

January 4, 2021

**Dear Business Partners**

Re: Information on using the Adobe Sign service for contracts

This is to inform you that in order to facilitate a more efficient conclusion of contracts and remote working, we have decided, in principle, to use the Adobe Sign service to enter into certain electronic contracts.

Please read the following description, and if you agree, please follow the Adobe Sign process described in the Appendix.

1. E-mail addresses of Authorized Signee and relevant persons in your company

- ① You may use electronic signatures only for those whose title is Director or above, or those who have been authorized through a Power of Attorney by someone whose title is Director or above. If the title of the signee is not Director or above, we accept electronic signatures only if the e-mail address of a representative of your Legal Department is included in the signature exchange, which we understand as guaranteeing that signatory power of attorney exists.
- ② Please share the above representative's full name and e-mail addresses with our representative. After receiving the e-mail address, we will send the contract via the Adobe Sign service.

2. Our signing authority

Please note in advance that signatories within their scope of individual authority in our company are representatives with the title Director or higher or representatives who have been delegated signing authority by our President, Shea Lih Go, via Power of Attorney.

3. Validity of electronic contracts

In order to secure the validity of electronic contracts, we understand that it is important (1) to be able to confirm that the contract has not been altered after the electronic signature has been executed, (2) to be able to record when the electronic contract was approved, and (3) by whom. The Adobe Sign service secures that electronic contracts are not altered as both parties sign the same contract which is placed in the Adobe Sign service cloud platform. Further, an audit report records the e-mail addresses of both signatories with the signed date and time. The audit report is sent to both parties together with the duly signed electronic contract. Both parties therefore receive confirmation of the agreement.

Sincerely yours,



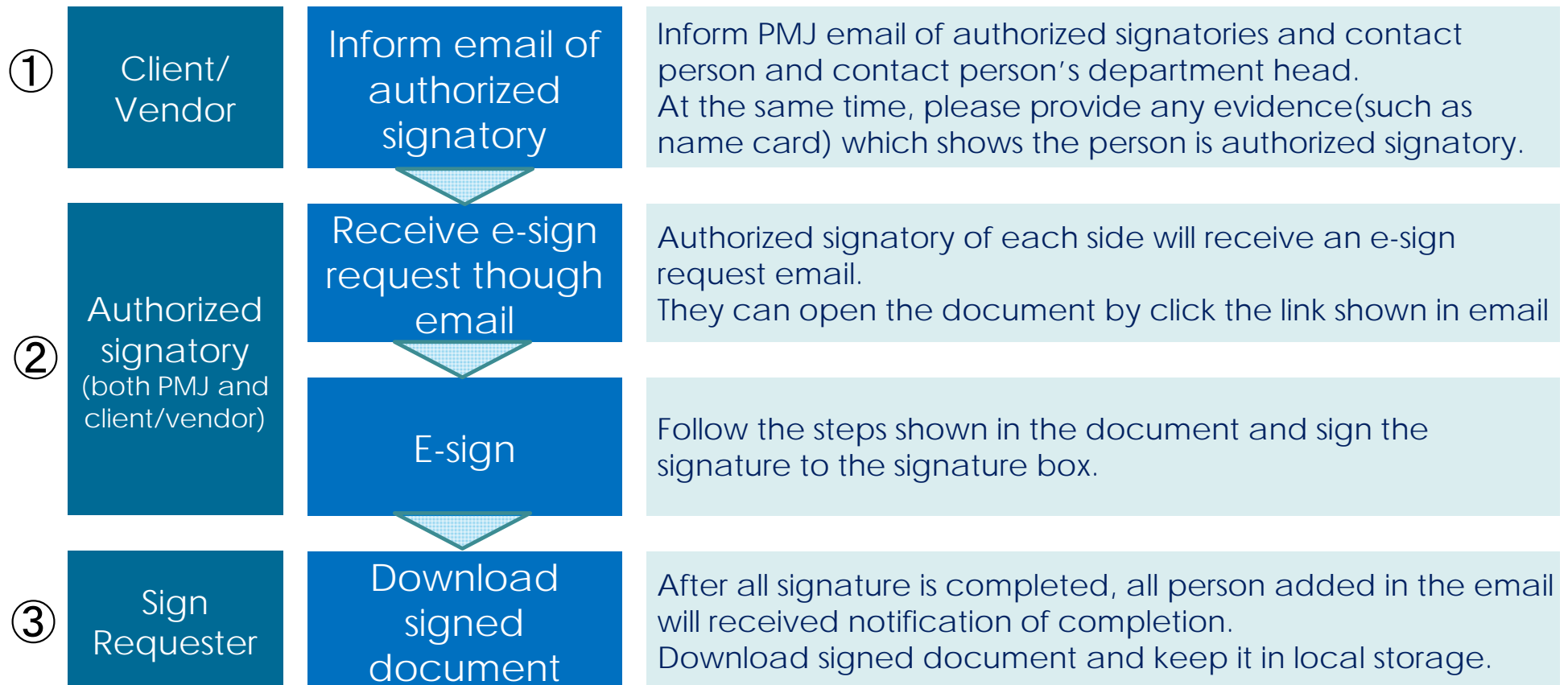
Rudolf Rayle

Senior Counsel Philip Morris Japan

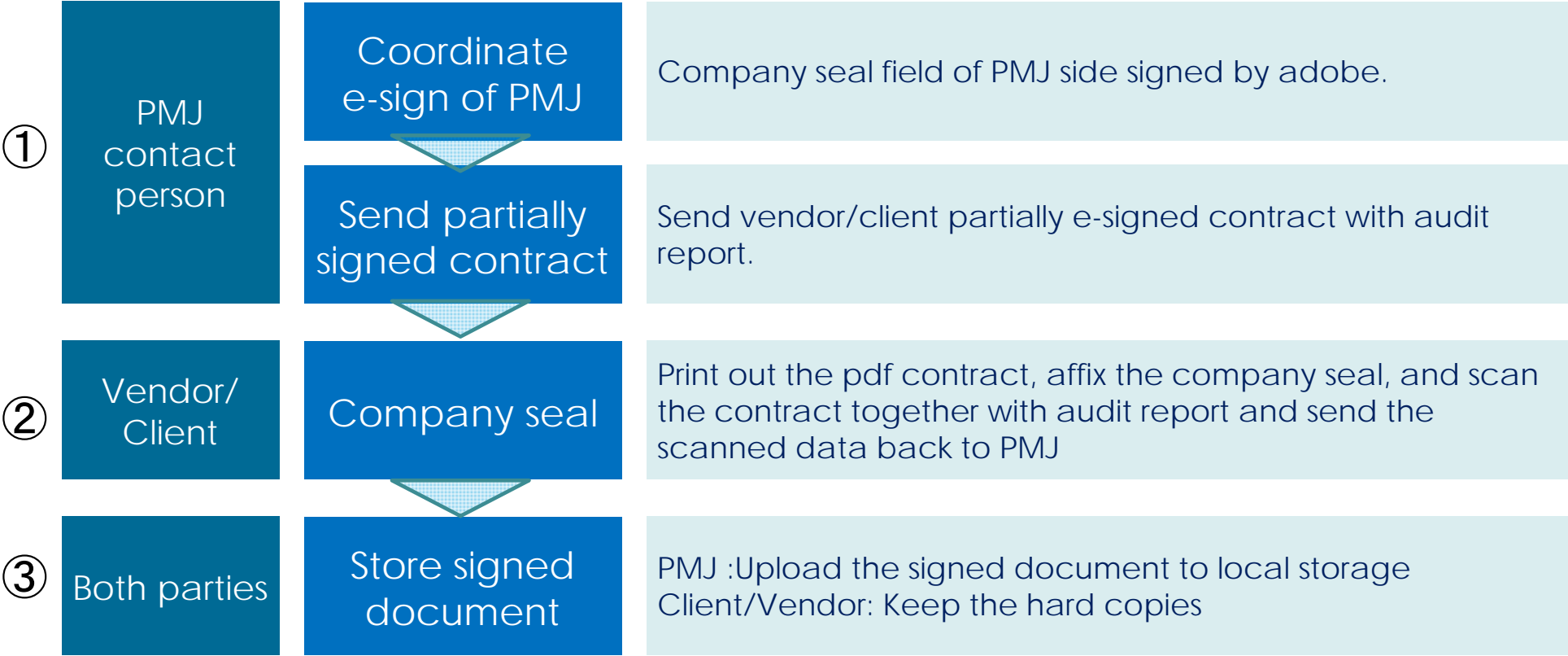
# Appendix

English : Adobe sign for Client/Vendor

## Adobe sign operation(case of mutually e-sign)



# Adobe sign operation(case of vendor/client not accepting e-sign)



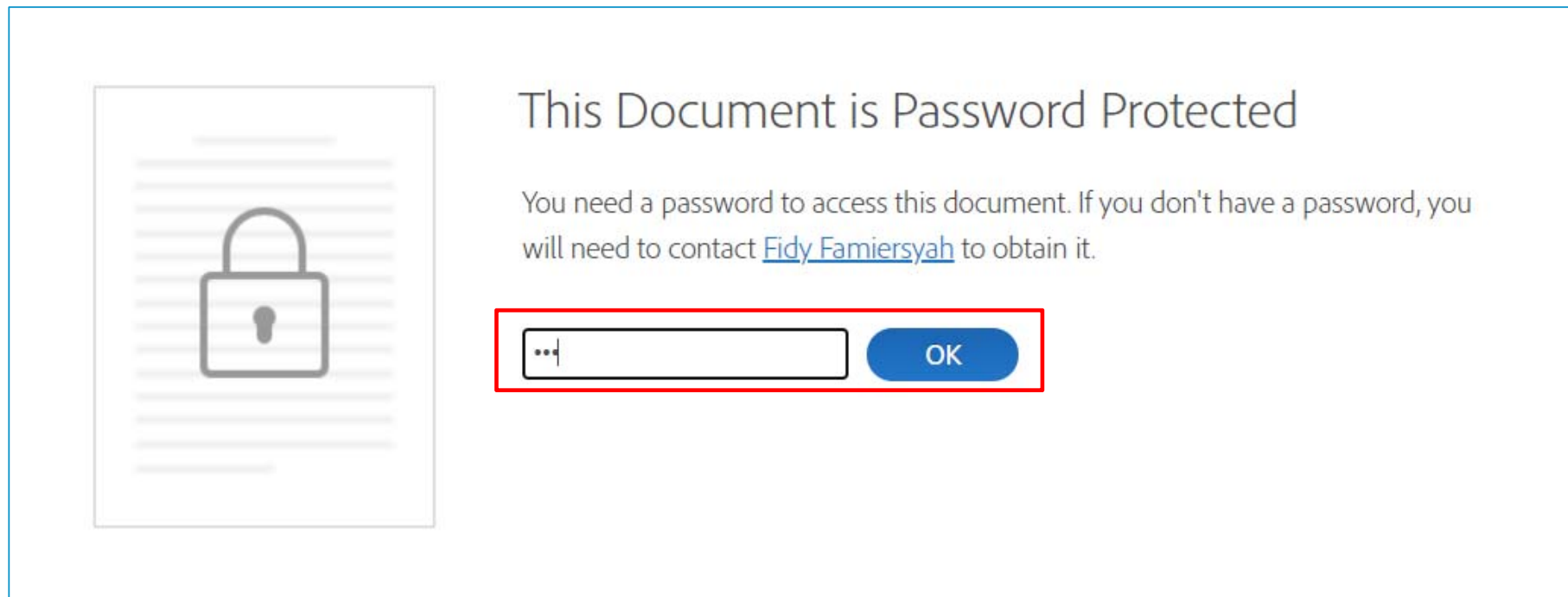
## Image of e-sign request email(authorized signatory)

Authorized signatory will receive an e-sign request with below email image.  
By clicking the link at the bottom of the email which leads to the document



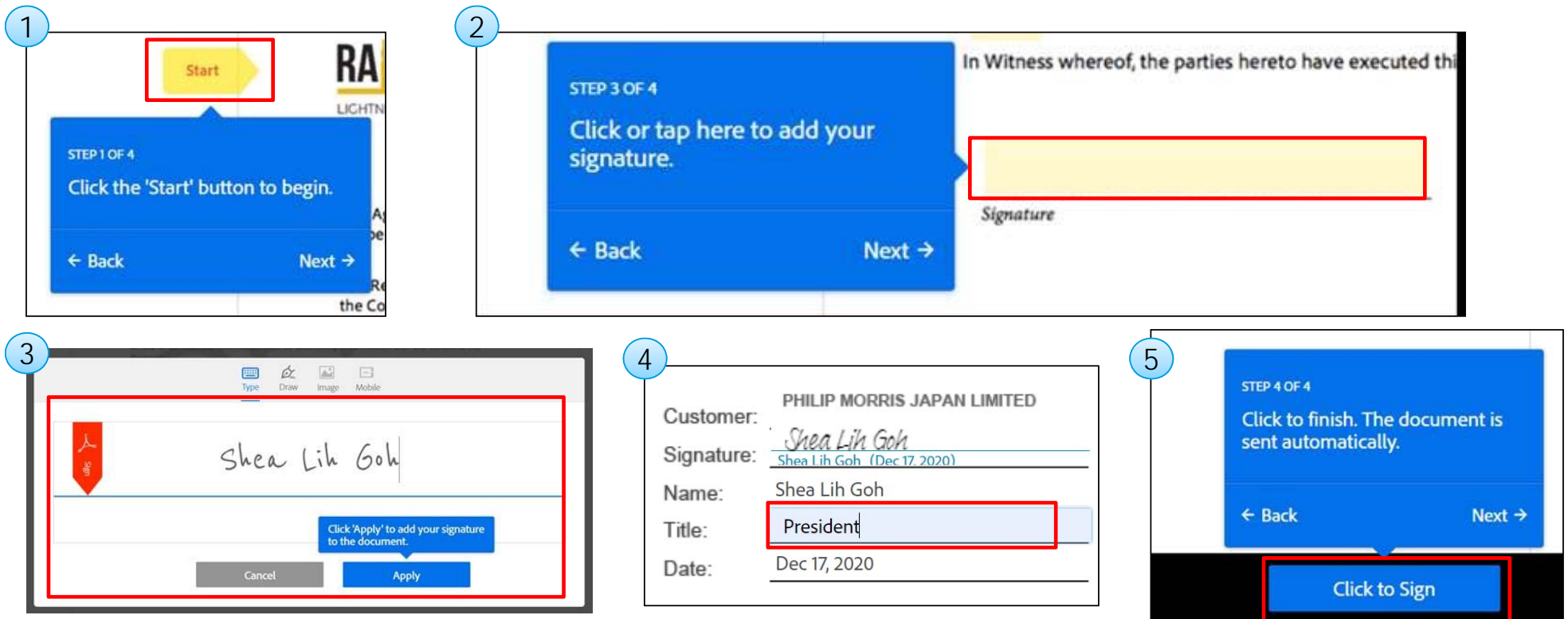
## Image of e-sign operation (authorized signatory)

Please contact the person below to obtain password.  
You can also find the password through the message.



# Image of e-sign operation (authorized signatory)

Follow the steps shown in the document and sign on the signatory box.  
If position or date field need to be filled, please fill as well.



## Image of e-sign operation (authorized signatory)

After you finished your signature, the page will be shown as below which informs you This request will go to the next authorized signatory(Client/Vendor)

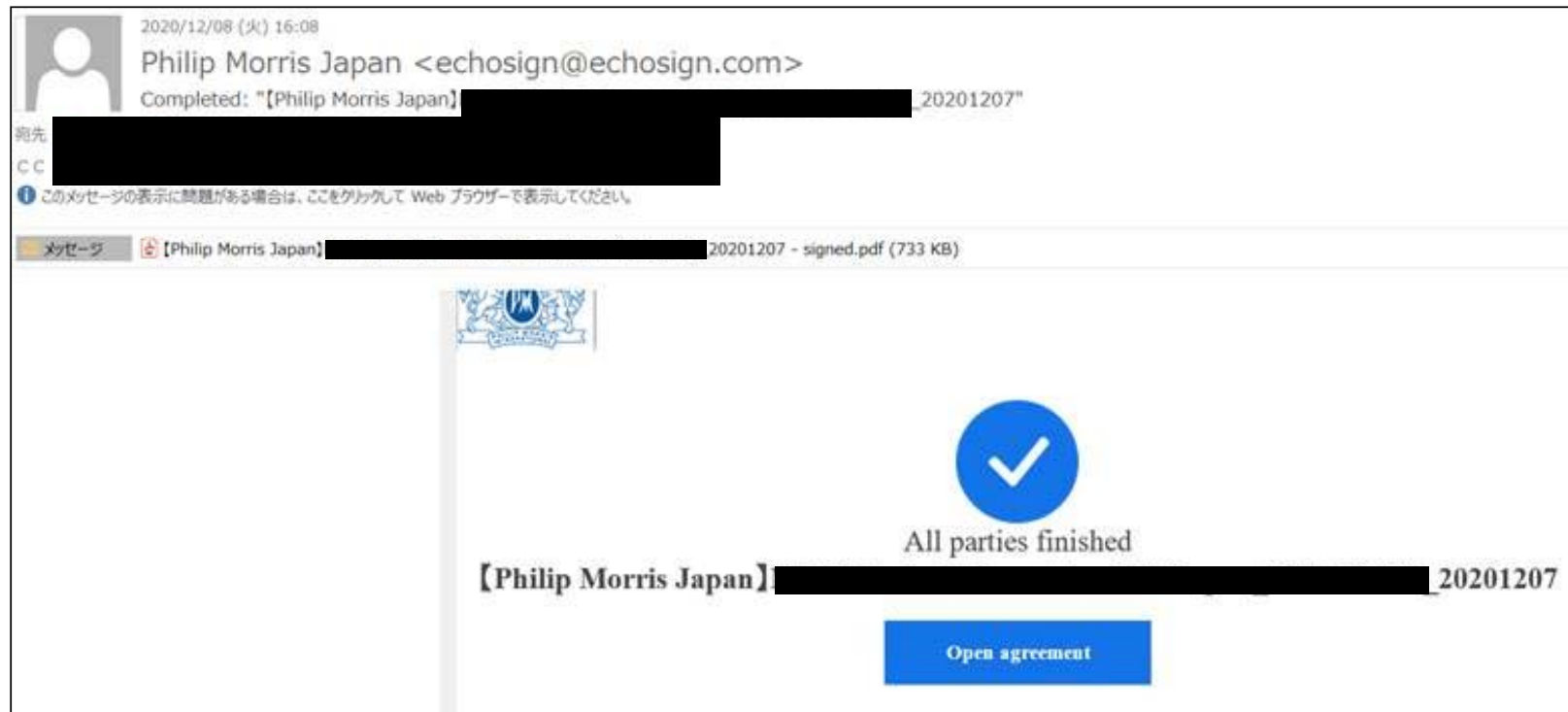




## Image of e-sign completion email(authorized signatory)

Once all signatures have been signed, person involved in the email will receive a completion notification email.

Anyone who involved in the email can download the signed document.



## Links of detailed operation and demonstration

<https://www.adobe.com/special/misc/consumerdisclosure.html#japanese>

<https://www.adobe.com/jp/legal/terms-2.html>

<https://www.adobe.com/jp/legal/terms.echo.html>