

January 29, 2016

To all concerned,

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Announcement of Partial Revisions of Basic Policy for Internal Control System Structure

transcosmos would like to announce that, at the Board of Directors meeting held on January 29, 2016, our company passed a resolution to make the following partial revisions on the “basic policy for the internal control system structure”.

(Objective of the Revisions)

This is a revision for enhancement of the internal reporting system. The revised parts are underlined.

Record

(3) Structure pertaining to regulations on loss risk management

The internal auditing department, as an organization directly under the President/CEO, shall discuss the items for auditing and methods and draw up the auditing plans, based on the internal auditing rules, and conduct auditing based on the plans.

In case a violation of the regulations or articles of corporation are found, and/or in case of an obstruction of the business duties which might lead to losses, must immediately be reported to the President/CEO through the internal auditing department.

Risk management is handled by the compliance promotion division, based on the risk management basic rules.

Each division is responsible for its own risk management, and in case any risks for possible losses are discovered, it is responsible for establishing a system to report any such risks to the compliance promotion division immediately. In order to lessen the workload for collecting information pertaining to risks, the importance of the compliance promotion division shall be fully understood by the company employees; and the employees are to be instructed to report any such risks to the compliance promotion division immediately when any risks for possible losses are discovered.

Internal reporting system regulations shall be established for a system whereby directors and employees are able to report directly to corporate auditors in order to achieve the proper handling of reports or consultations regarding organizational or personal fraud, illegal acts, and the like. This will promote the early detection and correction of any misconduct, as well as ensuring the trust of customers and other stakeholders, by maintaining good workplace order and preventative measures aimed at misconduct, such as fraud and illegal acts related to our company's business.

The information management system should be fully established in accordance with privacy mark and other rules and regulations of the protection of personal information.

The End