



Re: Tosoh Corporate Mark Use Licensing

Dear Tosoh Colleagues:

I hope this message finds you well.

As many of you know, International Public Relations (IPR) in Tosoh headquarters manages Tosoh Group's alignment of its overseas communications and corporate identity. We are now working on a project with Tosoh Corp's Legal Department and Domestic Corporate Communications' team to implement a global licensing system for the use of the Tosoh corporate mark (hereafter "mark") by the Tosoh Group members.

Until now, Tosoh Group members have been allowed to use the mark based on a verbal understanding. However, this is no longer of our age and we need to implement a legally sound system of ownership and licenses to use in order to preserve our rights and be able to fight effectively against external abuse. IPR will manage the overseas side of this project and we would appreciate your cooperation in the implementation of the system. We realize that the initial set-up may require some efforts, but maintenance later on should be minimal.

Process and schedule

Step 1

Please read the attached *Tosoh's Corporate Mark Terms and Conditions of Use* (hereafter "*Terms*") and make sure they are known within the company to the people dealing with the corporate mark.

Step 2

Please complete and submit the attached *Application for the Use of Tosoh Corporation's Corporate Mark* (hereafter "*Application*") to the international public relations (IPR) manager at Tosoh headquarters no later than Thursday, March 8, 2018, Japan local time. This is the request to enter into a license agreement with Tosoh Corporation in regards to the use of the logo.

The licensing system will go into effect on April 2, 2018.

Notes:

- Use of the mark will continue to be free of charge. Charges will only apply in the case of Article 5.3 of the *Terms*.
- In the *Application*, please feel free to add as many extra lines as necessary.
- Should you have any questions regarding the aforementioned procedures or content of the attachments, please contact the IPR manager



After obtaining a license

- Use the mark will be subject to the agreed upon *Terms* and the *Tosoh Corporate Visual Identity Guidelines* referred to within; the policy of review/approval of all communications materials by IPR will continue.
- Depending on the mark uses provided in your submission of the *Application*, IPR and/or Tosoh Legal and Patents may contact you for more information.
- Once a year, you will be asked by IPR to provide an update to your list of mark uses declared in the *Application*. The attached *Licensee Update Form for Tosoh Corporation's Corporate Mark Use* will be used for this purpose.

Attachments:

1. *Tosoh's Corporate Mark Terms and Conditions of Use*
2. *Application for the Use of Tosoh Corporation's Corporate Mark*
3. *Tosoh Corporate Visual Identity Guidelines*
4. *Licensee Update Form for Tosoh Corporation's Corporate Mark Use*

Please direct your submissions and questions to:

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Thank you very much for your time and attention.

Your cooperation will contribute greatly towards further empowering Tosoh and Tosoh Group to protect, strengthen and unify the brand as our presence continues to grow.

Sincerely,

Jeff Markley

February 15, 2018