

Legal Notice

Basic policy concerning the appropriate handling of Specific Personal Information

Standard Chartered Bank Tokyo Branch

Standard Chartered Bank (“the Bank”), in accordance with the Act on the Use of Numbers to Identify a Specific Individual in the Administrative Procedure (“My Number Act”), announces its basic policy on the handling of specific personal information and Individual My Number (“Specific Personal Information, etc”) as follows:

1. Compliance with related laws and guidelines

Concerning client’s Specific Personal Information, etc, the Bank will comply with the applicable laws, such as My Number Act and the Act on the Protection of Personal Information, and guidelines as well as its own internal rules and privacy policy that has been separately created and published. In addition, the Bank will strive to continuously improve its handling of Specific Personal Information, etc.

2. Purpose of Individual My Number

Purpose of use of Specific Personal Information, etc is as follows:

Specific Personal Information, etc of Bank Staffs (including dependents), of which the uses are stipulated on the right	Operational tasks relating to withholding tax
	Creation of Declaration of Tax Exemption for Salaried Employees, Return form for Insurance Premium Deduction / Special Spouse Deduction for Salaried Personnel
	Creation of Salary Payment Report
	Creation of Declaration of Salaried Employees’ changes in Employment Conditions related to Salary Payment Report/ special collection status
	Creation of Application to switch to special collection status
	Creation of Retirement allowance payment report
	Creation of Tax return form for retirement income
	Operational tasks related to Notifications for National Health Insurance, Welfare Pension Insurance, Corporate Insurance
	Operational tasks related to National Pension No. 3 notification
	Operational tasks related to Application and claims for National Health Insurance, Welfare Pension Insurance, Corporate Insurance
	Operational tasks related to Notification of Employment Insurance and industrial injury

	insurance
	Operational tasks related to Application and claims for Employment Insurance and Industrial Injury Insurance
	Creation of certificates for Employment Insurance and Industrial Injury Insurance
Specific Personal Information, etc of individuals other than Bank Staffs, of which the uses are stipulated on the right	Creation of payment report of compensation and fees
	Creation of payment report of real estate usage fee

3. Security measures

The Bank has security measures installed for the management of Specific Personal Information, etc, as well as to prevent its leakage, loss and damage. In addition, it implements the necessary and appropriate measures to monitor its staffs, vendors/ outsourcers (including sub-contractors) that handle Specific Personal Information, etc.

4. Handling of opinions and requests

We will strive to respond in an appropriate and prompt manner for opinions and inquiries concerning Specific Personal Information, etc. Should you wish to inquire about the Bank's handling of Specific Personal Information, etc, please contact us as below.

Contact

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 Address: 100-6155 21F Sanno Park Tower 2-11-1 Chiyoda-ku Nagatacho Tokyo
 Department in charge: Legal and Compliance Department
 Tel No: 03-5511-1375
 Operating hours: 9:00~17:00
 (excluding weekends and bank holidays)

5. Changes

Purposes of use and the contents of the above are subject to change depending on the revisions of laws and other reasons. The Bank will publish this through its website and through its contacts.

Standard Chartered Bank
 Chief Executive Officer, Japan
 Yasunori Takeuchi