

## **Basic Policy on Handling of Specific Personal Information**

Metropolitan Bank & Trust Company Tokyo Branch and Osaka Sub-branch (hereinafter referred to as "the Bank") treat, in accordance with the Act on the Use of Numbers to Identify a Specific Individual in the Administrative Procedure (hereinafter referred to as "My Number Act"), etc., customer's Individual Number and personal information that contains the number (collectively referred to as "Specific Personal Information") as follows.

### Approach to Specific Personal Information

The Bank comply with applicable laws, regulations, guideline, etc., and the "Declaration of Protection of Personal Information (Private Protection Policy)" that the Bank established and disclosed, as well as My Number Act.

Further, the Bank will continuously review and improve the way of handling the Specific Personal Information.

### Purpose to Use Specific Personal Information

In obtaining customer's Individual Number, the Bank will notify or disclose the purpose of use, and use it only to the extent necessary for achievement of the purpose.

The Bank will neither collect, use or provide to third parties customer's Individual Number for the purpose other than those permitted by the My Number Act.

The Bank may use customer's Individual Number for the following purpose.

1. Preparation of statutory documents on financial instrument transactions
2. Preparation of statutory documents on cross border payment and receipt

### Security Measures

The Bank implement appropriate security measures to prevent the Specific Personal Information from being leaked, lost, or damaged. The Bank also provide necessary and appropriate supervision to its staff and outsourcing service providers, if any, (including sub-contractors) who handle the Specific Personal Information.

### Inquiries

Please make contact with the person in charge of the Bank if the customer have any opinion, request, inquiry, or complaint about this Basic Policy and related Securities Measures.

Please also refer to "Private Protection Policy" of the Bank in relation to handling customer's personal information.