

michibiku

User Operation Manual - For Directors

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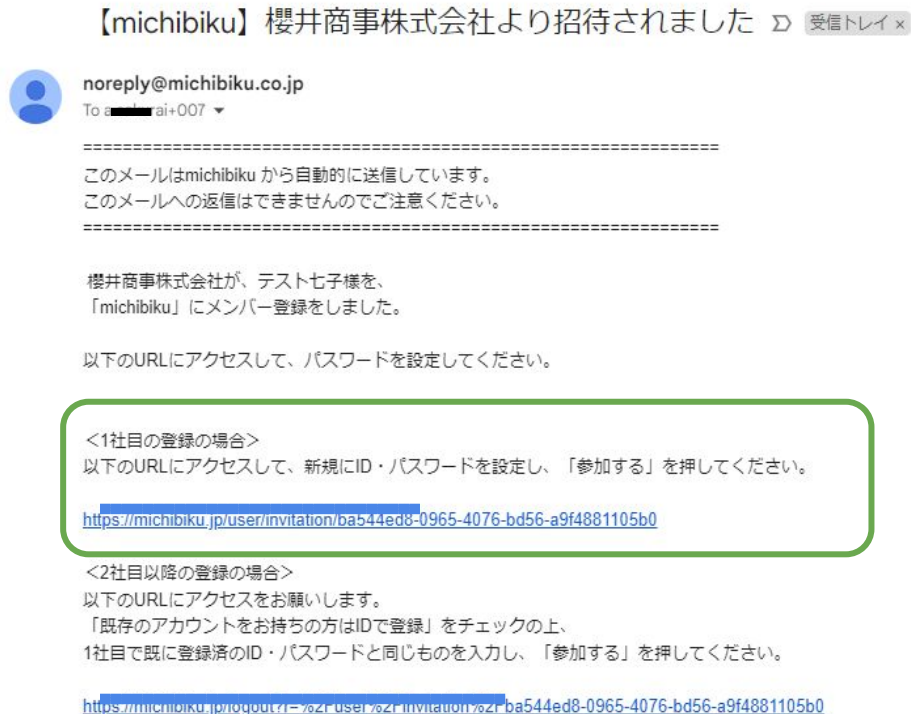
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Create an account


This chapter explains how to create an account for the michibiku system.

①Click on the URL in the invitation email

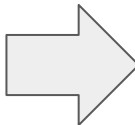
You will receive the following email from "noreply@michibiku.co.jp."



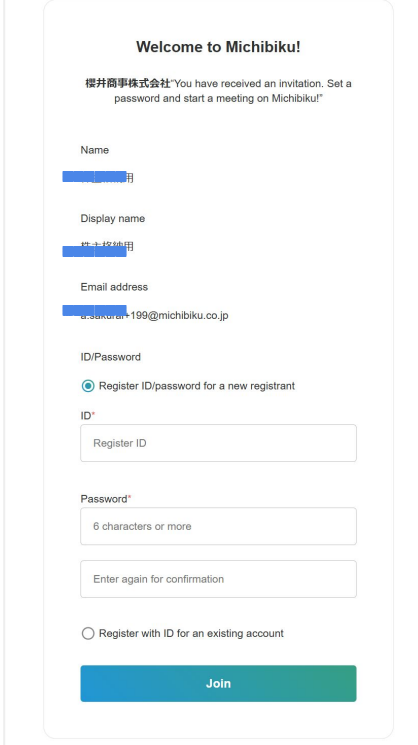
②Click on the top right corner to change to English



The screenshot shows the Michibiku app interface in Japanese. At the top right, there is a language toggle button with 'JP' and 'EN' options. A green box highlights the 'EN' option, and a green arrow points to it with the text 'JP⇒EN'. Below the toggle, the text 'ようこそ、ミチビクへ！' (Welcome to Michibiku!) is displayed, followed by a message in Japanese: '櫻井商事株式会社より招待が届いています。パスワードを設定してミチビクでの会議を始めましょう！' (An invitation has been received from Sakurai Shoji Co., Ltd. Set a password and start a meeting on Michibiku!).



A large grey arrow points from the Japanese interface to the English interface.



The screenshot shows the Michibiku app interface in English. At the top, the Michibiku logo is displayed. Below it, the text 'Welcome to Michibiku!' is shown, followed by a message in English: '櫻井商事株式会社 "You have received an invitation. Set a password and start a meeting on Michibiku!"'. The registration form includes fields for Name, Display name, Email address, and ID/Password. The 'Register ID/password for a new registrant' option is selected. The 'Join' button is at the bottom.

③ Please choose a new Register ID and password.

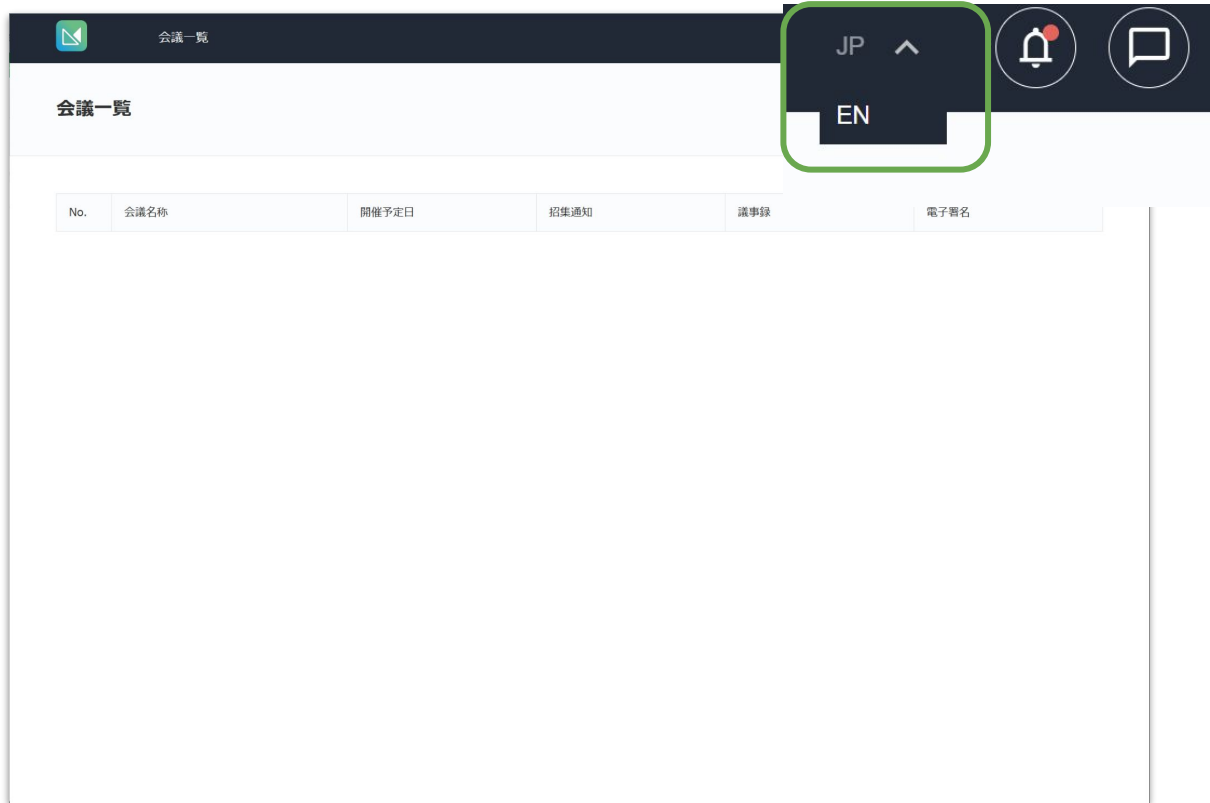
The image shows a registration form for Michibiku. The main form on the left includes fields for Name, Display name, Email address, and ID/Password. A green arrow points from the ID/Password section of the main form to a larger, zoomed-in view of the same section on the right. The zoomed-in view highlights the 'Register ID/password for a new registrant' option and the 'Join' button. Red text provides additional instructions for the Register ID.

Register ID/Password Section:

- ☒ Register ID/password for a new registrant
- ID*
Register ID
- Password*
6 characters or more
- Enter again for confirmation
- ☐ Register with ID for an existing account
- Join**

◆ Register ID:
-6 characters more
-Alphanumeric characters, “-” (hyphen), “_” (underscore), and “.” (dot) are available

④ If you can move to this screen, account creation is complete.
Please bookmark this page.

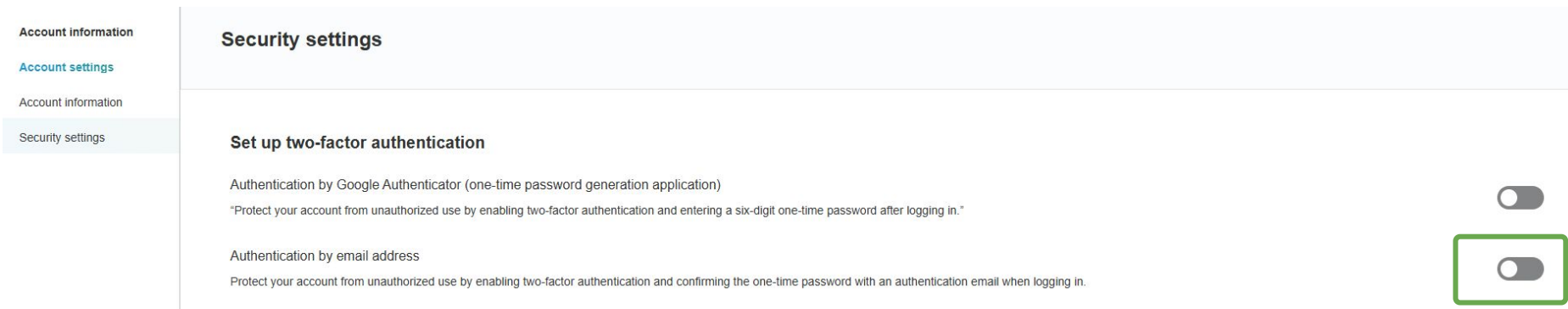


2-step verification (email address verification)

This chapter explains email address authentication.

Email address verification (1/5)

To use email address authentication, go to the settings menu → "Account Information" → "Security Settings" and turn on the toggle switch for "Authentication by email address".



Email address verification (2/5)

Enter your password and click "Send verification email".

×

Confirm password

"Please enter the Michibiku login password. One-time password required for initial setup will be sent to your registered email address (a.sakurai+001@michibiku.co.jp)."

Password*

← enter password

Cancel

Send an authentication email

← Click "Send verification email"

Email address verification (3/5)

A one-time password will be sent to the email address you entered, so please make a copy or write it down.

【michibiku】ワンタイムパスワードをお送りします ▶ 受信トレイ x

■■■■y+qa@michibiku.co.jp

16:38 (0 分前) ☆

To ■■■■■824+1001c ▼

Eメールアドレスの確認

いつもmichibikuをご利用いただき、ありがとうございます。

Eメールアドレスの確認のため、以下のワンタイムパスワードを入力してください。

【パスコード】 789301

【有効期限】 15 分

失効してしまった場合は、ログイン画面より再度、「認証メールを送信する」ボタンをクリックの上、ワンタイムパスワードを再発行してください。

※本メールは、michibikuよりお送りしております。

※本メールは送信専用ですので、ご返信いただいてもお答えできません。

※本メールのリンクはご本人様専用となります。他の人への転送はお控えください。

※本メールに心当たりが無い場合は、他の方がメールアドレスを誤入力してしまった可能性があります。

※万一このメールが誤って着信したものである場合は、全てのデータを削除・破棄してください。

※誤って着信したメールを、自己のために利用したり、第三者に開示することを固く禁止します。

Email address verification (4/5)

Enter your one-time password and click "Authenticate".

×

Two-factor authentication

Enter the one-time password provided in the authentication e-mail. Once an authentication e-mail is sent, it cannot be sent again for 60 seconds.

One-time password (6 digits)*

123456

Cancel

Authenticate

← Enter your one-time password

← Click "Authenticate"

Email address verification (5/5)

If the toggle switch turns ON (green), the setting is complete.
After that, a one-time password for two-step verification will be sent to your email address.

Account information

Account settings

Account information

Security settings

Security settings

Set up two-factor authentication

Authentication by Google Authenticator (one-time password generation application)

"Protect your account from unauthorized use by enabling two-factor authentication and entering a six-digit one-time password after logging in."



Authentication by email address

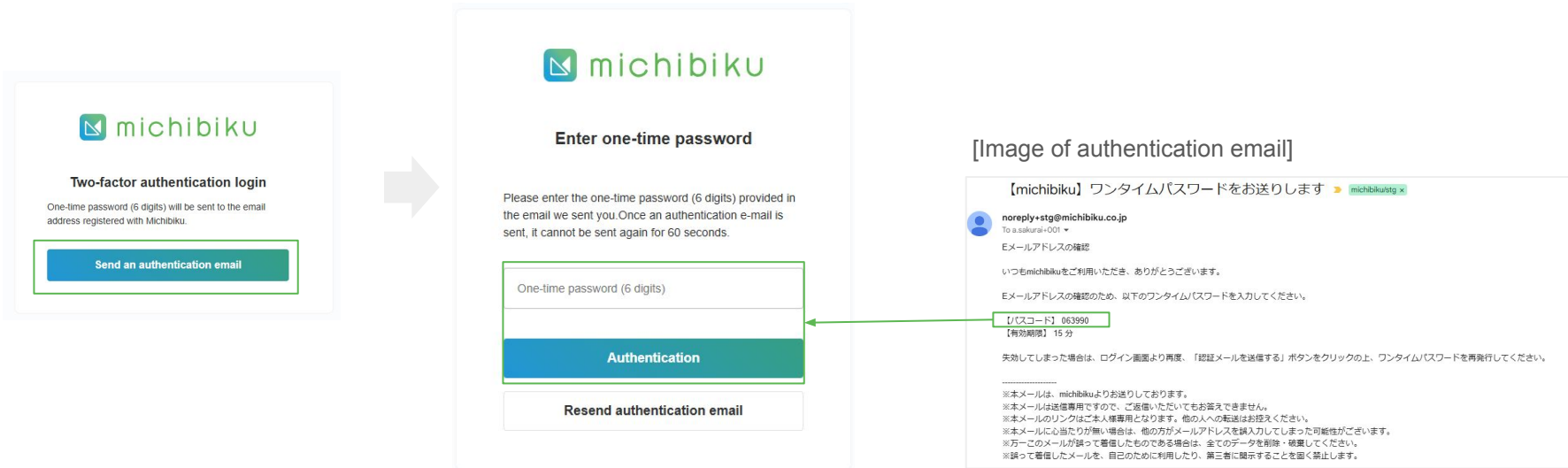
Protect your account from unauthorized use by enabling two-factor authentication and confirming the one-time password with an authentication email when logging in.



(Reference) About two-step authentication when logging in

When you log in, you will be asked to send an email for two-step verification, so press the Send Authentication Email button.

Please log in by entering the one-time password received by email.

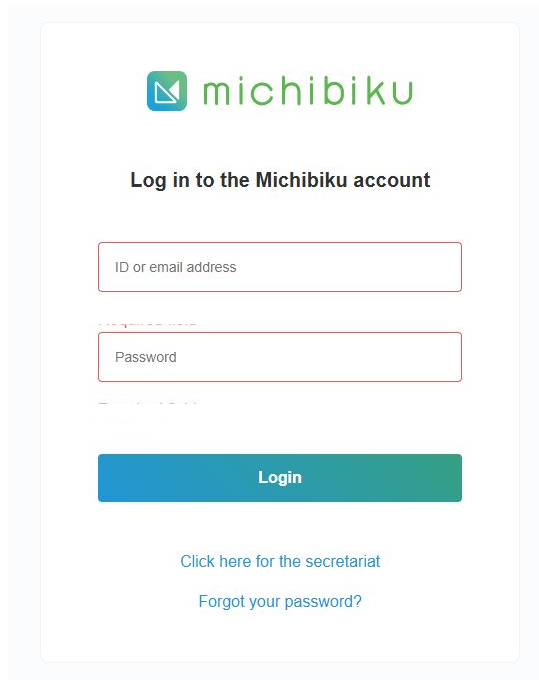


Login/recommended environment

This chapter explains how to log in to the michibiku system and the recommended environment.

About login URL

- Login URL for users (executives):
 - <https://michibiku.jp/user/sign-in>



The screenshot shows the Michibiku login interface. At the top is the Michibiku logo, which consists of a green square icon with a white diagonal line and the word "michibiku" in green. Below the logo is the text "Log in to the Michibiku account". There are two input fields: the first is labeled "ID or email address" and the second is labeled "Password". Below these fields is a blue "Login" button. At the bottom, there are two links: "Click here for the secretariat" and "Forgot your password?".

After entering the registered "ID or email address" and "password", Please log in

Recommended environment/browser settings

Using a PC is highly recommended. Please use "Chrome" or "Edge".

For smartphones and tablets, we recommend using Safari on Apple devices (iPad/iPhone).

◇device

- PC
- Tablet (Apple device recommended) *iPad mini is not recommended
- Smartphone (Apple device recommended)

◇browser

- For PC: Google Chrome / Microsoft Edge latest version
- Smartphone/Tablet: Safari latest version

◇Support version

- Windows/Mac latest version
- Latest version of iOS
- Latest version of iPadOS

*If you use an environment other than recommended, display problems may occur.

Confirmation of convocation notice

In this chapter, we will explain how to check the notice of convocation of the board of directors meeting prepared by your company's secretariat.

① Check the email notification

You will receive the following email from "noreply@michibiku.co.jp."

櫻井商事 取締役会招集通知を送付いたします/Sakurai Trading Inc. send you a notice of Board of Directors Meeting

📧 michibikuシステム ✕

+ このメールを要約



📧 noreply@michibiku.co.jp

To a.sakurai-001

17:28 (0 分前) ☆

🗣️ 英語に翻訳 ✕

=====

このメールはmichibiku から自動的に送信しています。
このメールへの返信はできませんのでご注意ください。

=====

役員各位

お疲れ様です。
取締役会運営事務局の櫻井 あすかでございます。

表題の通り、取締役会を開催いたしますので招集通知を送付いたします。
次のリンクよりmichibikuにログインし、内容をご確認の上、ご出席ください。

<https://qa-michibiku.jp/qa/convocationNotice/normal/ba9b-a42fa0feb25d-3072-45fa-ba9b-a42fa0feb25d>

Dear Directors,

Thank you for your continued support.
I am xxxx xxxx from the Board of Directors Meeting secretariat.

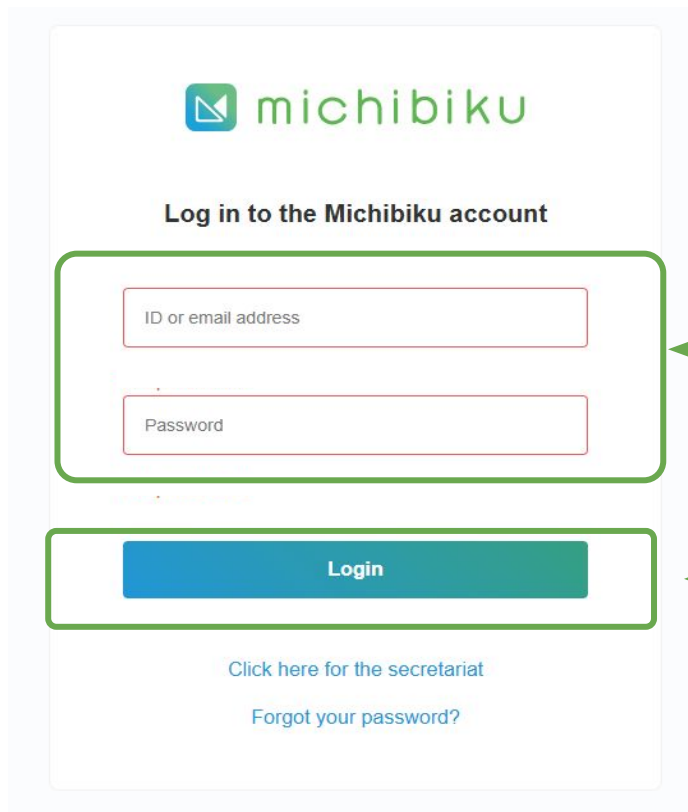
We will hold a Board of Directors Meeting, so we will send you a notice of convocation.
Please log in to michibiku from the following link and check the contents before attending.

<https://qa-michibiku.jp/qa/convocationNotice/normal/ba9b-a42fa0feb25d-3072-45fa-ba9b-a42fa0feb25d>

Thank you for your time and consideration.

Click this URL,
Jump to the convocation notification
confirmation screen

②Please enter your email address and password to log in.



The image shows a login form for 'michibiku'. At the top is the logo, which consists of a blue square with a white 'M' and the word 'michibiku' in green. Below the logo is the text 'Log in to the Michibiku account'. The form contains two input fields: 'ID or email address' and 'Password'. A green box highlights these two fields. Below the input fields is a blue 'Login' button, also highlighted by a green box. At the bottom of the form are two links: 'Click here for the secretariat' and 'Forgot your password?'.

michibiku

Log in to the Michibiku account

ID or email address

Password

Login

[Click here for the secretariat](#)

[Forgot your password?](#)

Please enter the registered "email address" and set "password"

Click here "Login"

③ The convocation notification confirmation screen will be displayed, so check the contents.

The screenshot displays a web application interface for confirming a convocation notification. The top navigation bar includes a home icon, '会議一覧' (Meeting List), and '設定' (Settings). The left sidebar contains a menu with '会議資料' (Meeting Materials), '招集通知' (Convocation Notification), '議事録' (Minutes), and '署名' (Signature), with a '確認中' (Confirming) status indicator next to '署名'. The main content area is titled '招集通知の内容を確認する' (Confirm the content of the convocation notification) and features a large white box containing the notification text. The text is as follows:

役員各位
2022年01月18日
東京都 渋谷区 神宮前6-23-4
ミナビク株式会社
代表取締役 中村竜典

定例取締役会 招集通知

拝啓 時下ますます清栄のこととお慶び申し上げます。

さて、下記のとおり取締役会を開催いたしますので、ご出席くださいますようお願い申し上げます。

敬具

記

1. 日時 2022年01月27日(木曜日) 10時00分～
2. 場所 本店会議室
(WEB会議URL: <https://www.zoom.us/j/87373751521?pwd=ZWp1dWUyUT09>)

3. 目的事項
報告事項
2021年12月度月次決算報告の件
決議事項
資金調達（銀行融資）の件
第5回定時株主総会招集の件

以上

A green button labeled '確認を完了' (Complete Confirmation) is located in the top right corner of the main content area.

④ Click “Confirmed”

Meeting documents

Agenda

Notice of convocation **Reviewing...**

Minutes

Signature

< Review the convocation notice

2025/03/23

To Officers
1-2-3, Tomisawa-cho Chuo-ku, Nihonbashi, Tokyo
Sakurai Trading Inc.
Representative Director XXXX XXXX

Regular Convocation Notice of Board of Directors

“Dear Sirs, I would like to express my sincere gratitude for your continued support.”

We would like to inform you that the Board of Directors meeting will be held as shown below, and we ask that you please attend.

Sincerely

Note:

1. Date and Time Sun, 03/23, 2025 at 17:27~
2. Location Head Office Meeting Room
3. Purpose

Reportable items

Proposal 1 Monthly financial report for MM, YYYY

End

Confirmed

※reference※
From the “↓” icon
You can download the
convocation notice

↓

Meeting materials confirmation method/preview functions

How to check meeting materials,
We will explain the memo function etc. that can be used in the preview.

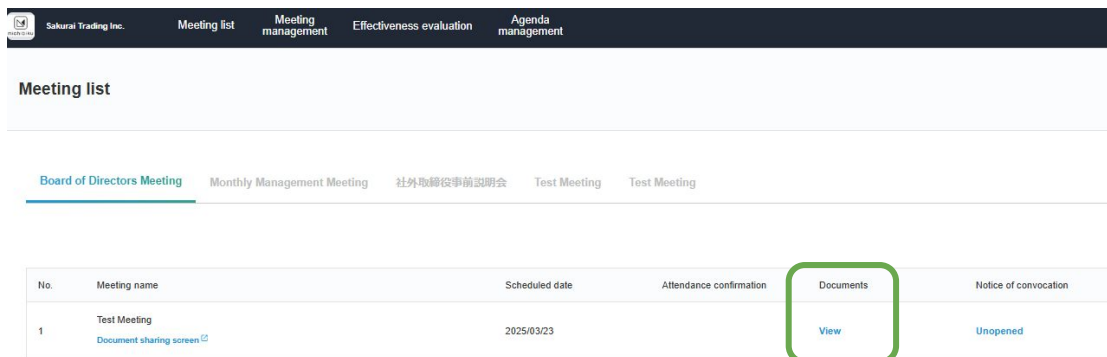
Access the materials from the notification email or michibiku

【Mail】



Click this URL,
Jump to meeting materials screen

【michibiku】



From "View" on the michibiku screen
You can also go to the meeting materials
screen.

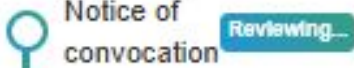
How to check meeting materials (1/2)



If the menu bar is closed due to the size of your browser, you can open it by clicking the expand button.



Clicking on "Meeting documents" will take you to the viewing screen for attached materials.



How to check meeting materials (2/2)

< Meeting documents

The confirmation status will be displayed as "unopened", "opened", and "downloaded" icons.

<input type="checkbox"/> File name	Status	Agenda item	File size
Please select a file <input type="button" value="Download the selected file"/>			
<input type="checkbox"/> 添付資料サンプル①_20240311022125.pdf	Unopened	Uploaded	501.4KB <input data-bbox="1682 448 1773 508" type="button" value="..."/>

- Preview display method: Click on the file name or select Show file from "... " on the right side
- How to download: Enter the check mark on the left ☒ or select download from the "... " on the right

Preview function for meeting materials

The preview screen for meeting materials is equipped with various functions that are convenient for viewing.
You can write or bookmark during confirmation.

★The content you write will be visible only to you.



Confirmation of minutes

In this chapter, we will explain how to check the minutes of the board of directors meeting prepared by your company's secretariat.

① Check the email notification

櫻井商事 取締役会議事録を送付いたします/Sakurai Trading Inc. send you the minutes of the Board of Directors Meeting 》 michibikuシステム ✕

◆ このメールを要約



michibiku@michibiku.co.jp

To a.sakurai-001 ▼

2月26日(水)

=====

このメールはmichibiku から自動的に送信しています。
このメールへの返信はできませんのでご注意ください。

=====

役員各位

お疲れ様です。
取締役会運営事務局の櫻井 あすかでございます。

表題の通り、先般執り行われました取締役会の議事録を作成しましたので送付いたします。
次のリンクよりmichibikuにログインし、ご意見、ご質問、また要修正点がございましたらお申し付けください。

<https://qa.michibiku.jp/user/minutes/normal/5f11988d-c855-4817-a114-a71d7ee080eb>

Dear Directors,

Thank you for your continued support.
I am xxxx xxxx of the Board of Directors Meeting secretariat.

As the title says, we will hold a Board of Directors Meeting, so we will send you the minutes.
Please log in to michibiku from the following link and check the contents before attending.

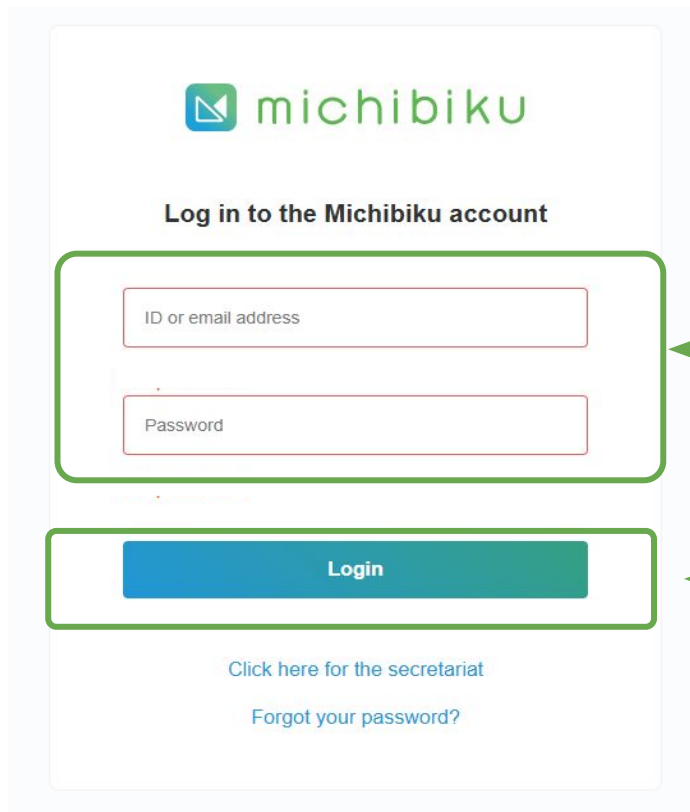
<https://qa.michibiku.jp/user/minutes/normal/5f11988d-c855-4817-a114-a71d7ee080eb>

Thank you for your time and consideration.

Click this URL,
Jump to the minutes confirmation screen



②Please enter your email address and password to log in.



The image shows a login page for 'michibiku'. At the top is the logo, which consists of a blue square with a white 'M' and the word 'michibiku' in green. Below the logo is the text 'Log in to the Michibiku account'. There are two input fields: the first is labeled 'ID or email address' and the second is labeled 'Password'. Both fields are outlined in red. A green rounded rectangle encloses both input fields. Below these fields is a blue button with the text 'Login' in white. A green rounded rectangle encloses the 'Login' button. Below the button are two links: 'Click here for the secretariat' and 'Forgot your password?'. A green arrow points from the text 'Please enter the registered "email address" and set "password"' to the input fields. Another green arrow points from the text 'Click here "Login"' to the 'Login' button.

michibiku

Log in to the Michibiku account

ID or email address

Password

Login

[Click here for the secretariat](#)

[Forgot your password?](#)

Please enter the registered "email address" and set "password"

Click here "Login"

③The minutes confirmation screen will be displayed, so check the contents.

Meeting documents

Agenda

Notice of convocation

Minutes

Signature

< Review the minutes

Minutes of Board of Directors

Date and TimeFriday, December 27, 2024 16:03~17:03

LocationHead Office Meeting Room
1-2-3,Tomisawa-cho Chuo-ku, Nihonbashi, Tokyo

AttendeesRepresentative Director XXXX XXXX (Chairperson and minute-taker)

AbsenteesAudit & Supervisory Board Member
XX
監査役 Test NANAKO
Director XXXX XXXX
Director
Director
Director XXXX XXXX
XX aa aaa aa

Summary of proceedings and results

Send the proposal to the secretariat

Deadline:2024/12/27

Selecting sentences allows you to propose to them

Enter proposals, questions and comments to the secretariat

☒ Viewable by all ☐ Specify viewers

Cancel

Send

Proposal list

All

④ Click “Confirmed” after checking the contents of the attached documents.

Meeting documents

Agenda

Notice of convocation

Minutes

Signature

< Review the minutes

Minutes of Board of Directors

Date and TimeFriday, December 27, 2024 16:03~17:03

LocationHead Office Meeting Room
1-2-3,Tomisawa-cho Chuo-ku, Nihonbashi, Tokyo

AttendeesRepresentative Director XXXX XXXX (Chairperson and minute-taker)

AbsenteesAudit & Supervisory Board Member
XX
監査役 Test NANAKO
Director XXXX XXXX
Director
Director
Director XXXX XXXX
XX aa aaa aa

Summary of proceedings and results

Confirmed

Send the proposal to the secretariat

Deadline:2024/12/27

Selecting sentences allows you to propose to them

Enter proposals, questions and comments to the secretariat

☒ Viewable by all ☐ Specify viewers

Cancel

Send

Proposal list

All

32

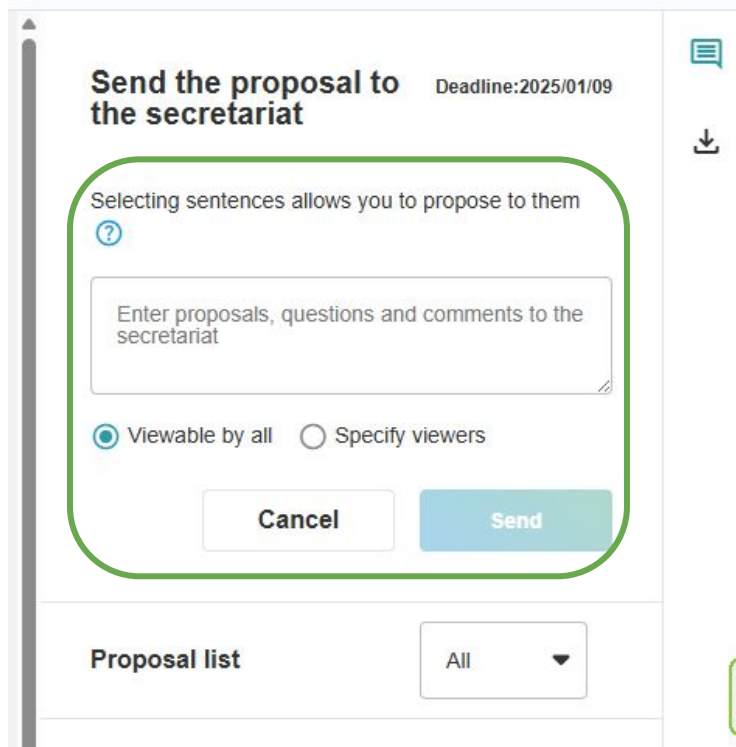
Comments on minutes

This chapter explains how to add comments to minutes.

Comments on minutes (1/2)

Users can add comments to the minutes.

There are two ways to add comments: to the entire minutes or to a specific range.



The screenshot shows a web interface for sending a proposal. At the top, it says "Send the proposal to the secretariat" with a deadline of "2025/01/09". Below this is a green-bordered box containing a text input field with the placeholder "Enter proposals, questions and comments to the secretariat". Above the input field is a help icon and the text "Selecting sentences allows you to propose to them". Below the input field are two radio buttons: "Viewable by all" (selected) and "Specify viewers". At the bottom of the green box are "Cancel" and "Send" buttons. Below the green box is a "Proposal list" section with a dropdown menu currently set to "All".

If you want to comment on the entire
Fill in the comment field on the right and click
"Send" to complete.

Viewers can select "Everyone can view" or
"Specify viewers"
You can adjust it.

Comments on minutes (2/2)

To specify a range and comment, drag the minutes text.

It will be shaded in blue, so please click on "Write a proposal for this section", enter it in the comment field on the right, and submit.

Summary of proceedings and results

As scheduled, Representative Director 櫻井あすか assumed the chairperson as stipulated in the Charter of Incorporation, and after the meeting, the minutes of the meeting could be transmitted to other attendees.

Write a proposal for this section.

- ① Drag the text and
Click "Write a proposal for this section"

The screenshot shows a dialog box titled "Send the proposal to the secretariat" with a deadline of "2025/01/09". Inside the dialog, there is a text input field containing "test test". Below the input field, there are two radio buttons: "Viewable by all" (which is selected) and "Specify viewers". At the bottom of the dialog, there are two buttons: "Cancel" and "Send". A green rounded rectangle highlights the entire dialog box. To the right of the dialog, there are icons for a comment bubble and a download arrow.

Send the proposal to the secretariat Deadline:2025/01/09

Selecting sentences allows you to propose to them

test test

☒ Viewable by all ☐ Specify viewers

Cancel Send

- ② Enter your comment, confirm the viewing checkbox, and click "Send".

(Supplementary note) Entering comments using the editor/PDF method

Even if minutes are created using the editor function or uploaded as a PDF,
You can comment by specifying the range. The range can be specified using a rectangular frame.

*If you amend or replace the minutes again, the specified range may change.
please note.

＜ 議事録の内容を確認する

取締役会議事録

開催日時 _____

開催場所 _____

出席取締役員数 _____名（取締役員定数 _____名）

下記議案を審議するため、取締役の _____ は
議長に選任され、開会した。

記

議 案

_____ 所有の自動車

登録番号 _____

車台番号 _____ を

_____ に（譲渡・譲受）

する件について議長より付議し承認を求めたところ全員異議なく同意した。

以上で会議が終了したので閉会した。

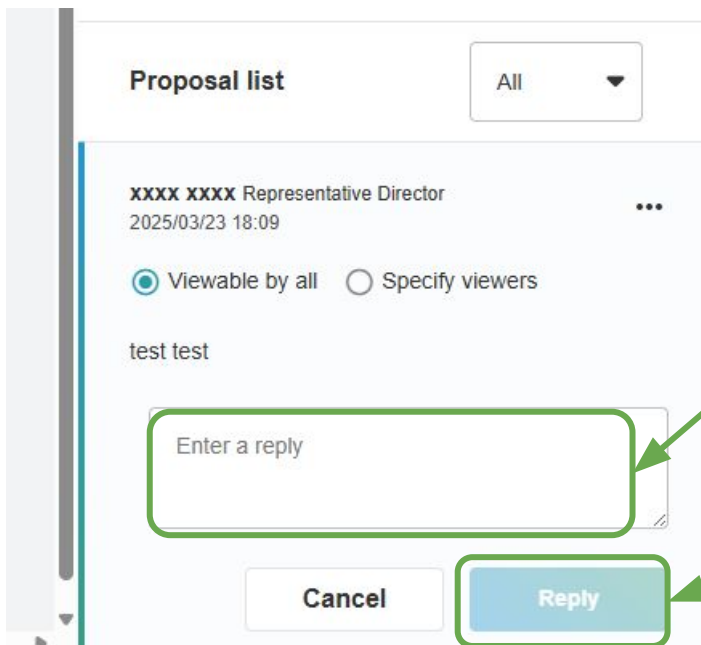
In the case of PDF, you can also drag the range.
choice

How to view/interact/edit after entering a comment (1/3)

The comments you entered will be displayed in the "Proposal List".

You can reply to existing comments.

You can also reply to comments you have added yourself.



The screenshot shows a 'Proposal list' interface. At the top, there is a title 'Proposal list' and a dropdown menu set to 'All'. Below this, a comment is displayed from 'XXXX XXXX Representative Director' on '2025/03/23 18:09'. The comment text is 'test test'. Below the comment, there are two radio buttons: 'Viewable by all' (selected) and 'Specify viewers'. At the bottom of the comment card, there is a text input field with the placeholder 'Enter a reply'. Below the input field are two buttons: 'Cancel' and 'Reply'. The 'Reply' button is highlighted with a green border. A green arrow points from the text 'When you click on the comment, the input field will expand, so enter the content you want to reply to in the input field.' to the input field. Another green arrow points from the text 'Once you enter your comment, you will be able to click "Reply", so click it to complete your reply.' to the 'Reply' button.

When you click on the comment, the input field will expand, so enter the content you want to reply to in the input field.

Once you enter your comment, you will be able to click "Reply", so click it to complete your reply.

How to view/interact/edit after entering a comment (2/3)

You can perform three operations on the entered comment: "Solution", "Edit", and "Delete". This operation is only possible for comments made by yourself, excluding those from the secretariat.



The screenshot shows a comment interface. At the top, it says "XXXX XXXX Representative Director" and "2025/03/23 18:09". Below this, there are two radio buttons: "Viewable by all" (selected) and "Specify view". The comment text is "test test". At the bottom, there is a text input field with the placeholder "Enter a reply". A dropdown menu is open, showing three options: "Solution" (with a checkmark icon), "Edit" (with a pencil icon), and "Delete" (with a trash can icon). A green box highlights the dropdown menu, and a green arrow points to the three-dot menu icon above it. To the right of the dropdown menu, there are three green text annotations with arrows pointing to the respective options.

Click "..."

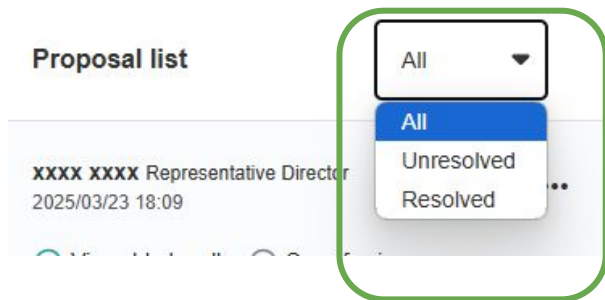
"Solution": You can set the status to "Resolved" and close the comment.

"Edit": You can modify the entered comment.

"Delete": You can delete the entered comment.

How to view/interact/edit after entering a comment (3/3)

You can narrow down the comments by using the selection box next to the suggestion list. You can select and display currently active communications and check completed actions.



By operating the selection box next to the suggestion list (click ▼), you can narrow down the displayed comments.

All: Display all comments.

Unresolved: Display only comments with an unresolved status.


Resolved: Display only comments with resolved status.

How to handle electronic signatures

This chapter explains how to add an electronic signature to the minutes that have been confirmed.

*The electronic signature is valid for 90 days from the date of sending.

① Check the email notification

【重要/櫻井商事】テスト用会議議事録への署名依頼が届いております/【Important/Sakurai Trading Inc.】 You have received a request to sign the minutes of TestMeeting 

サクライあすか様

櫻井商事事務局より下記の書類への署名依頼が届いております。

テスト用会議_議事録_20250226102600_1740565972019.pdf

下記のURLをクリック、もしくはウェブブラウザにコピー・アンド・ペーストして、ご対応ください。

<https://ga.michibiku.jp/user/electronicSignature/5f11088d-c855-4817-a114-a7167ee080eb>

署名期限：2025年02月26日(水曜日)

※ 本メールは、michibikuよりお送りしております。

※ 本メールのリンクは事務局様専用となります。他の人への転送はお控えください。

※ 本メールは送信専用ですので、ご返信いただいてもお答えできません。

※ 本メールに心当たりが無い場合は、他の方がメールアドレスを誤入力してしまった可能性があります。

※ 万一このメールが誤って着信したものである場合は、全てのデータを削除・破棄してください。

※ 誤って着信したメールを、自己のために利用したり、第三者に開示することを固く禁止します。

Dear xxxxx xxxxx,

You have received a request to sign the following document from Sakurai Trading Inc.

テスト用会議_議事録_20250226102600_1740565972019.pdf

Please click on the link below or copy and paste it into your web browser to sign the document.

<https://ga.michibiku.jp/user/electronicSignature/5f11088d-c855-4817-a114-a7167ee080eb>

Deadline for signature: 2025/02/26(Wednesday)

This email is sent from michibiku at the request of the Sakurai Trading Inc. Secretariat.

The signature link in this email is for your exclusive use. Please refrain from forwarding it to others.

We kindly request your signature before the deadline.

Please note that this email is for sending purposes only, and we regret that we cannot respond to any replies.

If you have no recollection of receiving this email, it is possible that someone may have entered an incorrect email address.

If this email has been received in error, please delete and discard all data associated with it immediately.

It is strictly prohibited to use or disclose the mistakenly received email for personal gain or to share it with third parties.

② Click on this URL to jump to the electronic signature screen

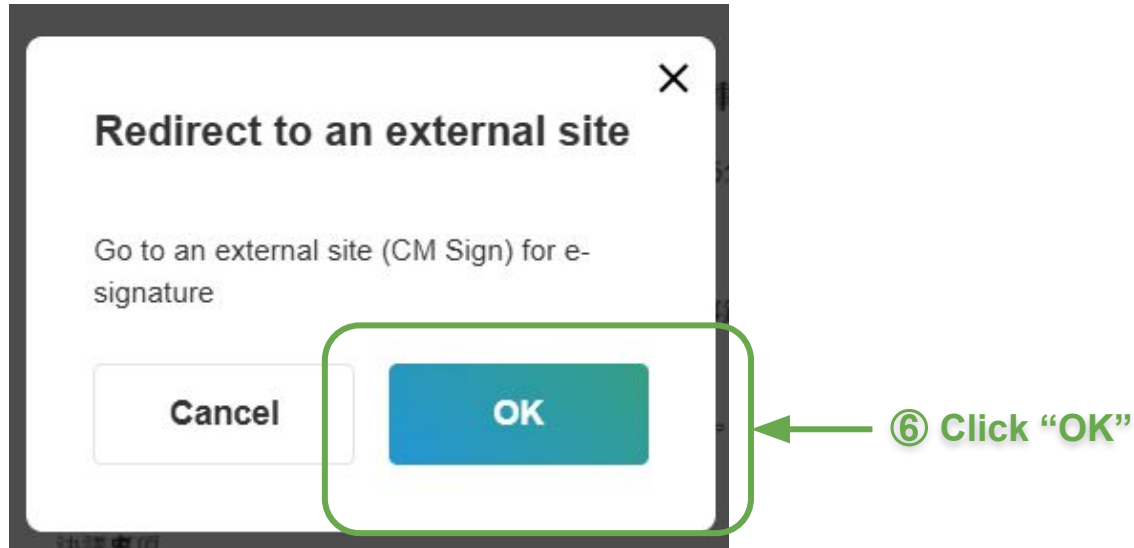
③ The electronic signature screen will be displayed.

The screenshot shows a web interface for creating electronic signatures. On the left is a sidebar with a menu: 'Meeting documents', 'Agenda', 'Notice of convocation', 'Minutes', and 'Signature' (which is highlighted with a blue bar and a 'Reviewing...' button). The main header area contains a back arrow, the text 'Make e-signatures', and a green callout bubble with the text '④ Click “Make e-signatures”'. In the top right corner, there is a blue button labeled 'Make e-signatures' enclosed in a green rectangular box. The main content area displays the title 'XXX株式会社 取締役会議事録' and the following details:

開催日時	2025年2月26日(水曜日)19時26分～20時26分
開催場所	本店会議室 東京都中央区日本橋富町1-2-3
出席者	代表取締役CEO 櫻井あすか (議長兼議事録作成者)

Below the table, the text '議事の経過の要領及びその結果' is visible.

⑤ A confirmation pop-up window will appear.



⑦ A screen dedicated to electronic signature will be displayed.

テスト用会議_議事録_20250226102600_1740565972019.pdf
櫻井 あずか from michibiku on February 26 at 7:35 PM

テスト用会議_議事録_20250226102600_1740565972019 ↓

XXX株式会社 取締役会議事録

開催日時 2025年2月26日(水曜日)19時26分～20時26分
開催場所 本店会議室
東京都中央区日本橋富町1-2-3
出席者 代表取締役CEO 櫻井あずか (議長兼議事録作成者)

議事の経過の要領及びその結果

定刻、役職、姓名が議長となり、開会を宣し議事に入った。
以下の者がオブザーバーとして参加をした。
ミチビク 太郎 (議事録作成者)

決議事項

第1号議案 株主提案議案を定時株主総会に付議する件

議長より、当会社株主である〇〇〇〇氏(令和〇年MM月DD日以降持株数〇〇〇〇株)より、期末配当について1株につき〇円の配当を行うことを提案する議案が提出されている旨の報告がなされた。
当該議案は剰余金の分配可能額の範囲であり、また、会社法の要件を満たしていることから、適法であると考えられる旨の説明があった。
続いて、上記のため第〇回定時株主総会において当該株主提案を付議すること、ただし、取締役会としては当会社の経営方針および配当の基本方針等に反することから、本提案に対しては反対することとし、また参考書類に反対の意見を記載したい旨の説明があった。
議長がその賛否を議場に諮ったところ、本議案は満場一致をもって原案どおり承認可決された。

報告事項

第1号議案 YYY年MM月度月次決算報告の件

議長の指名により、取締役〇〇〇〇から、YYYY年MM月の月次決算について、別紙の資料により報告がなされた。

1 action remaining

Decline

Start

⑧ Click “Start”

⑨ It will slide to the signature area

ミチビク株式会社取締役会

代表取締役 中村竜典 

取締役 渡部崇志 印

取締役 金杉優樹 印

監査役 中村淑子 印

控えをダウンロード

■ [2022年01月定時取締役会_議事録_20220127010000](#)

2022年01月定時取締役会_議事録_20220127010000.pdf
残り1アクション

Decline 署名

⑩ Click on the stamp icon

⑪ A pop-up window for stamping will be displayed.

Add stamp X

☒ Personal
☐ Company square
☐ Company function
☐ File

Name
Name

Cancel Save

About the types of seal impressions

Name_In addition to a circle stamp, as a seal impression

The following are available


- Company name_square seal
- Job title + name_circle
- Signature image available

⑫ Enter your name

⑬ After entering your name, click "Save"

⑭ Once the signature image is added, the process is complete.

ミチビク株式会社取締役会

代表取締役 中村 竜典 

取締役 渡部 崇志 印

取締役 金杉 優樹 印

監査役 中村 淑子 印

控えをダウンロード

- 2022年01月定時取締役会_議事録_20220127010000

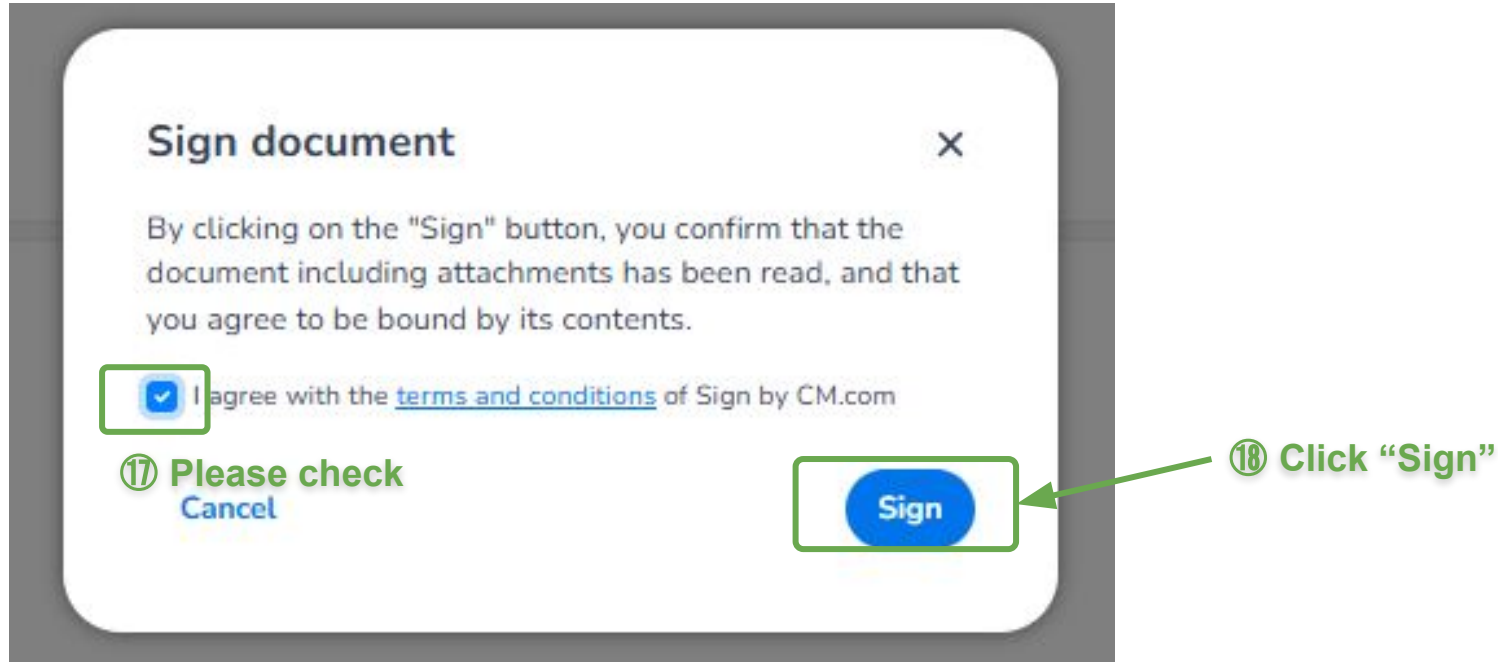
All actions completed

Decline Sign

Signature image will be attached

⑮ Click "Sign"

①⑥ A final confirmation pop-up window will be displayed.



The series of procedures is now complete.

(Supplementary note) For smartphones and tablets

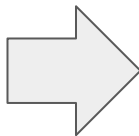
The operating procedure will be the same for devices other than PC. Please be sure to press the "Signature" button after applying your seal to complete your signature.

報告事項
報告事項1 YYYYYMM月における業務執行状況報告の件
議長の指名により、取締役○○○○、取締役○○○○、取締役○○○○から、各事業部門におけるYYYY年MM月の業務執行状況について、別紙の資料により報告がなされた。
その概要は・・・（以下略）
以上をもって本取締役会の議事を終了したので、議長は閉会を宣し、散会した。
上記、議事の経過及び結果を明確にするため、この議事録は電磁的記録又は書面をもって作成し、議長並びに出席取締役はこれに電子署名又は記名押印する。
2024年10月23日
櫻井商事株式会社取締役会

議長 代表取締役 櫻井あすか
監査役 櫻井三郎 印
取締役 櫻井四郎 印

契約書のダウンロード
■ [書き起こしテキスト 議事録](#)
[20241023064500_1729747789480](#)

All actions completed
Decline Sign



Sign document X

By clicking on the "Sign" button, you confirm that the document including attachments has been read, and that you agree to be bound by its contents.

☒ I agree with the [terms and conditions](#) of Sign by CM.com

Cancel Sign

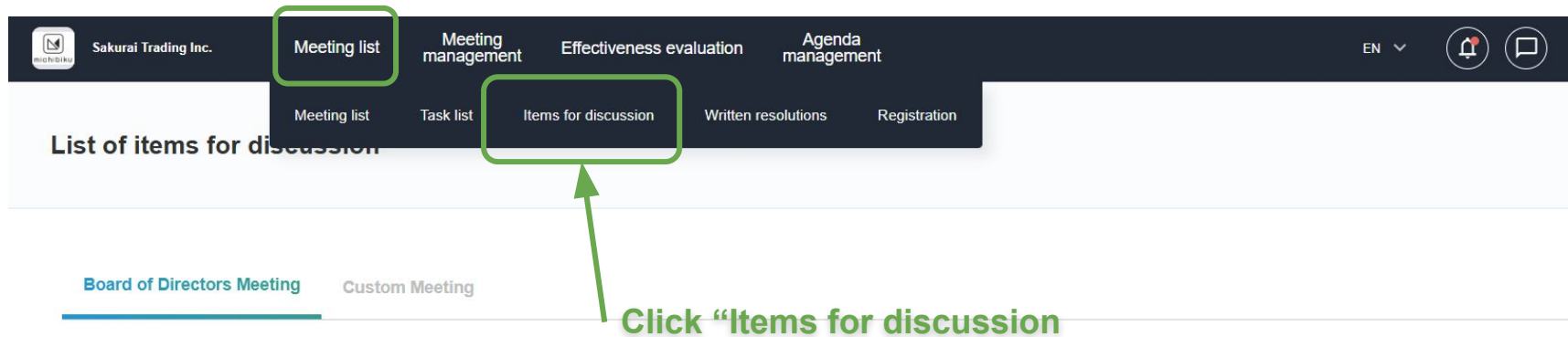
Put a ☒ on the popup,
Click "Sign" to complete the signature

Items for discussion

This chapter explains the flow of viewing and downloading the Items for discussion.

How to check “Items for discussion” (1/2)

From "Items for discussion" on the menu bar, you will be redirected to the Agenda List screen.



How to check “Items for discussion” (2/2)

After the transition, a list of items for discussion will be displayed in table format.

List of items for discussion

Board of Directors Meeting Custom Meeting

No.	Meeting name	Item	Subject	Contents	Agenda documents	Event type	Date
1	Regular Board of Directors Meeting	Report Items				Regular	2025/03/13
2	Management Meeting	Report Items	Regarding the progress status of the XXth medium-term management plan	As designated by the chairman, Director ○○○○ has reported on the progress of the 0th medium-term management plan using attached materials. The outline is...(The following is omitted)		Regular	2024/12/27
3	Management Meeting	Resolutions	Implementation of year-end dividend for the ○th period	Regarding the year-end dividend for the ○th fiscal year, the Chairman has informed that, taking into account the expected performance for the full year, the shareholders listed or recorded in the final shareholder register as of MM/DD, YYYY, based on the provisions of Article ○ of the Company's Articles of Incorporation. Or, an explanation was given to registered stock pledgees that they would like to pay year-end dividends as follows. At the same time, it was explained that this could be implemented within the limit of the distributable amount stipulated in Article 461 of the Companies Act. When the chairperson asked the floor for approval or disapproval, the bill was unanimously approved as originally proposed.		Regular	2024/12/27

続きを読む ▼

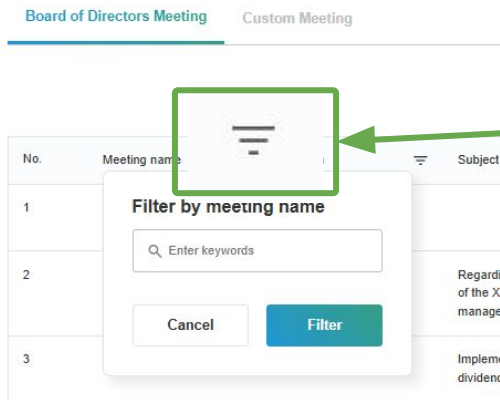
Click "Download list in Excel" to download the list of agenda items in Excel format.

Download lists in Excel

If there are many characters, they are hidden, so
Click "Read more" to expand

How to filter agenda items

It is possible to narrow down the agenda items.



Click this button next to each item name to display a search window.