

# michibiku

## User Operation Manual - For Directors

2025.03.05 Ver7.4

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# Create an account

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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."

【michibiku】 櫻井商事株式会社より招待されました 受信トレイ ×

 noreply@michibiku.co.jp  
To a\_\_\_\_\_ai+007 ▾

=====

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。

=====

櫻井商事株式会社が、テスト七子様を、  
「michibiku」にメンバー登録をしました。

以下のURLにアクセスして、パスワードを設定してください。

<1社目の登録の場合>  
以下のURLにアクセスして、新規にID・パスワードを設定し、「参加する」を押してください。

<https://michibiku.jp/user/invitation/ba544ed8-0965-4076-bd56-a9f4881105b0>

<2社目以降の登録の場合>  
以下のURLにアクセスをお願いします。  
「既存のアカウントをお持ちの方はIDで登録」をチェックの上、  
1社目で既に登録済のID・パスワードと同じものを入力し、「参加する」を押してください。

<https://michibiku.jp/logout?r=%2fuser%2finvitation%2fba544ed8-0965-4076-bd56-a9f4881105b0>

## ②Click on the top right corner to change to English



**michibiku**

Welcome to Michibiku!

桜井商事株式会社“You have received an invitation. Set a password and start a meeting on Michibiku!”

Name  
[REDACTED]

Display name  
[REDACTED]

Email address  
[REDACTED]@sakurai-199@michibiku.co.jp

ID/Password

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**

### ③Please choose a new Register ID and password.

The image shows two screenshots of the Michibiku registration process. The left screenshot shows the initial registration screen with fields for Name, Display name, Email address, and a summary of the invitation. The right screenshot shows the detailed registration form with fields for Register ID, Password, and Confirmation. A green box highlights the 'Register ID/password for a new registrant' radio button and its associated fields. A green arrow points from the left screenshot to the 'Join' button on the right screenshot. A red callout box provides specific instructions for the Register ID: it must be 6 characters or more and can include alphanumeric characters, hyphens, underscores, and dots.

**michibiku**

Welcome to Michibiku!

株井商事株式会社 You have received an invitation. Set a password and start a meeting on Michibiku!

Name  
[REDACTED]

Display name  
[REDACTED]

Email address  
[REDACTED]@biku.co.jp

ID/Password

Register ID/password for a new registrant

ID\*  
Register ID

6 characters or more

Enter again for confirmation

Register with ID for an existing account

**Join**

**ID/Password**

Register ID/password for a new registrant

ID\*  
Register ID

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

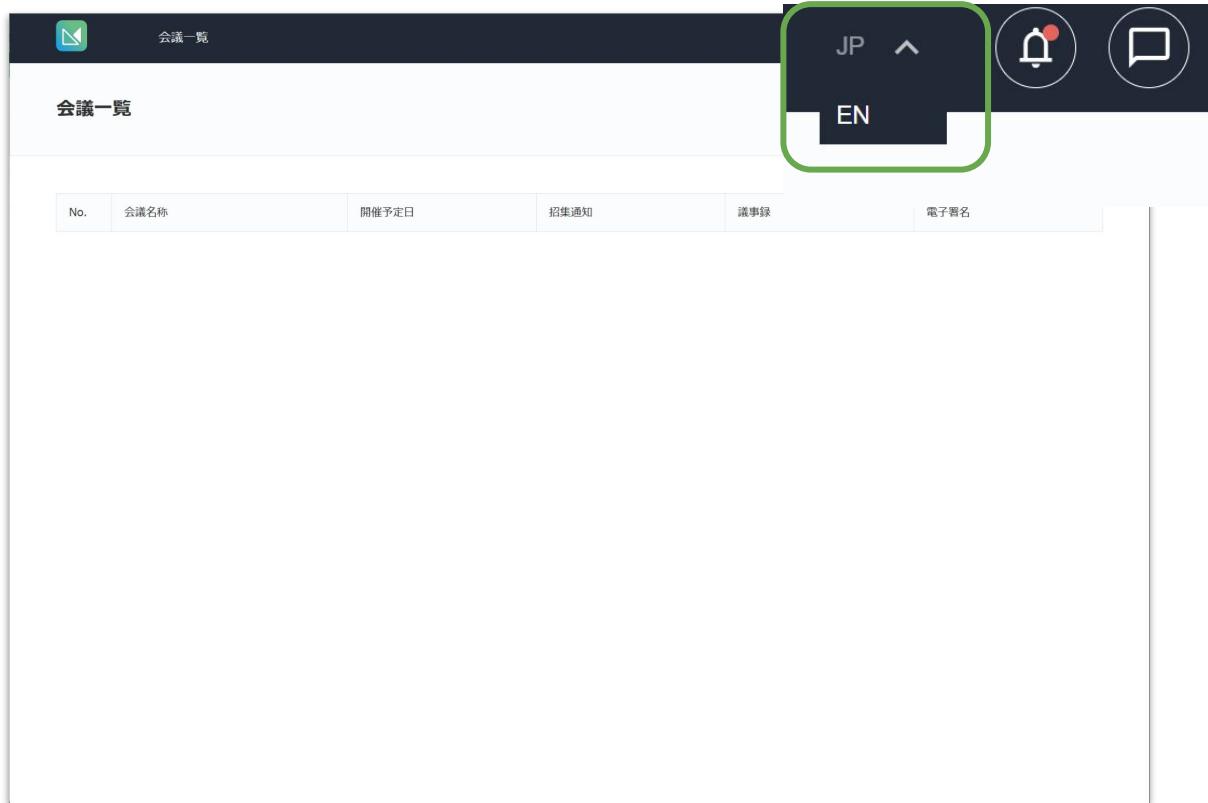
Password\*  
6 characters or more

Enter again for confirmation

Register with ID for an existing account

**Join**

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



# 2-step verification (email address verification)

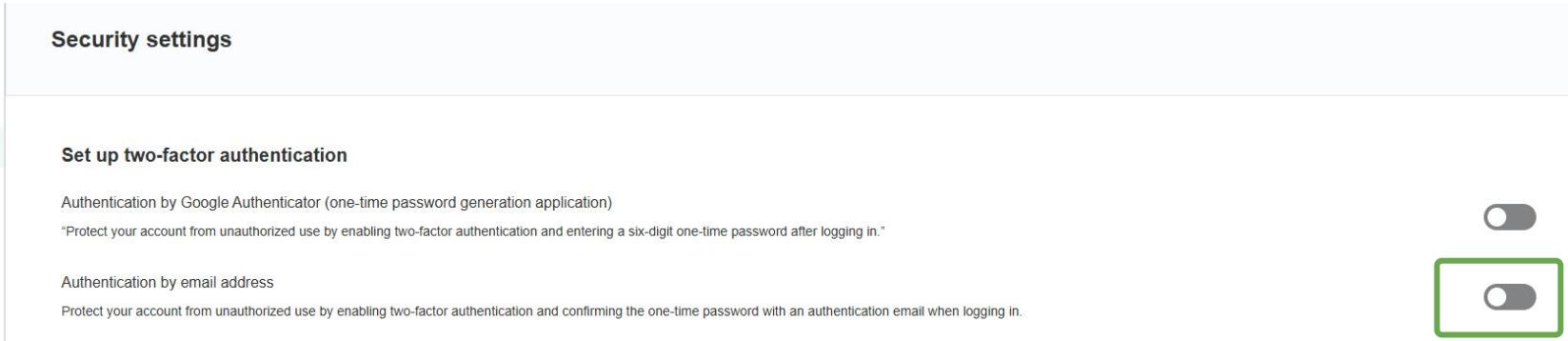
---

This chapter explains email address authentication.

# Email address verification (1/5)

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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".



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.

Turn on the toggle switch

# Email address verification (2/5)

---

Enter your password and click "Send verification email".

X

**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)."

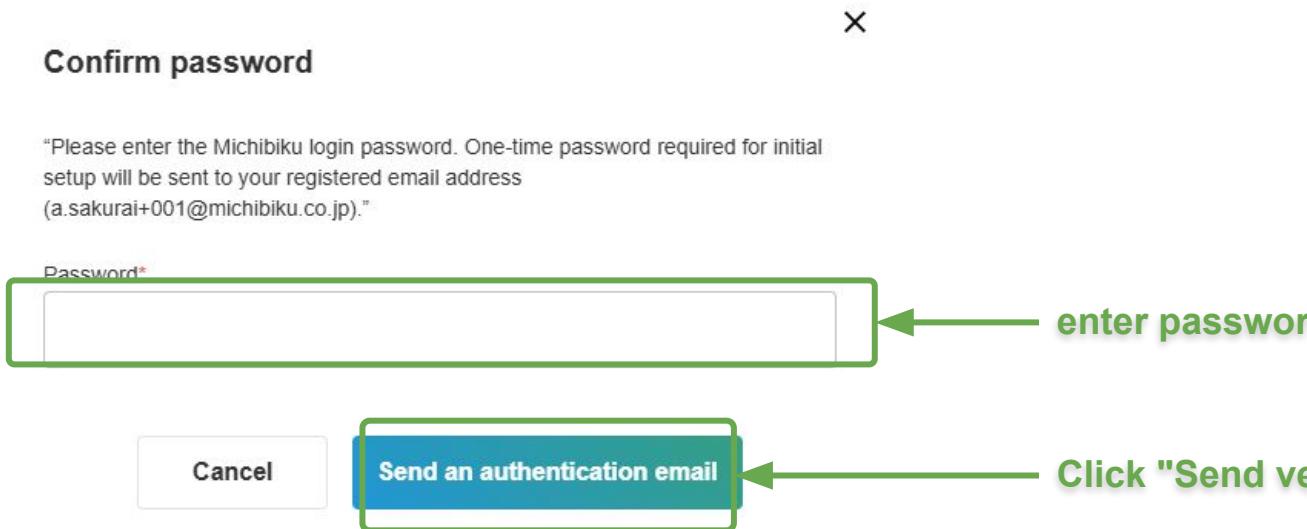
>Password\*

enter password

Cancel

Send an authentication email

Click "Send verification email"



# Email address verification (3/5)

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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 ➤ 愛信トレイ ×

【返信】 y+qa@michibiku.co.jp

To: [REDACTED] 824+1001c ▾

16:38 (0 分前) ☆

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ございます。

※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)

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

X

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)\*

← Enter your one-time password

Cancel

Resend authentication email

**Authenticate** ← Click "Authenticate"

# Email address verification (5/5)

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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."

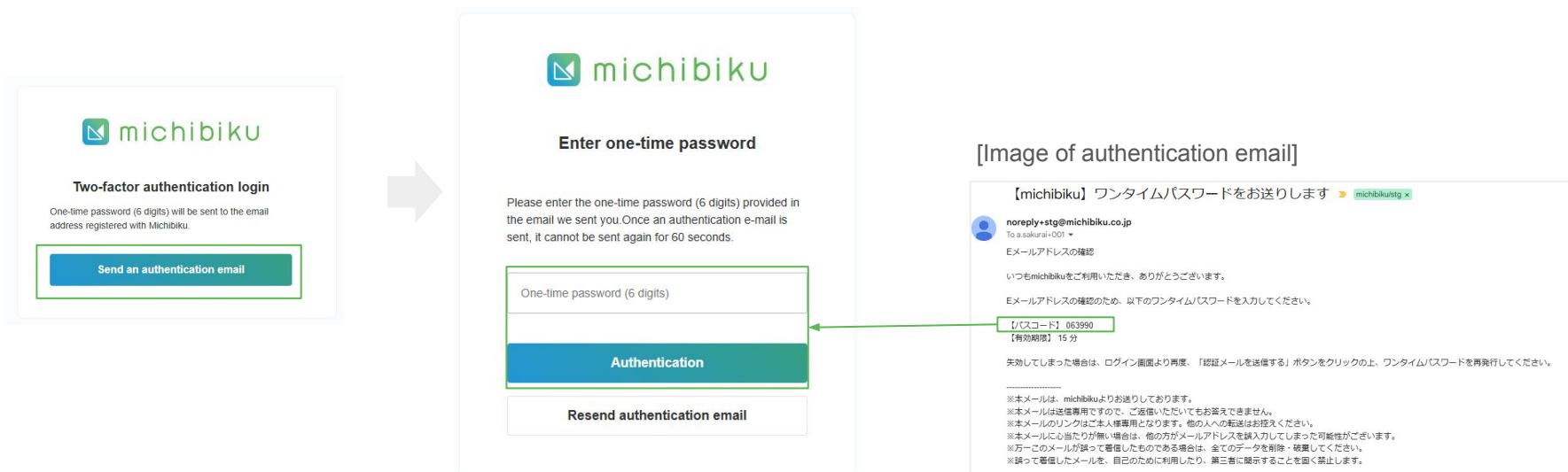
Authentication by email address

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.



**Two-factor authentication login**  
One-time password (6 digits) will be sent to the email address registered with Michibiku.

**Send an authentication email**

**michibiku**

**Enter one-time password**

Please enter the one-time password (6 digits) provided in the email we sent you. Once an authentication e-mail is sent, it cannot be sent again for 60 seconds.

One-time password (6 digits)

Authentication

Resend authentication email

**[Image of authentication email]**

【michibiku】 ワンタイムパスワードをお送りします

noreply+stg@michibiku.co.jp  
To a.sakurai+001

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1 063990  
【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。他の人のへの転送はお控えください。  
※本メールに心当たりがない場合は、他的方のメールアドレスを誤入力してしまった可能性がございます。  
※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、第三者に閲覧することを固く禁じます。

# Login/recommended environment

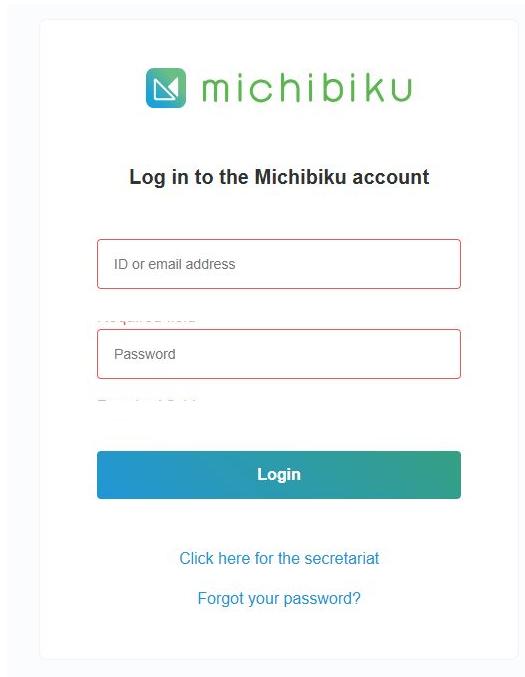
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This chapter explains how to log in to the michibiku system and the recommended environment.

# About login URL

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



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

# Recommended environment/browser settings

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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

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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



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://a.michibiku.jp/user/convocationNotice/normal/bc2e42a2-7072-45fa-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.

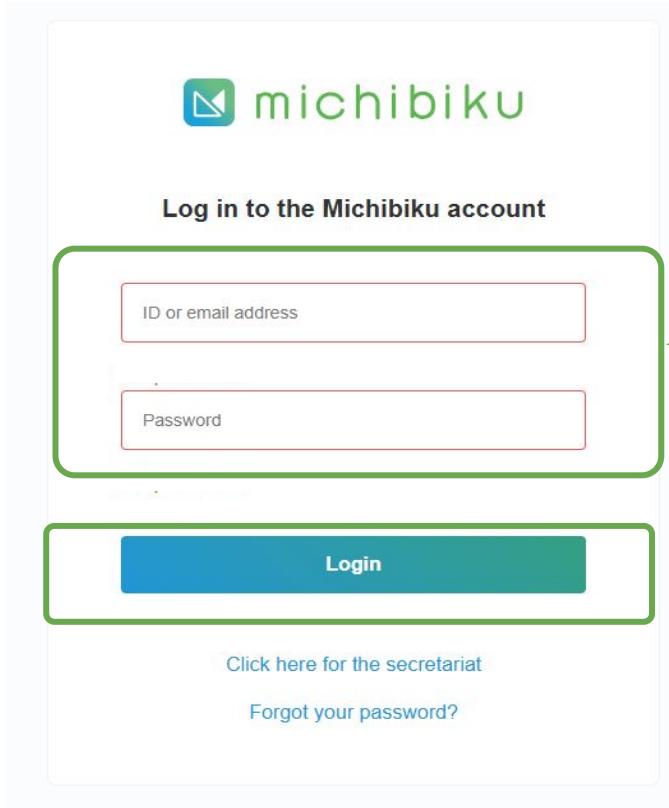
<https://a.michibiku.jp/user/convocationNotice/normal/bc2e42a2-7072-45fa-ba9b-a42fa0feb25d>

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 the Michibiku login page. At the top is the Michibiku logo (a green square with a white arrow pointing right) and the word "michibiku". Below it is the text "Log in to the Michibiku account". The login form is enclosed in a green rounded rectangle. It contains two input fields: "ID or email address" and "Password", both with red borders. Below the fields is a blue "Login" button with white text. At the bottom of the form are links: "Click here for the secretariat" and "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.



# ④ Click “Confirmed”



Meeting documents

Agenda

Notice of convocation Reviewing...

Minutes

Signature

◀ Review the convocation notice

Confirmed

To Officers 2025/03/23  
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  
Y

End

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

# Meeting materials confirmation method/preview functions

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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】



【michibiku】

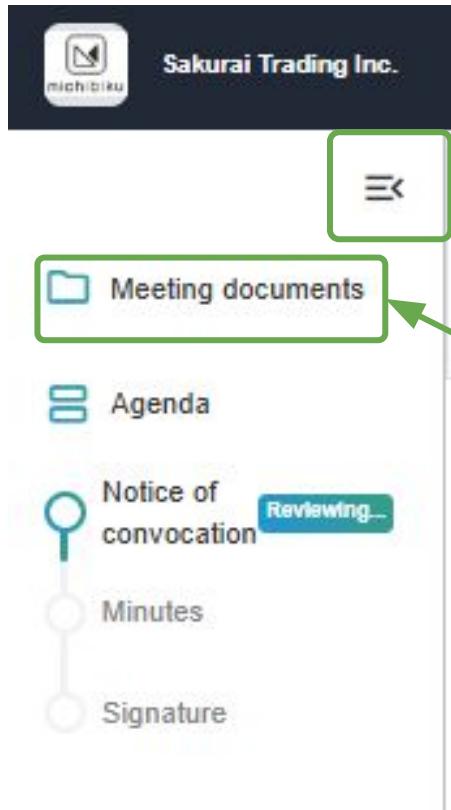
No.	Meeting name	Scheduled date	Attendance confirmation	Documents	Notice of convocation
1	Test Meeting Document sharing screen	2025/03/23		<a href="#">View</a>	Unopened

Click this URL,  
Jump to meeting materials screen

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	
<input type="checkbox"/> 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 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 x

◆ このメールを要約



xxxxxxxxxxxx@ichibiku.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.

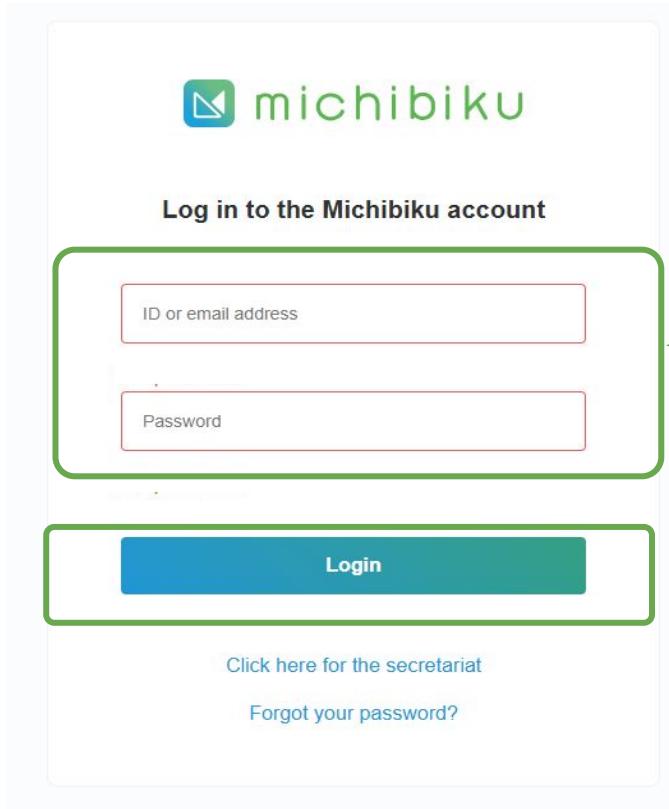
As the title says, we will hold a Board of Directors Meeting, so we will send you the minutes.  
Please log in to michibiku from the following link and check the contents before attending.

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

Click this URL,  
Jump to the minutes confirmation screen



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



The image shows the Michibiku login page. At the top is the Michibiku logo (a green square with a white arrow) and the text "michibiku". Below that is the heading "Log in to the Michibiku account". The login form consists of two input fields: "ID or email address" and "Password", followed by a "Login" button. Below the button are links for "Click here for the secretariat" and "Forgot your password?". A green box highlights the "ID or email address" and "Password" fields, and another green box highlights the "Login" button. Two green arrows point from the surrounding text to these highlighted areas.

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.

The screenshot shows a software interface for managing meeting documents. On the left, a sidebar lists 'Meeting documents', 'Agenda', 'Notice of convocation' (selected), 'Minutes', and 'Signature'. The main area is titled 'Review the minutes' and contains a summary of the 'Minutes of Board of Directors' for Friday, December 27, 2024, from 16:03 to 17:03. The meeting was held in the Head Office Meeting Room, 1-2-3, Tomisawa-cho Chuo-ku, Nihonbashi, Tokyo. The representative Director is listed as 'xxxx xxxx (Chairperson and minute-taker)'. The audit & supervisory board members listed are '監査役 Test NANAKO', 'Director xxxx xxxx', 'Director', 'Director', 'Director xxxx xxxx', and 'xx aa aaa aa'. A 'Summary of proceedings and results' is also present. On the right, a 'Send the proposal to the secretariat' section is visible, showing a deadline of 2024/12/27, a note about selecting sentences for proposals, and a text input field for proposals, questions, and comments. It includes radio buttons for 'Viewable by all' (selected) and 'Specify viewers', and buttons for 'Cancel' and 'Send'. A 'Proposal list' section with a dropdown menu is also shown.

## ④ Click “Comfirmed” 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 Time: Friday, December 27, 2024 16:03~17:03

Location: Head Office Meeting Room  
1-2-3, Tomisawa-cho Chuo-ku, Nihonbashi, Tokyo

Attendees: Representative Director: XXXX XXXX (Chairperson and minute-taker)

Absentees: Audit & Supervisory Board Member  
XX  
監査役: Test NANAKO  
Director: XXXX XXXX  
Director:  
Director:  
Director: XXXX XXXX  
XX: aa aaa aa

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

# Comments on minutes

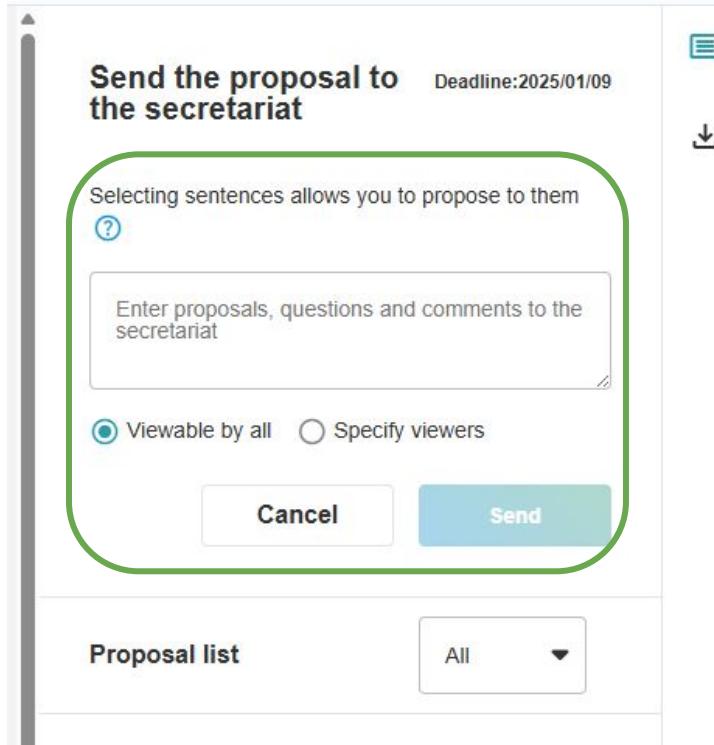
---

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.



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 伸介 assumed the chairperson as stipulated. Incorporation, and after the meeting, the minutes could be transmitted to other attendees.

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



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.

く 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

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。

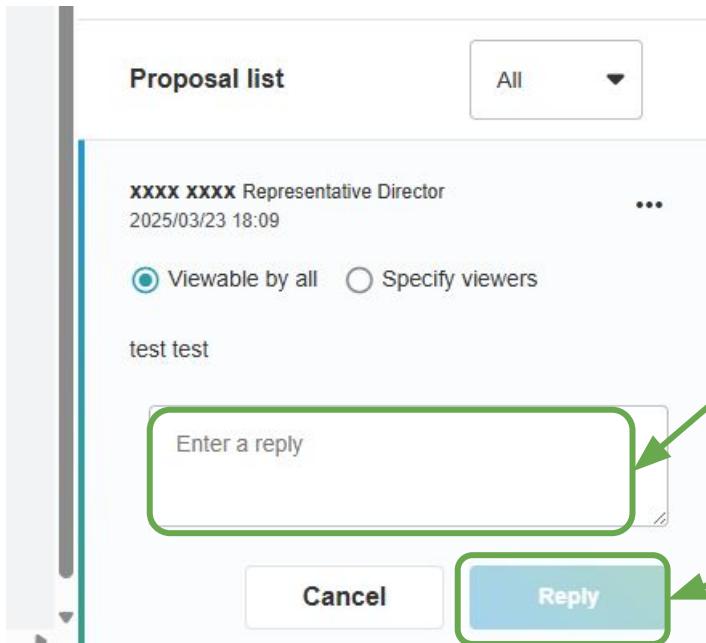
In the case of PDF, you can also drag the range.  
choice

# 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.



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.

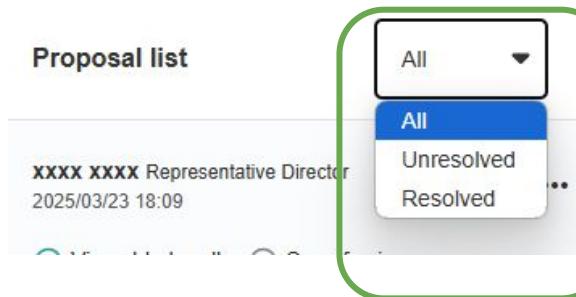
## How to view/interact/edit after entering a comment (2/3)

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.



# 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

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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/桜井商事】 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 ▷ **michibikuシステム** x

桜井商事様  
桜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\_20250228102600\_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://qa.michibiku.jp/user/electronicSignature/5f11988d-c855-4817-a114-a71d7ee080eb>  
署名期限 : 2025年02月28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咎めできません。  
※ 本メールは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ございます。  
※ 万一このメールが誤って転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。  
※ 読って転信したメールを、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 xxxx xxxx,  
You have received a request to **sign** the following document from Sakurai Trading Inc.:  
テスト用会議議事録\_20250228102600\_1740565972019.pdf  
Please click on the link below or copy and paste it into your web browser to **sign** the document.

Deadline for signature: 2025/02/28(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



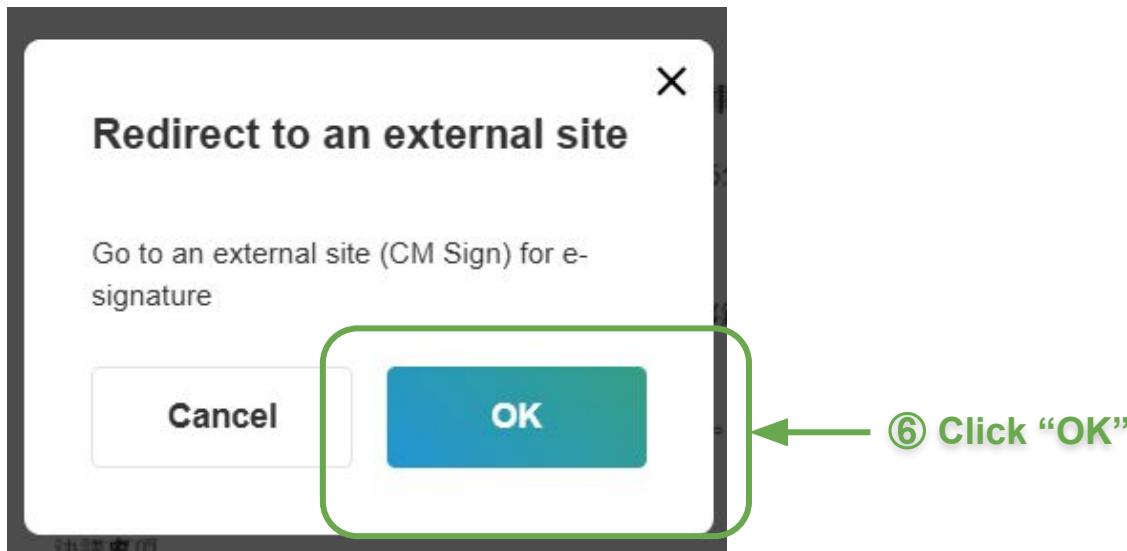
# ③ The electronic signature screen will be displayed.



The screenshot shows a digital meeting platform interface. On the left, a sidebar lists document types: Meeting documents, Agenda, Notice of convocation, Minutes, and Signature (which is currently being reviewed). The main area is titled 'Make e-signatures' and displays a summary of a meeting. The summary includes the company name 'XXX株式会社', the meeting title '取締役会議事録', the date '2025年2月26日(水曜日)19時26分～20時26分', the location '本店会議室 東京都中央区日本橋富沢町1-2-3', the出席者 '代表取締役CEO 櫻井あすか (議長兼議事録作成者)', and the note '議事の経過の要領及びその結果'. A large green callout box with the text '④ Click "Make e-signatures"' points to the 'Make e-signatures' button in the top right corner of the main screen.

## ⑤ A confirmation pop-up window will appear.

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# ⑦ A screen dedicated to electronic signature will be displayed.

michibiku Sign  
Powered by CM.com

テスト用会議\_議事録\_20250226102600\_1740565972019.pdf  
樺井 あすか 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沢町1-2-3

出席者 代表取締役CEO 樺井あすか (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期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語ったところ、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 YYYY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



## 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  ⑩ Click on the stamp icon

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

Decline 署名

残り1アクション

43

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

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\*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

⑬ After entering your name, click "Save"

## ⑯ Once the signature image is added, the process is complete.



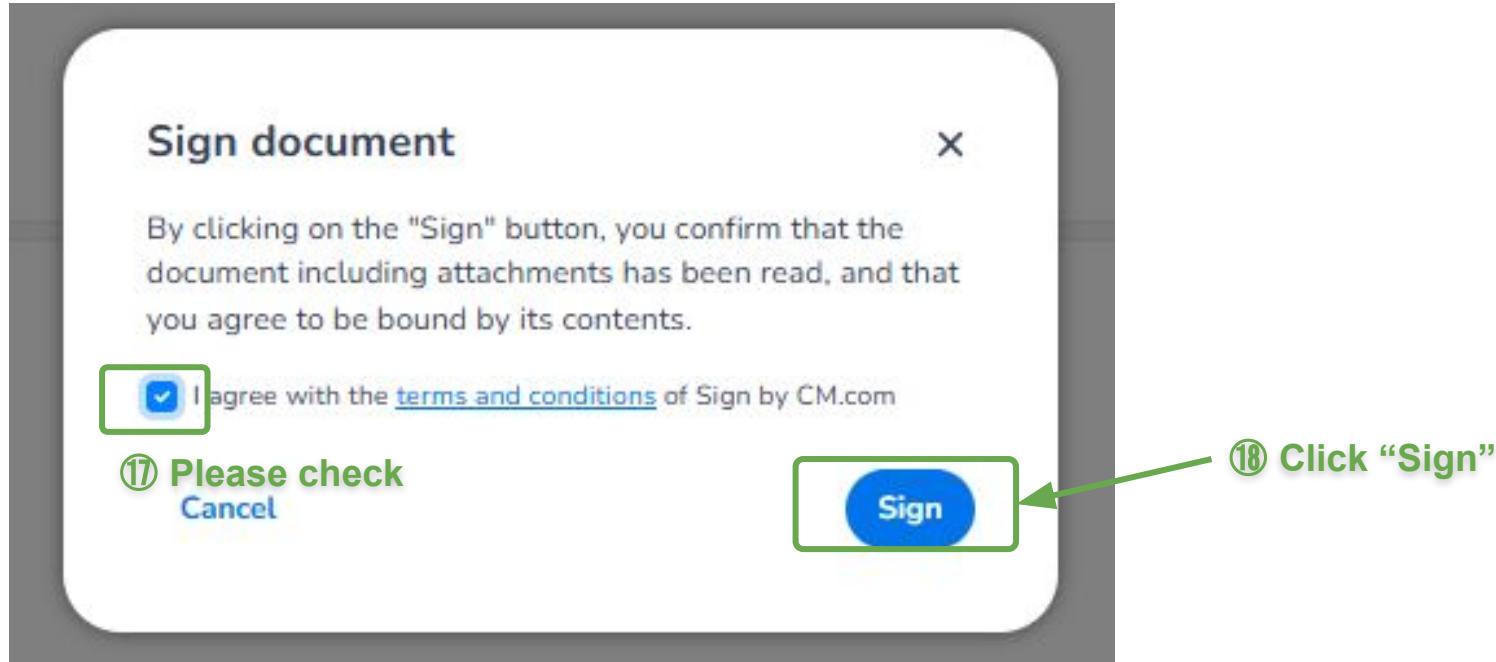
All actions completed

Decline

Sign

← ⑯ Click “Sign”

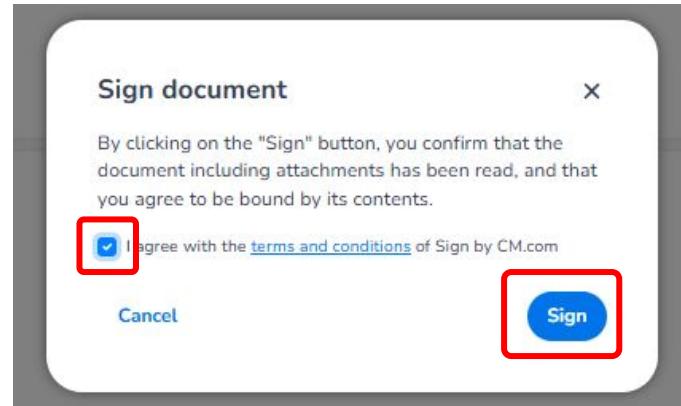
## ⑯ A final confirmation pop-up window will be displayed.



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.



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

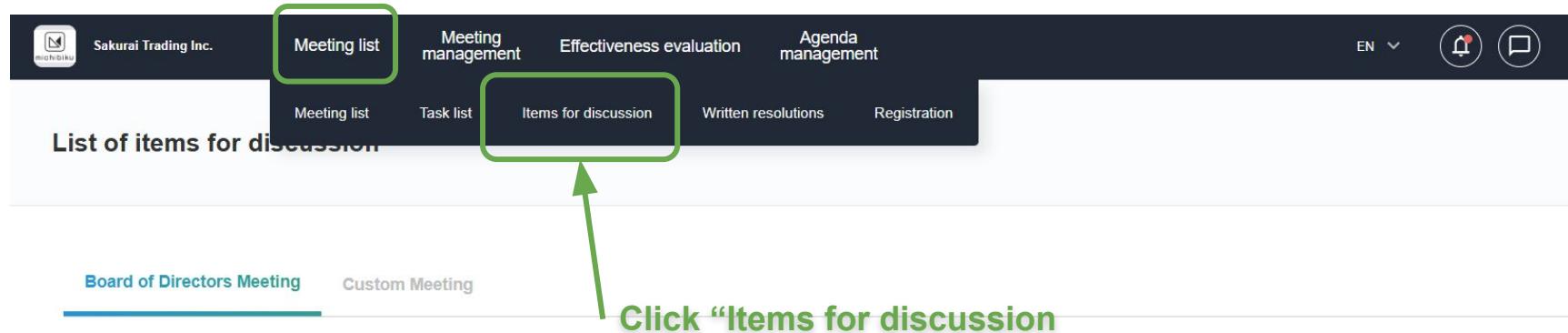
# Items for discussion

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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 0th period	Regarding the year-end dividend for the 0th 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 0 of the Company's Articles of Incorporation. Or, an explanation was given to registered stock pledges 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

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

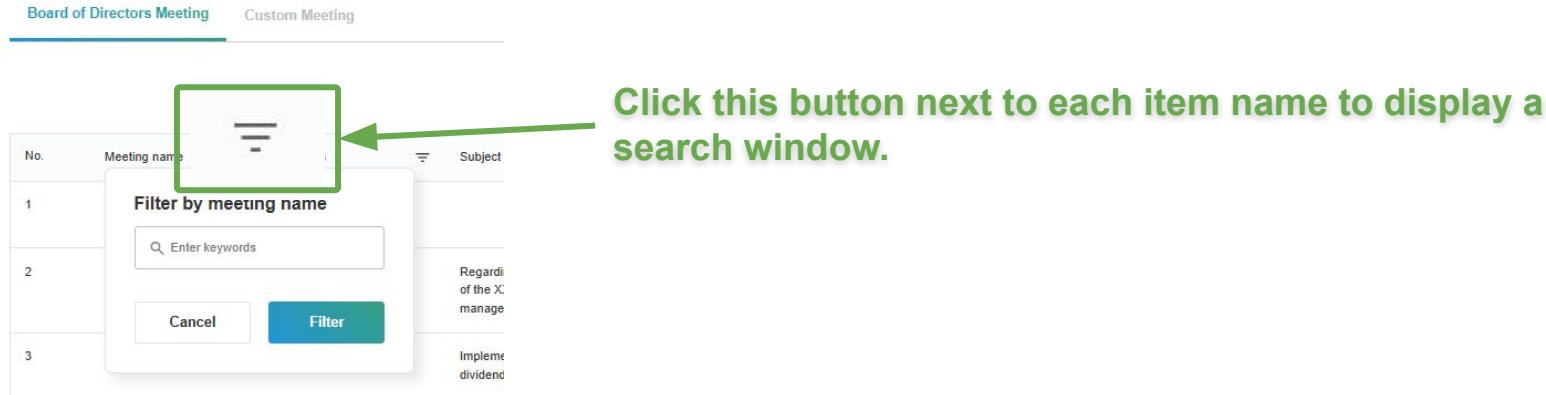
Download lists in Excel

続きを読む

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.



Board of Directors Meeting Custom Meeting

No. Meeting name Subject

1 Filter by meeting name

2 Enter keywords

3

Cancel Filter

Regarding the X: manage

Implement dividend

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