

January 20, 2022

Dear customers,

Notice of change in our operational rules for "Sending and Receiving Electronic Files."

We would like to inform you of change in our rules for sending and receiving electronic files by email.

Due to the recent changes in the security situation, Toppan Group has changed the rules for sending and receiving electronic files.

Therefore, we would like to inform you the changes to our "Sending and Receiving Electronic Files" operation as follows.

● **What to use to transfer files.**

All electronic files sent from our company will be exchanged by using the file transfer service, "HENNGE Secure Download" and "HENNGE Secure Transfer" to ensure security.

Please use a file transfer service to send all electronic files sent to us as well.

We will also be able to provide you a link to upload files, so please contact us if you need help.

● **Implementation Date.**

We will start to use the file transfer service in sequence and use the service completely from March 1, 2022.

Should you have any question, please feel free to contact us.

Yours sincerely,

Toppan Travel Service Corp.
Travel Leaders Japan