursuant to the rules of JASDEC; provided, however, that if the purchase price reflects the rights to receive dividends from surplus or stock split, etc., such payment shall be made not later than the relevant record date.

2. The person who has requested for purchase may request that the payment be made by way of transfer to a bank account designated by him/her or by cash payment at Japan Post Bank (*Yucho Ginko Genkinbarai*).

Article 18 (Transfer of Purchased Shares)

The shares constituting less than one (1) unit requested for purchase shall be transferred to the transfer account of the Company on the day on which the payment procedures provided for in the preceding Article have been completed.

Chapter 7 Handling Fees

Article 19 (Handling Fees)

Fees related to handling of the Company's shares shall be free.

Supplementary Provisions

1. Changes to these Regulations shall be made in accordance with resolutions passed by the Board of Directors.