



— BRAND STORY BOOK



A more personal way to work

H¹O

HUMAN FIRST OFFICE

From remote work to nomadic lifestyles to migration out of cities, the ways in which we work and live are diversifying by the day. So, what does an office that people want to go to look like? Nomura Real Estate Development believes the answer is a “human-centric office.” If each person had the option to work the way they wanted to, individual potential would surge and teams would thrive. For that reason, H¹O (“H-one-O”) helps you create offices in which anyone can feel they belong.



A new generation of serviced offices that maximize individual potential and creativity

Putting individual happiness first for team growth



Four values to maximize potential

American psychologist Ed Diener, a.k.a. “Dr. Happiness,” famously found that people with high subjective well-being were 3 times as creative and 1.3 times as productive as those without. Therefore, environments that make employees happy in their own way maximize individual

potential and improve overall team performance. How can an office achieve physically and mentally healthy (well-being-promoting) ways of working for each employee? H¹O prioritizes four “values for humans”: engagement, creativity, comfort and wellness.

A modern interior space featuring a large glass wall on the left and a vertical garden on the right. The glass wall is illuminated from within, creating a warm glow. The vertical garden consists of several green plants growing against a textured, light-colored wall. The overall atmosphere is clean, bright, and natural.

Engagement



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Offices that personify organizational engagement

An office must be many things to many people. When you want a silent place to concentrate. When you want a place to share opinions. When you want a place to take a break. When you want to sell a client on a brand or idea. Each individual and each company uses their offices in a different way, which is why H'O has chosen to focus on achieving engagement. Teams can select room sizes and layouts best suited to them and even in-

stall furniture that best represents their company. Multi-layer security and soundproofing protect employees and information. Relaxed space design enhances the company's brand. Finally, thorough in-person support lets workers concentrate on their work. This personalized customization creates an office that employees want to go to and increases organizational engagement.



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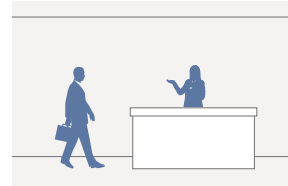
1. Exterior of H'O Shibuya-jinnan. 2. Tenant lounge in H'O Toranomon. 3. Model office in H'O Toranomon. 4. Meeting room in H'O Toranomon to which guests may be invited. 5. Relaxed space design is one of H'O's features. 6, 7. Personal tenant lounges in H'O Nihon-bashi-kobunacho.



Biometric Authentication System

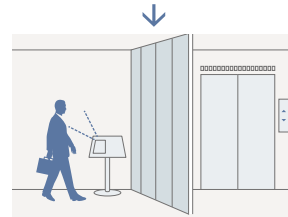
We manage security through biometric authentication of faces and fingerprints and keyless security that reduces the risk of key loss or duplication, making the entry process smoother and contactless. This multi-layer security design from building entrance to office ensures the safety and peace of mind of employees, client information, etc.

Advanced Keyless Security



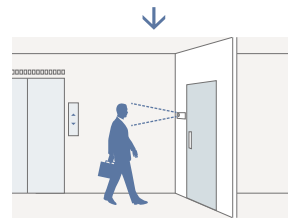
Layer 01

Staffed reception during the day prevents unauthorized access. The entrance is locked at night, accessible only via biometric authentication.



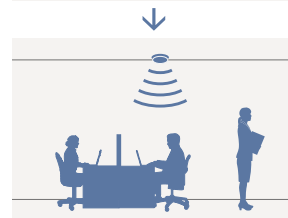
Layer 02

There are security gates in front of the 1st floor elevator hall. Guests can contact their hosts using the reception system.



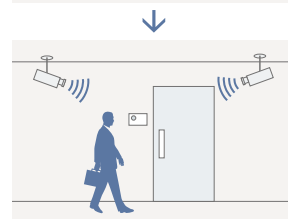
Layer 03

Biometric authentication prevents unauthorized access at the doors to exclusive areas.



Layer 04

Motion sensors installed in the offices detect unauthorized access, sounding the alarm and immediately reporting the irregularity to the security center.



Layer 05

Security cameras installed throughout the common areas provide both safety and convenience when sharing.

*Specifications vary by property.



Offices customized to foster company culture

Offices dedicated to specific tenants are key places to express company culture, so tenants can make these spaces their own. Our lineup includes a range of sizes of rooms that can be chosen depending on the number of users, into which tenants may bring their own furniture. We will help you create an office in which all employees feel they belong.



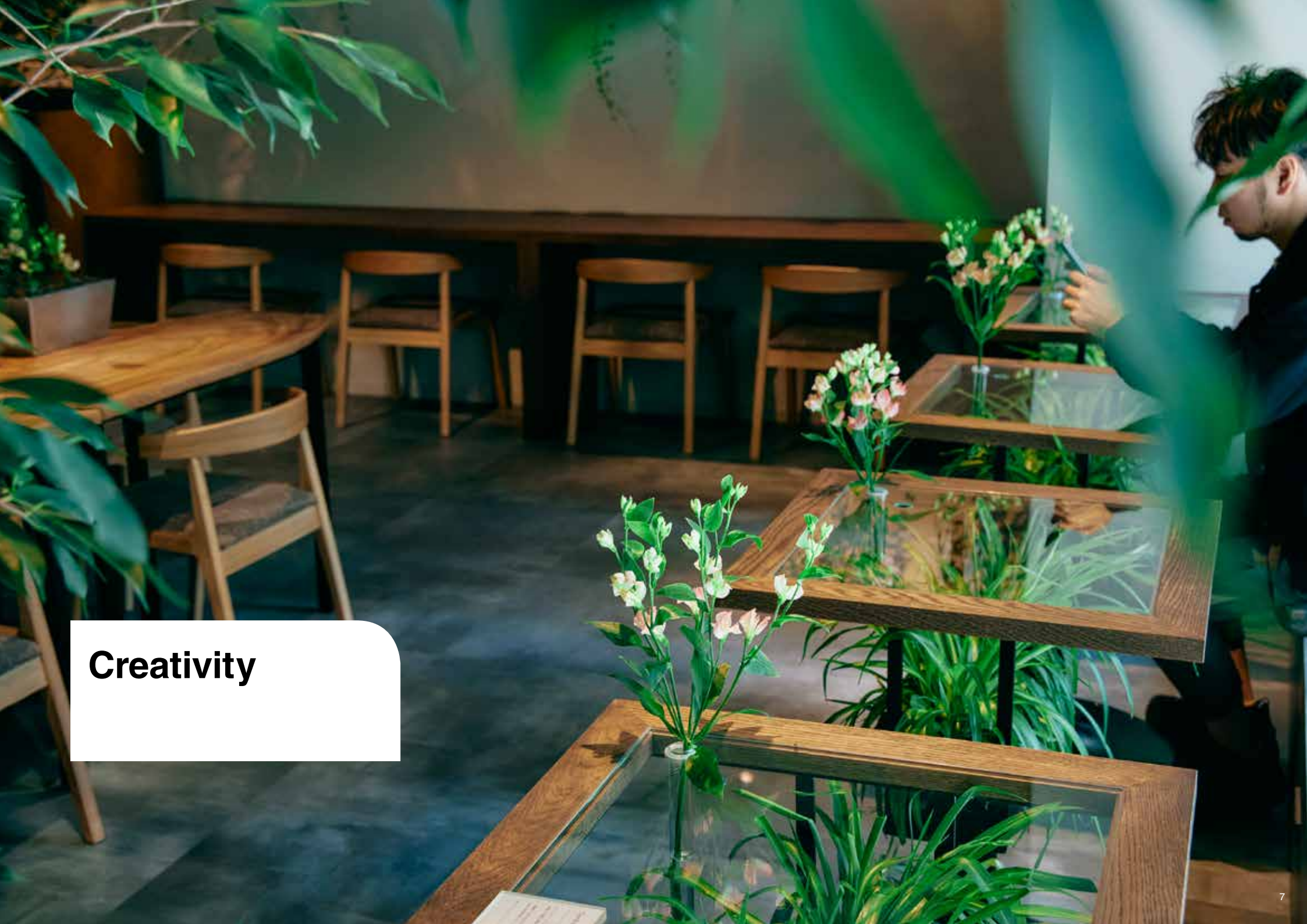
Thorough security to protect employees and information

Security is paramount in a serviced office, so H¹O uses biometric authentication-based security equipment and soundproofing to protect employees and information. Automatic locks based on facial recognition enable smooth, keyless, contactless access. The common areas are also tenant-only, providing greater peace of mind.



In-person support to facilitate concentration

Visitors and mail can be handled by in-person reception, preventing your employees' valuable time being spent going to reception and bringing in guests. Welcoming reception staff are stationed at each H¹O location, ready to serve.



Creativity



1. Based on the concept of biophilic design, H¹O provides well-being-promoting working environments filled with nature. 2, 5. Personal lounges in H¹O Shibuya-jinnan. 3, 4. Tenant lounge and rooftop space at H¹O Nihonbashi-kobunacho. 6, 7, 8. Each location has lounges where employees can concentrate.

Choosing where to work draws out individual capability

Activity-based working, in which individuals choose when and where to work based on the activity at hand, has been found to increase employee productivity and creativity, but it requires working environment options. In addition to private offices, H¹O offers open

lounges, personal booths for concentrated work and meetings, a nature-filled rooftop and more. Even providing showers to refresh oneself, H¹O is a flexible office where each worker can choose their environment based on their task or mood.

*Common area specifications vary by property.

Creativity



Tenant lounges for full absorption

The spacious shared lounges are special spaces created for tenants only. With few people coming and going, users can become immersed in their work or meetings without fear of interruption. The counter includes a snack bar for those feeling peckish as well as a free coffee machine and water cooler, perfect for taking a break on your own or as a group between tasks.

Photographed in April 2021



A wide variety of spaces to provide a daily routine

One important role of the office is to provide a daily routine of concentration and relaxation. H'O achieves this with private rooms to concentrate on work or meetings, rooftops to encounter nature, showers to refresh the mind and body and other spaces for dynamic days.





Comfort



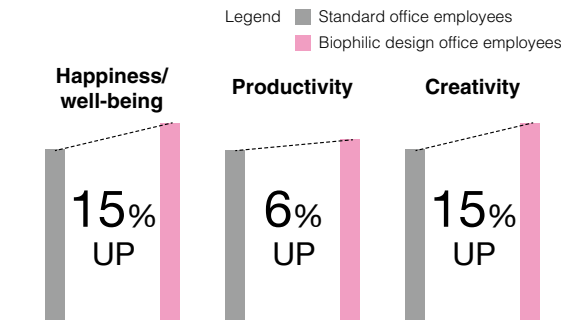
Stress-free space design based on nature and technology

In our quest to increase the motivation and creativity of the working individual, H¹O started from scratch in designing its office spaces and, as a result, arrived at the idea of "biophilic design," which incorporates natural elements like plants, water, light and wind. Biophilic design is so closely tied to human happiness that according to a survey by an American consul-

tancy researching well-being at work, people working in offices where they encountered nature were 15% happier, 6% more productive and 15% more creative. Our offices offer relaxing nature-filled spaces as well as individual HVAC and IoT-enabled remote control* for comfortable, stress-free working experiences for all.

*Specifications vary by property.

Effects of Biophilic Design



Source:HUMAN SPACES :
The Global Impact of Biophilic Design in the Workplace

1, 4, 5. Spacious tenant lounges in H¹O Toranomon providing personalized working environments. 2, 3, 6. H¹O Shibuya-jinnan features nature in every nook and cranny.

Comfort

Relaxed spaces that enhance your company's brand

We want our tenants to be proud of their offices when they welcome new recruits. We want them to look forward to coming to the office every day. Therefore, we have designed the common spaces to exude a luxurious yet relaxed tone.



A nature-filled environment in the middle of the city

Biophilic design is said to positively impact people in a variety of ways including physical and mental health, productivity and creativity. The vividly fresh greenery in our offices as well as the natural sounds, light and aromas nourish the working spirit.



Individual HVAC for just-right heating and cooling

Temperature can easily become a point of contention in an office full of people. Being too hot or cold impinges on concentration, so all of H'O's rooms have individual HVAC, a simple feature that goes a long way in creating a comfortable environment.



IoT-based comfort upon arrival

Office HVAC and lighting can be controlled remotely using a dedicated app, allowing tenants to work in comfort as soon as they arrive. The app also shows how crowded shared spaces like the lounges and restrooms are, eliminating unnecessary movement.



*Specifications vary by property.



Wellness



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Supporting employees' physical and mental health

It is not easy for a newly independent startup or SME to provide benefits for employees, so H¹O offers a rich lineup of healthy foods, social events for tenants and even training for new employees. The private offices and shared spaces are equipped with sterilizing and deodorizing air purifiers.* In this era of 100-year lifespans,

employee health, both physical and mental, is a major asset to teams. Furthermore, attractive benefits and offices are a powerful tool to hire talented new members. Together with its tenant companies, H¹O supports employees' health and growth so that they can work enjoyably and sustainably and maximize their potential.

*Some specifications vary by property.

1. Rooftop of H¹O Shibuya-jinnan. Includes a pleasant space to work surrounded by nature. 2. "Human First Salon" on the first floor of H¹O Shibuya-jinnan. 3. Healthy food for tenants. 4. Each location has free coffee machines stocked with various coffees. 5. Exterior of H¹O Hirakawacho. 6. A well-being-promoting rooftop for work at H¹O Nihonbashi-kobunacho. 7. Each location has tenant lounges where users can chat while grabbing a drink.



Offices built on seven tenets of health management

The Ministry of Economy, Trade and Industry's health management office report highlights the importance of office environments that encourage seven tenets for physically and mentally robust workers. H¹O designs its spaces and services based on these seven tenets.

Seven Tenets to Maintain/Promote Health

	Feel comfortable		Eat properly
	Move your body		Be clean
	Raise health awareness		Take breaks
	Communicate		

Design based on the environment, society, comfort, etc.

The standard specifications of the H¹O series meet a range of design and performance standards such as CASBEE, DBJ Green Building and BELS, furnishing office environments that prioritize the environment, society and comfort.



CASBEE Wellness Office Certification

We have obtained Rank A, the same level as large-scale buildings, in the CASBEE Wellness Office Certification, which evaluates building performance and initiatives to maintain and promote user health and comfort.



DBJ Green Building Certification

We have obtained the Development Bank of Japan's DBJ Green Building real estate certification for adequate consideration of the environment and society.



BELS Certification

The Building-housing Energy-efficiency Labelling System (BELS) is a third-party institutional evaluation for buildings to label energy-saving performance.

*Certifications vary by property.

Wellness-conscious foods build everyday health

We provide healthy foods to tenants for free for breakfast, lunch and snacks. The lineup, which changes every week, rewards tired minds and bodies. Plus, time spent in conversation with colleagues over food at the office can lead to new ideas.



Spaces in which anyone can feel at home

Delivering the highest standards of hygiene is part of H¹O's mission to create offices where people can gather. The private offices and shared spaces utilize interior paint and the latest sterilizing air purification technology and antiviral coating so that anyone can feel at home in these spaces.



1. AeroShield sterilizing air purifiers are installed in the shared lounges. 2. Kaltech photocatalytic antibacterial deodorizing devices are installed in the meeting rooms. 3. A private office with antiviral coating.

*Hygiene measures vary by property.



Wellness seminars for healthy minds and bodies

It's hard to remember to exercise when absorbed in work, but H¹O supports its tenants' physical and mental health with weekly exercise sessions and monthly sports seminars on different themes like yoga.



Tenant Interview

A favorable private office that makes it easy to work

Sosuke Miura

Representative Director, Yamato Inc.
Tenant at H1O Nihonbashi-kobunacho

Room for servers without worrying about the electric bill

Yamato Inc.'s mission is to build AI that can partner with humans in the financial sector to manage assets and measure credit risk. Representative director Sosuke Miura chose H1O Nihonbashi-kobunacho as the company's first location when he founded it, so we asked him, having already expanded Yamato's offices twice inside H1O, what was uniquely appealing about H1O.

You moved into H1O when you transitioned from freelancer to founder, but how did you first hear about H1O?

I was introduced to it by our trust bank. At first, I was looking for a small office but

couldn't find any that fit my criteria, so they told me about H1O. We're an AI company, so we need the electrical capacitance for our servers. Standard pencil towers are utterly insufficient, but on the other hand, increasing capacitance comes with its own challenges - joining an association, carrying out construction, obtaining permits and generally paying high costs. It was then that we were introduced to H1O.

Were you able to design H1O's private offices to make it easy to work when you moved in?

We were also attracted to the fact that there is a breaker in each room and that the electric bill is included in the rent. Furthermore, because our employees often need to dis-

cuss confidential information, we liked that only tenant employees can enter the shared area lounges. The facial recognition is novel and reassuring. We'd looked at numerous other offices, but immediately knew this was the one.

How do your employees use the shared area you mentioned?

They often use the personal rooms to concentrate. I like to take breaks on the roof. I love that I can relax when I want to and be in contact with nature.

Has productivity increased compared with working at home?

Yes, quite a bit. At home, I sometimes worked on the AI at night, but separating the office and my home has eliminated that. It's also made it easy to communicate with employees. We're developing finance AI, so for hard-to-explain things like multidimensional space or the financial sector, it's far easier to do it face-to-face with an actual whiteboard than online with a virtual one.

Two smooth moves

Yamato has moved twice inside H1O - did both times go smoothly?

Yes. We first occupied a small office with two people, so when we added a third, we moved to a larger space. Then, when we purchased a number of servers, we rented another room. Both times were smooth and the staff were flexible in response to our requests, even those regarding server installation and electrical capacitance.

Among the benefits, which functions or services are popular with your employees?

H1O's healthy foods are extremely popular. Despite being a startup, our average employee age is around 40, so we're starting to pay attention to our health. For that reason, I also think H1O's understated, relaxed interiors and locations suit us. We're also grateful for an environment where we can focus almost exclusively on our work.

You're referring to the reception and mail handling by dedicated staff?

Yes. At some shared offices, the staff don't even know the names of all their tenant companies, but at H1O they know the names and provide excellent service, so there's no stress. The cleaning staff are also perceptive when cleaning and free us from tasks like taking out garbage and cleaning restrooms. We also don't overhear any noise.

Is there anything you're not satisfied with?

Actually, we get asked that in the regular questionnaires, and we struggle to answer because we're so satisfied. I mean, we've moved twice inside the same building, so clearly, we like it a lot.



Yamato has installed data servers next to where its employees work. Being able to change the offices to suit the diverse needs of tenants is one of the features of H1O.



Tenant Interview

Well-being at work since moving to H¹O

Kent Kajitani

CEO, Meson, Inc.
Tenant at H¹O Shibuya-jinnan

For Meson, Inc., which leads the extended reality (XR) scene in Japan with its development of spatial computing technology such as augmented reality (AR) and virtual reality (VR), moving their office from a remodeled house to H¹O Shibuya-jinnan to upsize led to increased well-being at work, says CEO Kent Kajitani.

— **What made you decide to move to H¹O when expanding your business?**

I was always picky about offices, so we looked for about half a year, and found out about H¹O from a real estate agent. I remember I was surprised to see a river running through a table in the lounge! Small touches like the sounds of nature in the shared spaces, the light recreating tree shade and the re-

laxing fragrance wafting through made me feel very comfortable.

— **Why did you choose to remove the interior walls when moving in?**

To ensure that communication would not be hindered even if we added personnel in the future. I believe that teams with strong culture produce strong products, so I always focus my time and attention on that. Where you work has a big impact on the team, so we chose H¹O as a solid investment in that.

— **Is there anything else that you value for team-building?**

Once every three months, we devote a day to a “style design workshop” to decide on various company programs and benefits from the ground up. I think this functions to

let employees create their ideal company. We were grateful to be able to turn one room into a workshop space thanks to H¹O allowing changes to the offices.

— **How do people work at Meson?**

We utilize both remote work and in-office work, but certainly value coming into the office and getting face time. I feel that some good ideas come only from random conversations and are hard to achieve with remote work, so particularly for a manufacturing company, it's still important to have a physical location.

— **Do you take many meetings with partner companies at your office?**

With AR and VR, it's often hard to discuss things without a demo, so in those times we have them come to our office. Lately, we've had more dealings with major companies and government agencies, so having a staffed reception helps give the impression that we're a proper company. When we had our office in a house, there was a mismatch between the brand we were aiming for and our office space, so coming to H¹O eliminated that and seems to have made it easier to get partner companies.

The employees are happier since coming to H¹O

— **Does H¹O offer any other functions or services that help refresh employees?**

I use the nap room almost every day. I usually wake up around 5 a.m., take care of company business in the morning and spend time in collaboration or management in the afternoon, so I take a nap around noon to reset.

— **How about your staff?**

Everyone uses the unlimited coffee and soup service, and good conversations can happen when grabbing a drink. I also get excited for the healthy foods like salads and snacks I wouldn't pick on my own, and our entire team eats together.

— **You can't experience it online. Has moving in H¹O changed the work style for each employee or as a team?**

It made us smile more than ever before. The small space of the previous office presumably led to lack of leeway in mind. After moving to H¹O, however, we can work with a sense of well-being.



Experiencing XR content requires special devices, so Meson has set aside a space in the office for demos for partner companies and their own personnel. Because the offices are private, they can play their own music from speakers in the rooms, making their work more enjoyable.

From an era of impressive offices to an era of greater choice

Going forward, what will be asked of offices to increase well-being at work?

Preventive medicine doctor Yoshiaki Ishikawa identifies three elements: concentration, interaction and sacredness.

The three elements of future offices

The so-called era of impressive offices ended with the pandemic. Now, priority is shifting from how lavish the cafeteria food is or whether there is a gym to where the office is located (how close it is) and how many options employees have in choosing their work environment.

Let us consider what kind of office makes employees feel there is value in commuting. When asked, most employees want three types of spaces in an office.

The first is a space in which to concentrate. Rather than adding elements that aid concentration, removing distractions is more effective at achieving this because while the former differs from person to person, the latter is fairly universal. Distractions are things like sounds, smells and being drawn into conversation.

The second is a space in which to interact; in other words, have casual conversation. Many companies are researching this, but so far none have been able to design a better space to stimulate interaction than a smoking area. That said, research into concentration is also just starting, so we should gradually gain more insight into this field as time goes on.

The two types of spaces I've mentioned so far are closely linked to employee well-being. Positive psychologist Martin Seligman writes that a happy life is three things: pleasant, meaningful and engaged. The pleasure is a short-term mental and physical happiness while meaning is feeling that one's work is significant. The third, engagement, is the happiness that comes from becoming absorbed in something, to the point where you lose track of time, and this is easy to

facilitate with the spaces for concentration and interaction that an office provides. Research has also shown that time spent working is more engaging than free time, contributing more to well-being.

The third type of space that employees seek is sacred space – space that increases employee unity. However, what is sacred depends on the company. For example, some companies consider where they were founded to be sacred and locate their headquarters there. Other companies do not consider any particular location to be sacred. Some companies say they value their employees' privacy, but what they mean is that they don't want their employees to be dependent on them. Such companies do not need a sacred space and consider an office to be merely a somewhere employees can immediately concentrate.

How many options can a company provide?

So far, we've looked at trends in what employees want in an office, but an office does not need to fulfill all three of these wishes. These are merely trends, while working environment preferences differ from person to person. However, the fact that most companies make decisions in a top-down fashion makes it almost impossible to grasp and reflect the desires of employees. More than just questions and questionnaires, what matters is how much of a bottom-up system can be implemented, which requires redesigning HR and general affairs departments.

No doubt some employees see no logical reason to come to the office and do so only because their company makes

them. For that reason, it is impossible to give one clear answer to how offices should change to achieve well-being at work.

Most important is to think about how each person wants to work and live. "Work-life balance" is an old phrase, but these things must be considered when designing a work style from scratch. How should the individual spend their day, week and month to maximize well-being? Such thinking will reveal what kind of space that individual should occupy.

However, options are important too. For example, if an employee wants to spend one week a month outside of the city but the company does not allow remote work, the employee has no way to realize that goal.

As the pandemic brings work life and private life closer together than ever before, companies must consider what to do about employees to whom its existing rules about work do not apply. Being able to offer options becomes more important than ever, and for the office, H¹O is one effective option for companies.

Yoshiaki Ishikawa

Born in Hiroshima Prefecture in 1981, Yoshiaki Ishikawa graduated from the School of Integrated Health Sciences, Faculty of Medicine, University of Tokyo, and obtained a master's degree from Harvard University's School of Public Health and a PhD from Jichi Medical University. Conducting interdisciplinary research with companies and universities on the theme of "the good life," he is an outside advisor for Human First Lab, which, like H¹O, is run by Nomura Real Estate Development.



Through our basic services and paid optional services, we offer extensive support to increase productivity and creativity.

Basic Services

Staffed Reception Service

(weekdays 9:00 - 18:00)

- **Reception**
Staff welcome visitors.
- **Mail service**
Mail is delivered to mailboxes.
*Not available at some properties
- **Package delivery when absent**
Packages are delivered to your office or stored at reception even when you aren't there.
*Some items cannot be received.



Private Spaces (Rental Offices)

(24/365)

*Excluding mandatory inspection days

- **Room cleaning**
The rental offices are cleaned (floors cleaned once a week, garbage collected five times a week [weekdays only]).
- **Individual HVAC in all rooms**
Individual HVAC systems allow everyone to work at their preferred temperature.
- **Extension telephones**
Reception and the rental offices are connected by telephone.
- **Utility fees included**
Fees for water and electricity are all included in the rent.
- **Corporation registration for rental office tenants**
Rental office tenants can register as corporations



Shared Spaces (Common Areas)

(24/365)

*Excluding mandatory inspection days

- **Common area wi-fi**
A wireless LAN is available in the shared lounges and meeting rooms.
- **Beverage service**
There are coffee and water machines in the shared lounges.
- **Equipment rental service**
Cables, connectors, etc. are available for meetings.
- **Document dissolution service**
A shared document dissolution service is available.
- **Aroma**
H¹O original aroma machines are installed.
- **Guest use of shared lounges**
Groups of up to four people may use the shared lounges for one hour free as guests.

*Must be accompanied by a tenant.
400 yen per 15 minutes past one hour.



Other

- **Keyless security using biometric authentication**
Security systems use facial or fingerprint recognition.
*IC cards can also be used.
- **Remote control using IoT**
Office HVAC and lighting can be controlled remotely, it is possible to visualize how crowded the shared lounges, restrooms and other common areas are, healthy food and event info can be shared and location information can be verified through IoT.
- **Healthy food service**
Wellness-conscious snacks are provided.
- **Tenant interaction**
Events for tenants to interact are planned.
- **Company nameplate display**
You can display your company's name at the entrance.
- **Showers**
Showers are available to be refreshed.
*Not available at all properties.
- **Delivery boxes**
Biometric authentication-secured delivery boxes are available.
*Not available at all properties.



Optional Services (not included in rental fee)

Private Spaces (Rental Offices)

- **Optional furniture**
Rental offices can be furnished with our designated furniture.
*Consult regarding fees.
- **Movable wall partitions**
These can be removed to accommodate more people.
*Consult regarding fees.
- **Over-capacity rental office usage**
Users may be added beyond the rental office capacity for 30,000 yen/person per month.
*Up to 1.5 times the capacity may be registered.
- **Dedicated internet lines**
Tenants can run LAN lines into their rental offices.
- **Corporation registration for joint tenants**
One joint tenant per office; 10,000 yen per month to register.
*There is a screening process for joint tenants.



Shared Spaces (Common Areas)

- **Meeting rooms**
Meeting rooms are reserved in 15-minute increments.
1 person: 250 yen/15 min
4 people: 800 yen/15 min
6 people: 900 yen/15 min
8 people: 1,000 yen/15 min
10 people: 1,100 yen/15 min
*Meeting room types vary by property.
- **Multifunction machines**
Combination printer-copier-scanners are available for use.
B&W: 10 yen/sheet
Color: 30 yen/sheet
Scan: Free
- **Tea service**
Tea can be served to the meeting rooms.
Water, tea, coffee: 150 yen per bottle



Other

- **Training services**
New employee training, management training, etc. is offered.
*Consult regarding fees.

*The usage fees above do not include consumption tax, etc.
*Please note that services are subject to change.

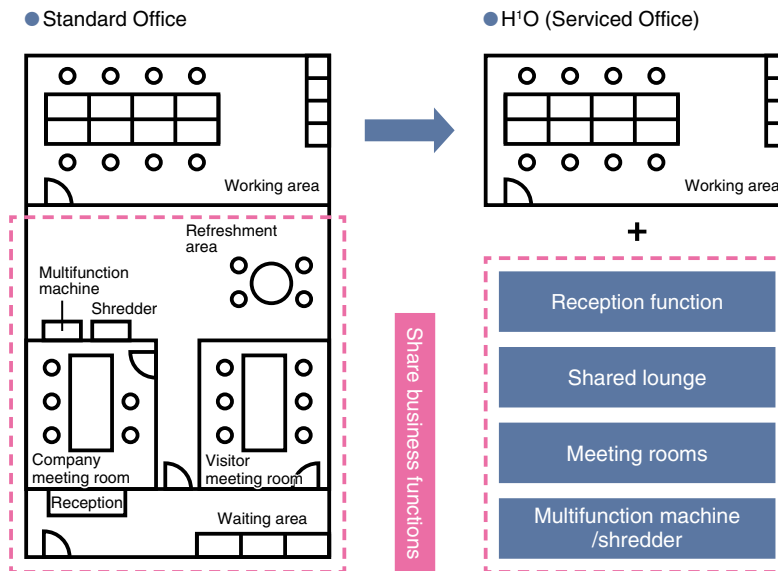


What is a serviced office?

A. A serviced office is a type of office contract in which users contract individual offices from a group of offices with separate security inside a rental office building and pay monthly rent. A feature of such an office is providing not only space for rental but also shared spaces like meeting rooms and lounges as well as optional services such as reception, interactive events and business support. H¹O offers extensive, thoroughly considered services such as visitor welcoming by a staffed reception and visualization of common area crowding via sensors. Furthermore, sharing business necessities like a reception, meeting rooms and refreshment areas optimizes office space and cuts down both initial costs and running costs.

Use meeting rooms and multifunction machines only when needed. Optimize floor area through sharing. Pay only the monthly rent with utilities, cleaning and services like a staffed reception included. Cut down on running costs.

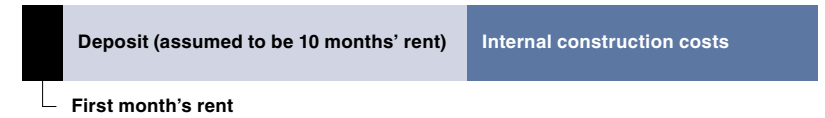
	Office contract	Shared spaces	Meeting rooms	Corporation registration	Staffed services
Serviced office	○	○	Paid option	○	○
Rental office	○	○	Paid option	○	—
Shared office	×	○	○	△	△
Virtual office	×	△	△	○	—
Coworking office	△	○	△	△	△
Incubation office	○	○	○	○	○



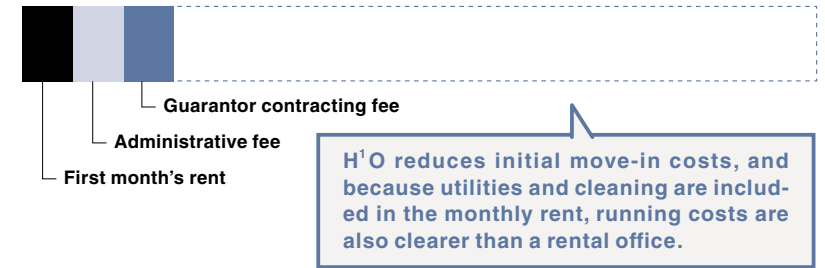
How much does it cost to move in?

A. The upfront costs are one month's administrative fee, first month's rent and the fee to sign a guarantor contract with our designated guarantor company. Moving into a standard rental office generally costs 6- 12 months' rent as a deposit plus internal construction costs, but H¹O does not charge these.

Rental Office



H¹O (Serviced Office)



How soundproof are the private office spaces?

A. H¹O provides completely private office rooms. The partitions make it impossible to see inside the office from the shared corridor and the design ensures privacy and soundproofing for tenant companies.

*The offices are not completely soundproof.



Is it possible to expand the office if employees or staff increase?

A. If the room is available, expansion is possible. Some tenant companies rent an entire floor while others rent two offices. Partitions can also be removed to connect two offices for combined usage.

*Subject to availability.
*There is a fee to remove partitions.

There are four steps to contracting with H¹O, from visiting to receiving the office and moving in.

01

Reserve a visit

Please inform us of your preferred date to visit from our website.

● Reserve a visit/contact us

● Contact us by telephone

Office Building Department (1),
Nomura Real Estate Development

0120-888-425

Hours: 9:00-17:40
(excluding weekends and holidays)

02

Apply

Please prepare the required documents and apply. We will evaluate your application and interview you.

● Required documents

○ Applying as a corporation

- Company overview (that explains your business and shareholder composition)
- Company seal registration certificate (no older than three months)
- Certificate of full registry record (no older than three months)
- Financial statement (two periods; detailed)

○ Applying as an individual

- Application form
- Copy of ID (photo ID such as driver's license, passport, etc.)
- Seal registration certificate (no older than three months)
- Certificate of residence (no older than three months; domicile omitted)
- Resumé
- Income statement (tax certificate slip, tax payment certification, etc.)

*In some cases, we may require additional documents.
*Please note that based on the evaluation, we may not be able to fulfill your preferences.

03

Sign contract and pay

We will notify you of the evaluation results a few days after you submit the required documents. If successful, the contract date and move-in date will be decided. The contract starts after we receive the initial payment.

● Contract terms & conditions

Parties	Corporations and individuals
Type	Fixed-term building lease agreement
Period	24 months (terminable early with three months' notice)
Initial fee	About two months' rent

*We ask tenants to sign a guarantor contract with our designated guarantor.
*Monthly rent is calculated by number of days from the usage start date.

04

Receive office and move in

Once the contract process is complete, you will receive a facility explanation and security registration and can begin using your office.

Please visit our website for information on our locations.

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Commercial Real Estate Development &
Management Division I
Nomura Real Estate Development

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NEW VALUE, REAL VALUE — N.R.E.Group
 **NOMURA REAL ESTATE DEVELOPMENT**

**Office Building Department (1)
Commercial Real Estate Development & Management Division I
Nomura Real Estate Development**

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