

Conditions of Use

-TIA Interamerica Website Policy-

1. Regarding use of the Website

The website of TIA Interamerica, Inc. whose URL address is <http://www.toppaninteramericainc.com/> (hereinafter referred to as the "Website") is operated by TIA Interamerica, Inc. (hereinafter referred to as "TIA").

Users of the Website are assumed to have consented to the following conditions. Please note that, as the conditions of this Website Policy may change, users are requested to always read the latest version of the Website Policy.

2. Copyrights

All and any information and contents including but not limited to text, graphics, photos, illustrations, video, sound, documents, software and other contents appearing on the Website are protected by copyrights, patents, trademarks and other rights of TIA or the property of third parties for which TIA has received permission for use. With the exception of use recognized by laws and regulations in the United States, regardless of whether for commercial or non-commercial purposes or an intranet, the use, reproduction, transfer, reprinting, public transmission, alteration, redistribution, translation into other languages of any contents on this Website without the prior express consent of TIA is strictly prohibited.

The names of TIA's products and services used in this Website are registered trademarks or trademark of TIA.

3. Trademarks

The names of TIA products and services appearing on the Website are registered trademarks or trademarks owned by TIA, or trademarks for which TIA possesses usage rights. Furthermore, the names of products and services of other companies appearing on the Website are registered trademarks or trademarks owned by the relevant companies, or trademarks for which the relevant companies possess usage rights.

3. Disclaimer and Limitation of Liability

Information appearing on the Website may include inaccuracies or errors. TIA reserves the right, at its sole discretion, to alter or remove any content on the Website, as well as alter or discontinue the products and services appearing on the Website without notice. Users wishing to utilize information appearing on the Website are urged to make responsible judgments regarding use of this information in accordance with their own objectives. Users shall recognize that in no event shall TIA be responsible for any and all damage arising out from or relating to the use of information, products or services appearing on the Website.

4. Change or Termination

The Website may be changed or terminated without prior notice. In no event shall TIA be responsible for any and all damage arising out from or relating to the said change or termination.

5. Governing Law and Jurisdiction

This Website Policy and the matter pertaining to the Website shall be governed by and interpreted in accordance with the laws of the state of New York, without reference to its conflicts of law principles. All disputes or controversies arising between the parties out of or in relation to this Website Policy shall be finally settled by arbitration in New York under the Rules of Arbitration of the International Chamber of Commerce by one or more arbitrators appointed in accordance with the said Rules. The award rendered by the arbitrator shall be final and binding upon the parties hereto.

6. Use in media

(1) In case of use in magazines, books, advertising, and other publications:

Please contact TIA in advance.

(2) In case of text links:

Please use “Toppan Interamerica, Inc.” as the name of the link and ensure that the name of “Toppan Interamerica, Inc.” is described accurately.

7. Scope of application

This Website Policy is applicable to the Website only. The handling of information on other websites is the responsibility of each respective website. Please note that URLs for items of content may be changed without notice.

Established: November 1, 2018

Toppan Interamerica, Inc.

Terms of Use

-For Email Newsletter-

PLEASE READ THIS STATEMENT CAREFULLY BEFORE SUBSCRIPTION TO TOPPAN INTERAMERICA'S E-MAIL NEWSLETTER. YOUR SUBSCRIPTION TO TOPPAN INTERAMERICA'S E-MAIL NEWSLETTER CONSTITUTES YOUR ACCEPTANCE OF THIS TERMS OF USE ("TERMS OF USE"). IF YOU DO NOT ACCEPT THIS TERMS OF USE, DO NOT SUBSCRIBE TO TOPPAN INTERAMERICA'S NEWSLETTER SERVICE.

Toppan Interamerica, Inc. ("Toppan"), a provider of this e-mail newsletter service reserves the right to modify this Terms of Use without prior notification. Any modifications are effective when posted on this website. Toppan may, at any time, in its discretion, discontinue service without prior notification and change the content of e-mail newsletters.

About Toppan's E-mail newsletter

1. Subscription

Subscribers are required to register their own E-mail address for receiving newsletter via E-mail, and to register other designated information as accurately as possible. There may be cases that Toppan, in its sole discretion, declines subscription in certain cases such as but not limited to residential area of subscriber, laws and regulations in the certain country/region, business environment and conflict of business.

2. Fees

Toppan E-mail Newsletters are free of any charge. Subscribers' subscription will never to be carried over to a charged service.

3. Unsubscribe

To cancel/unsubscribe receipt of newsletters from Toppan, [please follow the cancellation instructions described on Toppan's website](#) or [in each newsletter](#). Please be advised that subscribers cannot cancel the newsletter service by using the "inquiry form" on Toppan's website or by replying to the E-mail address which sent newsletter. [It may take two \(2\) weeks](#) until your request or change is reflected in our system. Until then, you may continue to receive newsletter from us. Once your email address has been unsubscribed in our system, your personal information you provided in the process of its subscription for newsletter will be completely deleted from our system.

4. Use of Personal Information

Personal Information that subscriber provided to Toppan in the process of its subscription for newsletter will be used by Toppan only:

- (i) To deliver E-mail newsletter to subscriber; and
- (ii) To improve Toppan's newsletter delivery service.

5. Disclosure of Personal Information to third party

Except the cases prescribed and specified in section 4, chapter II of Privacy Policy, Toppan does not provide subscribers' personal information to any third party other than Toppan.

6. Unreachable E-mail Address

If the E-mail address provided by subscriber upon its registration continuously does not accept delivery of newsletters, delivery of newsletter will be cancelled.

7. Privacy Policy and Terms of Use on the Toppan's website

Unless otherwise set forth in this Terms of Use, "Privacy Policy" and "Terms of Use" posted on the website of Toppan will also be applied to E-mail newsletter service and subscription for it; provided, however, that, in case of any conflict or inconsistency between this Terms of Use for E-mail newsletter and each provision of Privacy Policy, Privacy Policy shall govern.

Limitation of Liability

8. Disclaimer

All information and contents contained in each newsletter are provided "As Is" and without warranty or condition of any kind, expressed or implied, including those regarding the accuracy or completeness of the information, warranties of merchantability, fitness for a particular purpose, title, non-infringement and those arising from a course of dealing, usage, or trade practice. IN NO EVENT SHALL TOPPAN BE LIABLE FOR ANY DAMAGES WHATSOEVER (INCLUDING, WITHOUT LIMITATION, THOSE RESULTING FROM LOST PROFITS, LOST DATA, LOST REVENUE OR BUSINESS INTERRUPTION) ARISING OUT OF THE USE, INABILITY TO USE, OR THE RESULTS OF USE OF, CONTENTS CONTAINED IN THE NEWSLETTER WITHOUT LIMITING THE FOREGOING. IN NO EVENT SHALL TOPPAN BE LIABLE FOR ANY SPECIAL, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES THAT MAY RESULT FROM THE USE OF CONTENTS CONTAINED IN THE NEWSLETTER.

Miscellaneous

9. Severability

If any provision of this Terms of Use is found to be invalid or unenforceable, the remainder of this Terms of Use shall be enforced as fully as possible and the unenforceable provision shall be deemed modified to the limited extent required to permit its enforcement in a manner most closely representing the intention of Toppan as expressed herein.

First Published: 11/01/2018

If you have any question or need to contact us regarding Toppan newsletter service, please get in touch with us using the contact details below. Only the account user himself or herself is allowed to contact us for this.

Toppan Interamerica, Inc.

Email: tpn-newsletterteam@toppaninteramericainc.com

Privacy Policy

Recognizing that the appropriate handling and thorough protection of personal information is a social responsibility, Toppan Interamerica, Inc. adopts the following Privacy Policy and company regulations regarding the protection of personal information.

I. Toppan Interamerica, Inc. Personal Information Protection Policy

As a part of the information communication industry, we declare that in order to protect the rights of individuals and reciprocate customers' trust, the protection of personal information is a vital management issue related to corporate social responsibility, and we implement it appropriately.

1. We hold great respect for the dignity of the individual and endeavor to protect the personal information handled by the Company in line with our internal rules, fully complying with laws, government guidelines and other regulations related to personal information, and with the principles of social order.
2. Taking into consideration the business and scale of the Company, we will obtain, use and provide personal information using fair and lawful procedures **while implementing concrete measures to ensure it is not used for purposes other than those specified.**
3. We are acutely aware of the risks that threaten the personal information handled by the Company, such as wrongful access, loss, damage, manipulation, and leakage, and shall take all necessary and reasonable safety measures. In the case of a problem arising, we shall rectify it quickly and appropriately.
4. **We will establish an information desk** to deal with inquiries related to the personal information handled by the Company. If we are consulted by or receive a complaint or other communication from the person whom the information concerns, we will respond sincerely and deal with it appropriately and without delay.
5. **We shall establish,** implement and continually improve its personal information protection management system.

Bob Kolar
Toppan Interamerica, Inc.
President & COO

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II. Principles concerning the handling of Personal Information at Toppan Interamerica, Inc.

1. Compliance with laws and social order

In cases where Toppan Interamerica, Inc. (hereinafter “TIA” or “the Company”) obtains personal information for the purpose of its business, the Company complies with related laws, regulations and other rules.

2. Safe management of personal information

TIA strictly manages and protects personal information that it obtains for the purpose of its business. In order to protect personal information from risks including unauthorized access, loss, destruction, falsification and leakage, **TIA implements reasonable safety measures based on in-company rules**, and in the case of a problem occurring will respond promptly and appropriately.

3. The purpose of use of personal information

In cases where TIA obtains personal information itself, **it will be used for the following purposes**:

- (1) In order to respond to inquiries regarding TIA’s business;
- (2) In order to dispatch materials requested concerning TIA’s business;
- (3) In order to deliver E-mail newsletter to subscriber and to improve such E-mail newsletter delivery service (As for details about E-mail newsletter, please refer to [here.](#));
- (4) In order to carry out surveys by TIA and reflect the results in its services; and
- (5) In order to provide guidance and supporting information for TIA’s services.

Also, **in cases where it becomes necessary to use information for purposes other than those listed above**, the person or persons concerned will be notified by written document, electronic mail, fax or other means and consent will be obtained.

Furthermore, in cases where TIA itself obtains personal information, **if the purpose of use of the personal information handled is to be changed**, it will be changed within a scope that can be reasonably acknowledged to be adequately relevant to the purpose of use before the change, and **the person or persons concerned will be notified of the change in the purpose of use** and their consent will be obtained.

4. Provision of personal information to third parties

Except in the following cases (1) to (5), as a principle, TIA does not provide customers' personal information to third parties. In cases other than cases (1) to (5), **if it becomes necessary to provide personal information to third parties, the person or persons concerned will be notified by written document, electronic mail, fax or other means and consent will be obtained:**

- (1) When necessary information is provided to a related operational partner in order to respond to an inquiry from the person concerned;
- (2) When necessary information is provided to a related operational partner in order to dispatch materials requested by the person concerned;
- (3) When necessary information is provided to a related operational partner in order to provide information such as guidance and support information for services;
- (4) When an official referral is received and disclosure is required based on the law from an official body such as court or the police and the Company responds appropriately; and
- (5) When a referral must be made to a related organization in order to protect the life, person, property or other assets of the person concerned or another person or other persons.

5. The consignment of personal information

Within the scope necessary for achieving the purpose of use, there are cases where the processing of personal information is consigned to an operational partner with a contractual relationship.

6. Amendments

Based on changes to TIA's operations and services, these principles may be amended as necessary. In such cases, **the up-to-date principles will always be posted on the TIA website.**

7. Scope of application

These principles are applied to TIA's operations handling personal information. They are not applicable to operations handling personal information other than those of TIA (the websites of other parties for which there are links on the TIA website, etc.)

8. Response to the disclosure, amendment, cessation of use, etc. of personal information from customers that is subject to disclosure.

With regards to personal information obtained by TIA itself (personal information subject to disclosure), when an inquiry is received from the person concerned regarding notification of the purpose of use; disclosure; amendment, addition or deletion of content; cessation of use; deletion; or cessation of provision to third parties (hereafter "disclosure etc.") of his or her personal information, TIA will respect the wishes of the person concerned and handle the matter appropriately and without delay. (Please note that with regard to TIA services for which personal information is essential,

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Privacy Policy <http://www.toppaninteramericainc.com/privacypolicy/>

there may be situations where the amendment, updating or deletion of personal information results in it no longer being possible to use part or all of TIA's services.)

For the point of contact regarding disclosure etc. please see the address for inquiries given below.

Inquiries :

Toppan Interamerica, Inc.

Email: tpn-privacycontact@toppaninteramericainc.com