

[English translation for the sake of convenience. Original written in Japanese language.]

**Camera and Imaging Products Association  
Rules on the Establishment and  
Management of Committees and Working Groups**

**Camera and Imaging Products Association  
General Incorporated Association**

## **Chapter I General Provisions**

### **Article 1 Purpose**

These Rules govern the establishment, alteration, abolition and activities of the committees and working groups of the Camera and Imaging Products Association (hereinafter referred to as CIPA).

### **Article 2 Establishment of committees and working groups**

According to Article 37 of the Articles of Association, the committees and the working groups (the subordinate organizations of the committees) listed in Schedule I shall be established as advisory bodies to the Board of Directors. The matters to be referred to the committees and the duties of each working group are specified in Schedule I.

### **Article 3 Establishment, alteration and abolition of committees, etc.**

1. The Board of Directors may, by its resolution, establish a new committee or working group, abolish an existing committee or working group, and alter the matters to be referred to the committees or the duties of the working groups. The same applies to any change in the name of an existing committee or working group.
2. In the case of the establishment, alteration, abolition or change in the name as specified in the preceding paragraph, the Representative Directors shall immediately and properly revise Schedule I to reflect such establishment, alteration, abolition or change in the name.
3. Any committee may propose to the Board of Directors the establishment of a new working group, the abolition of an existing working group or the alteration of its duties. The same applies to changes in the name of an existing working group.

### **Article 4 Members of a committee, a working group or a subcommittee**

1. Any regular or supporting member that wishes to participate in committee activities shall submit a written application specifying the following matters (in the form set forth in Schedule II) to the Representative Directors:
  - (1) The name of the committee in which the member wishes to participate
  - (2) The name, department and title of the person to be appointed as a committee member and the name and address of the corporation to which he or she belongs (if such a corporation is not a member of CIPA, a written explanation of the relationship with a member of CIPA shall be given), and the means of contact with him or her (including e-mail address)
2. A committee member may appoint one assistant committee member. An assistant committee member shall be a director, an executive officer (including an operating officer as defined in the Companies Act (Act No. 86 of 2005), the same shall apply hereinafter) or a general manager or any other employee of a regular member or supporting member who has appointed the committee member having the right to appoint the said assistant

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committee member (hereinafter called “Participant Member”) or any other corporation within the same corporate group as the said corporation that satisfies the qualifications specified in Paragraph 1 of Article 10 or Paragraph 1 of Article 11 of the Articles of Association. If a committee member is unable to attend the committee meeting, his or her assistant committee member may attend such a meeting and exercise his or her voting right by proxy.

3. A committee member may appoint working group members and assistant working group members to undertake his or her activities in a working group in which the Participant Member that appointed the committee member participates. A committee member appointed by the Participant Member who is a director member of CIPA may appoint two (2) working group members and two (2) assistant working group members. Any other committee member may appoint one (1) working group member and one (1) assistant working group member. Both the working group member and the assistant working group member shall be a director or an executive officer or a general manager or any other employee of the Participant Member or any other corporation within the same corporate group as the said corporation that satisfies the qualifications specified in Paragraph 1 of Article 10 or Paragraph 1 of Article 11 of the Articles of Association. A committee member may hold the post of a working group member or an assistant working group member concurrently.
4. In appointing an assistant committee member, a working group member or an assistant working group member, the committee member shall send a Representative Director prior written notice of such an appointment specifying the following (in the form set forth in Schedule II);
  - (1) The name of the committee or the working group subject to the appointment
  - (2) The name, department and title of the person to be appointed as an assistant committee member, a working group member or an assistant working group member and the name and address of the corporation to which he or she belongs (if such a corporation is not a member of CIPA, a written explanation of the relationship with a member of CIPA shall be given), and the means of contact with him or her (including e-mail address)
5. Any Participant Member may dismiss a committee member it has appointed and appoint a new committee member at any time.
6. Any committee member may dismiss an assistant committee member, a working group member or an assistant working group member that the said committee member appointed and appoint a new assistant committee member, working group member or assistant working group member at any time.
7. When a committee member, an assistant committee member, a working group member or an assistant working group member is replaced with a new one according to the preceding two paragraphs, the Participant Member or the committee member, as applicable, shall immediately notify a Representative Director of the replacement in writing (in the form set forth in Schedule II).
8. A working group member may appoint sub-working group members or assistant sub-working group members to take charge of the activities in a sub-working group as

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provided for in Article 16. A working group member appointed by a committee member whose nominator (Participant Member) is a director member may appoint two (2) sub-working group members and two (2) assistant sub-working group members. Any other working group member may appoint one (1) sub-working group member and one (1) assistant sub-working group member. Both the sub-working group member and the assistant sub-working group member shall be a director or an executive officer or a general manager or any other employee of the corporation to which the working group member appointing such a sub-working group member or assistant sub-working group member belongs or any other corporation within the same corporate group as the said corporation that satisfies the qualifications specified in Paragraph 1 of Article 10 or Paragraph 1 of Article 11 of the Articles of Association. A working group member or an assistant working group member may hold the post of a sub-working group member concurrently.

9. In appointing a sub-working group member or an assistant sub-working group member in accordance with the preceding paragraph, a working group member shall send prior written notice (in the form set forth in Schedule II) specifying the name, department and title of such a sub-working group member or assistant sub-working group member and the name and address of the corporation to which he or she belongs (if such a corporation is not a member of CIPA, a written explanation of the relationship with a member of CIPA shall be given), and the means of contact with him or her (including e-mail address) to the chair of the working group concerned without delay.

#### **Article 5 Expulsion of committee members**

1. In any of the following cases, the Board of Directors may, by its resolution, expel the committee member. For the purpose of Subparagraphs (2) and (3) hereof, the term “committee member” shall include an assistant committee member, a working group member and an assistant working group member appointed by the said committee member, and a sub-working group member and an assistant sub-working group member appointed by the said working group member (hereinafter called “Appointee”).
  - (1) The Participant Member that appointed the committee member has failed to pay the expenses for committee activities.
  - (2) The committee member has disturbed the activities of the committee or working group, has committed any violation of Paragraph 2 of Article 18 of the Articles of Association, or has otherwise hindered the attainment of the purposes of CIPA.
  - (3) The committee member has breached its obligation to maintain the confidentiality of information concerning the activities of the committee or working group (including restrictions on the use of information), creating a considerable hindrance to the business activities of the other Participant Members.
2. If a committee member is expelled according to Subparagraph (1) of the preceding paragraph, the Participant Member may not appoint a new committee member until it has paid in full the outstanding expenses for committee activities.
3. If a committee member is expelled according to Subparagraph (2) or (3) of Paragraph 1 and the committee member’s conduct is regarded by the Board of Directors as malicious, the Board of Directors may, by its resolution, order the suspension of the Participant Member’s participation in any committee activity; provided that the period of suspension

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shall not exceed six months from the date of expulsion.

4. If a committee member is expelled according to Paragraph 1, all the Appointees related to the said committee member shall be deemed expelled simultaneously.
5. In the case of expulsion according to Subparagraph (2) or (3) of Paragraph 1 or the suspension of participation according to Paragraph 3, the Board of Directors shall, before taking its resolution, notify the committee member (including any Appointee who has been the originator of the cause of the expulsion, as required) and the Participant Member in question, of the reason for such action and provide an opportunity to be heard before the Board of Directors.

#### **Article 6 Chair and vice chairs of each committee**

1. The Board of Directors, by its resolution, shall appoint a chair and a few vice chairs for each committee from among the committee members.
2. The term of office for the chair and the vice chairs shall be two years; provided that they may be reappointed.
3. Notwithstanding the preceding paragraph, the Board of Directors may dismiss the chair or any of the vice chairs at any time, by its resolution.
4. If the chair or any of the vice chairs loses their position as a committee member, they shall lose their position as chair or vice chair simultaneously.
5. The chair shall coordinate the committee's activities as commissioned by the Board of Directors.
6. The vice chairs shall assist the chair and take on the chair's duties under the direction of the chair.

#### **Article 7 Chair and vice chairs of each working group**

1. Within each working group, the working group members shall elect a chair and one or more vice chairs of the working group from among them.
2. The term of office for the chair and the vice chairs of each working group shall be two years; provided that they may be reappointed.
3. Notwithstanding the preceding paragraph, any working group may dismiss the chair and any of the vice chairs at any time with the consent of a majority of the current members.
4. If the chair or any of the vice chairs loses their position as a working group member, they shall lose their position as chair or vice chair simultaneously.
5. The chair of a working group shall coordinate the working group's activities as commissioned by the chair of the committee to which the working group belongs.
6. The vice chairs shall assist the chair and take on the chair's duties under the direction of

the chair.

## **Chapter II Committee activities**

### **Article 8 Role of each committee**

1. Each committee shall be responsible for deliberating on matters referred to it by the Board of Directors, forming a conclusion and submitting it to the Board of Directors.
2. No committee may submit a conclusion or represent opinions to the Board of Directors without approving the same by its resolution.

### **Article 9 Convocation of meetings**

1. Each committee member may convene a meeting as required. In this case, a convocation notice specifying the outline of the topic or question shall be sent to all committee members no later than one week prior to the date of the meeting.
2. Notwithstanding the preceding paragraph, the convocation procedure may be waived with the consent of all committee members.

### **Article 10 Attendance at meetings**

1. Any committee member who is unable to attend a committee meeting in person may participate in the voting at the meeting by means of either having the assistant committee member appointed by him or her attend the meeting by proxy or submitting a document specifying whether he or she is for or against the respective proposed resolutions mentioned in the convocation notice (hereinafter called the "Voting Document") or a proxy statement to authorize any other committee member attending the meeting (including the chairperson of the meeting) to exercise his or her voting right in proxy (hereinafter called "Power of Attorney") to the chair of the committee prior to the meeting.
2. A committee member or an assistant committee member attending a committee meeting in his or her place may be accompanied by a person who is knowledgeable regarding the topic being discussed at the meeting so that the committee member or assistant committee member can obtain explanations or other support from this person, with the prior approval of the chair of the committee; provided that the accompanying person shall be a director, an executive officer, a general manager or any other employee of the Participant Member that appointed the committee member or any other corporation within the same corporate group as the said corporation that satisfies the qualifications specified in Paragraph 1 of Article 10 or Paragraph 1 of Article 11 of the Articles of Association.
3. The chair of a committee may invite special members to a meeting to hear their opinions or explanations as the chair deems necessary after consultation with the vice chairs.

### **Article 11 Preliminary conference on topics**

Before a meeting, the chair of a committee shall provide all the committee members with the information necessary for the discussion on the topic, including the details of the proposed resolutions, and facilitate a preliminary conference among the Participant Members. Such provision of information and preliminary conference may be carried out by e-mail or other appropriate means.

### **Article 12 Discussions and resolutions at a meeting**

1. At a meeting of a committee, the chair of the committee shall chair the meeting. If the chair of the committee is unable to attend the meeting, relevant vice chair shall chair the meeting according to the order of the vice chairs specified by the chair of the committee beforehand.
2. The chair of a meeting shall not begin the discussion if a majority of the current committee members are not in attendance at the meeting. For the purpose of this article, the attendance in proxy of an assistant committee member or the submission of Voting Documents or Power of Attorney in accordance with Paragraph 1 of Article 10 shall be regarded as the attendance of the committee member.
3. Each committee member attending a committee meeting shall be entitled to one vote.
4. A resolution of the committee shall require two-thirds of the total number of votes the committee members attending the meeting are entitled to. If a resolution is to be reported to the Board of Directors, the chair of the meeting shall promptly report it to the Board of Directors after the resolution has been passed.
5. Notwithstanding the preceding paragraph, if a minority votes against the resolution with sufficient reasons, the chair of the meeting may declare that the resolution has failed to pass, and remand the matter in question for further discussion at another meeting.

### **Article 13 Minutes of meetings**

1. The Secretary General or an official of the Secretariat appointed by the Secretary General shall, at the request of the chair of a committee meeting, attend the meeting to keep the minutes of the meeting, providing a summary of the progress and the results of the discussion, the names of those attending and the means of exercising voting rights (by attendance of the committee member in person, by attendance by proxy of his or her assistant committee member or by submission of a Voting Document or Power of Attorney).
2. The chair of the meeting shall distribute (including sending by e-mail or providing on CIPA's website, with prior notice, accessible by any and all Directors, Auditors and committee members) a copy of the minutes mentioned in the preceding paragraph to all the Directors, the Auditors and the members of the committee (whether they attended the meeting or not) within 30 days from the date of the meeting.

### **Chapter III Activities of working groups**

#### **Article 14 Role of each working group**

1. Each working group shall be responsible for deliberating matters referred to the working group by the Board of Directors, forming a conclusion and submitting it to the committee to which the working group belongs as a proposal for the committee's conclusion to be submitted to the Board of Directors.
2. No working group may submit a conclusion or represent opinions to the committee to which it belongs unless it has fully discussed the matter.

#### **Article 15 Deliberations of the working groups**

1. The chair of a working group may, in consultation with the vice chairs, proceed with deliberations by holding a discussion at a meeting, by conducting a debate through e-mail or other appropriate means; provided that the deliberations shall be open to all working group members belonging to such a working group.
2. A working group member who is unable to attend a working group meeting in person may participate in the deliberations at the meeting by means of either having his or her assistant working group member appointed in accordance with Paragraph 3 of Article 4 attend the meeting by proxy or submitting a document specifying whether he or she is for or against the respective agenda of the deliberations.
3. At a meeting of a working group, a working group member or an assistant working group member attending the meeting in his or her place may be accompanied by not more than three persons who are knowledgeable regarding the topic being deliberated on at the meeting so that the working group member or assistant working group member can obtain explanations or other support from such person(s), with the prior approval of the chair of the working group; provided that the accompanying person(s) shall be a director, an executive officer, a general manager or any other employee of the Participant Member who appointed the committee member having the right to appoint the working group member or the assistant working member, or any other corporation within the same corporate group as the said corporation that satisfies the qualifications specified in Paragraph 1 of Article 10 or Paragraph 1 of Article 11 of the Articles of Association.
4. When the members of a working group reach a conclusion through deliberations as mentioned in Paragraph 1, the chair of the working group may submit the conclusion to the committee as a proposal.
5. Notwithstanding the preceding paragraph, when the chair of a working group recognizes that the matter has been fully deliberated on, the chair may conclude the deliberations in consultation with the vice chairs and, an opinion on which the current working group members not less than the prescribed proportion as mentioned in Schedule I have agreed may be submitted to the committee as a proposal from the working group. In computing the number of members who agree on an opinion as mentioned in the precedent sentence, any member who fails to express his or her agreement or disagreement on a deliberated matter within a reasonable time determined by the chair of a working group shall be deemed as being in agreement.

#### **Article 16 Establishment, alteration and abolition of a sub-working group**

1. If the chair of a working group thinks it appropriate that the matters to be referred to the duties of the working group should be examined by a small number of members, the chair may, in consultation with the vice chairs, establish a sub-working group responsible for examination of the matter.
2. The matter examined by the sub-working group according to the preceding paragraph shall be redeliberated on by the working group.
3. Any deliberations at a sub-working group shall be operated in accordance with the procedures as provided for in relation to the deliberations at a working group.

### **Chapter IV Expenses for committee activities**

#### **Article 17 Expenses for committee activities**

1. The Participant Members shall cover the expenses for committee activities as specified in Schedule III, which are expended for the activities of the committees and working groups in which the Participant Members participate; provided that no Participant Member shall bear the general administrative expenses specified by the Board of Directors.
2. Changes in the amount to be paid by a Participant Member shall be planned and proposed to the Board of Directors by the chairs of the committees.
3. The Board of Directors shall implement changes to the amount to be paid by a Participant Member pursuant to the procedure specified in Paragraph 6 of Article 16 of the Articles of Association. With regard to the establishment or abolition of expenses for committee activities as a result of the establishment or abolition of a committee or working group according to Paragraph 1 of Article 3 hereof, there shall be no requirement to follow the procedure specified in Paragraph 6 of Article 16 of the Articles of Association.
4. In the case of a change as mentioned in the preceding paragraph, the Representative Directors shall immediately and appropriately revise Schedule III to reflect such change.
5. The Participant Members shall pay CIPA the amount calculated according to Schedule III, following the method of payment specified at the end of Schedule III.

### **Chapter V Role of the Secretariat and duty to maintain confidentiality**

#### **Article 18 Role of the Secretariat**

1. The Secretariat shall be responsible for the general affairs of the committees and the working groups.
2. The Secretariat shall, under the direction of the chair and the vice chair of CIPA, support the chairs and vice chairs of the committees and the working groups so as to facilitate the

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efficient management of the committees and the working groups.

3. The Secretary General shall coordinate the Secretariat.
4. The Secretariat shall not delegate its duties to others without the approval of the Board of Directors.

#### **Article 19 Secretariat's duty to maintain confidentiality**

The Secretariat shall maintain confidentiality regarding confidential information provided by the Participant Members or learned through the activities of the committee and working groups.

## **Chapter VI Management**

#### **Article 20 Business and budget**

1. The chair of each committee shall draft a business plan and a budget for the committee every business year according to the guidelines set out beforehand by the Board of Directors and submit them to the Board of Directors.
2. After the business plan and the budget are approved by resolution of the Board of Directors as specified in Article 47 of the Articles of Association, each committee shall be managed according to the business plan and budget.
3. At the end of each business year, the chair of each committee shall prepare a business report and a statement of accounts for the year and submit them to the Board of Directors.
4. The Board of Directors may have the chair of a committee report on its business whenever necessary.

#### **Article 21 Enactment of bylaws on management**

1. Any committee may enact bylaws on management to facilitate the efficient running of the committee.
2. Any committee may enact bylaws on management for each working group instead of for the whole committee.
3. The enactment, alteration and abolition of bylaws on management shall become effective with the approval of the Board of Directors.

## **Chapter VII Others**

#### **Article 22 Revision of rules**

The revision of the rules herein shall be made by resolution of the Board of Directors.

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**Article 23 Supplementary provision**

These Rules shall come into effect on the date of the foundation of CIPA.

Effective as of July 1, 2002

Revised on July 23, 2002

Revised on May 27, 2003

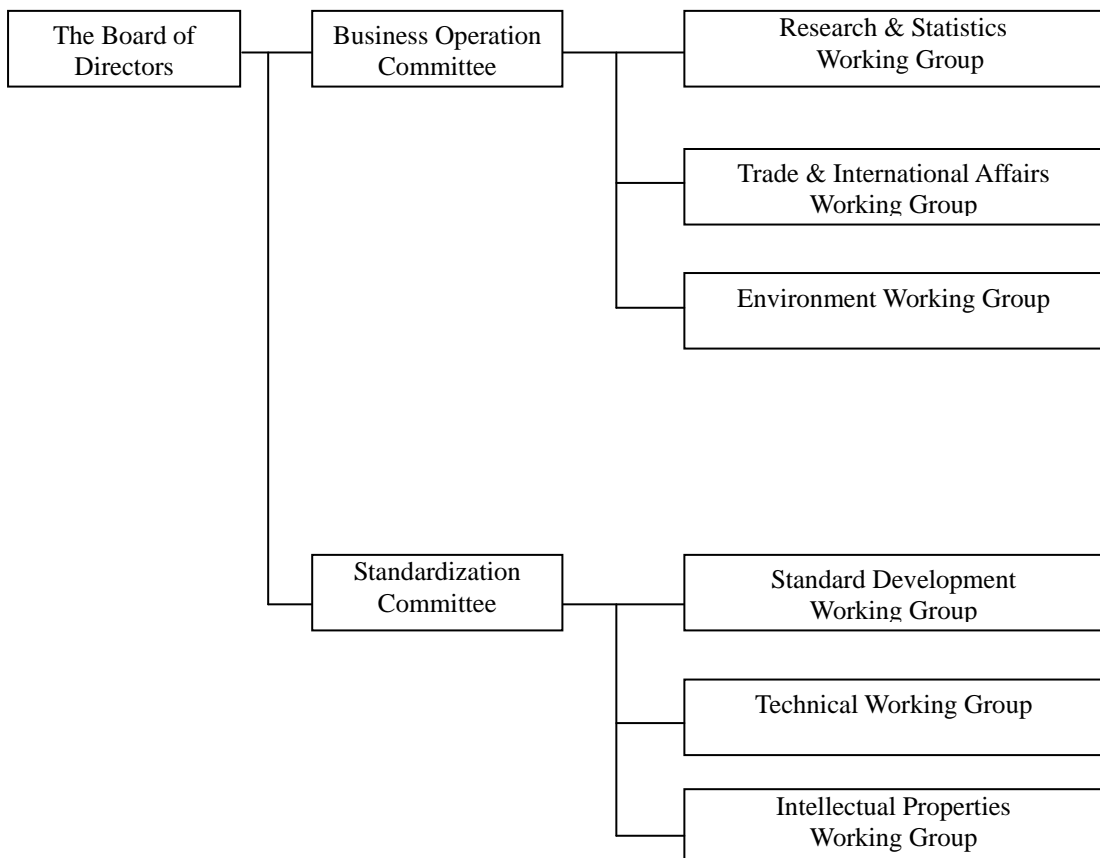
Revised on January 27, 2009

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**Schedule I**

Schedule I (1)

Formation of committees



Schedule I (2)

Standardization Committee	Matters referred to the Committee	
CIPA refers basic matters concerning standardization to the Standardization Committee.	1	Planning and consultations concerning standards related to the business of the CIPA
	2	Establishment, alteration, abolition and promotion of CIPA standards
	3	Suggestion for the establishment, alteration and abolition of the standards of ISO/IEC and JIS and their promotion
	4	Research on trends in standardization in Japan and overseas and exchanges with organizations promoting standardization
	5	Treatment of intellectual property related to standardization activities
	6	Research on industrial property rights, copyrights and other intellectual property related to the business of the CIPA
	7	Requests and opinions on problems concerning intellectual property related to the business of the CIPA
	8	Standardization related to the business of the CIPA
	9	Management of working groups <ul style="list-style-type: none"> <li>• Planning of the establishment, alteration and abolition of working groups and reporting to the Board of Directors</li> <li>• Selection of matters for discussion in working groups and reporting to the Board of Directors</li> <li>• Examination of matters determined by working groups and reporting to the Board of Directors</li> </ul>

Schedule I (3)

Standardization Committee Standard Development Working Group	Duties
The Standard Development Working Group undertakes the activities specified on the right concerning standards. The prescribed proportion under Paragraph 5 of Article 15 in the Rules on the Establishment and Management of Committees and Working Groups shall be three-fourths (3/4).	<ol style="list-style-type: none"> <li>(1) Activities concerning standards for digital cameras, film cameras and related devices, instruments and software</li> <li>(2) Recommendations concerning standards to international standardization organizations, such as the ISO/IEC, and activities concerning the establishment of international standards</li> <li>(3) Activities concerning cooperation and joint examination with other industrial associations and standardization organizations in Japan and overseas</li> <li>(4) Preparation of written explanations to deepen the understanding of manufacturers concerning standards</li> </ol>

Schedule I (4)

Standardization Committee Technical Working Group	Duties
<p>The Technical Working Group undertakes the activities specified on the right concerning the technology of cameras. The prescribed proportion under Paragraph 5 of Article 15 in the Rules on the Establishment and Management of Committees and Working Groups shall be three-fourths (3/4).</p>	<ol style="list-style-type: none"> <li>(1) Activities concerning standards for technologies and notations for digital cameras, film cameras and related devices, instruments and software                             <ul style="list-style-type: none"> <li>• Recommendations concerning standards to international standardization organizations, such as ISO/IEC, and activities concerning the establishment of international standards</li> <li>• Recommendations to standardization organizations in Japan concerning JIS and other standards</li> <li>• Activities concerning the standards of the CIPA</li> <li>• Activities concerning the alteration and abolition of existing standards</li> <li>• Activities concerning consistency between existing standards</li> </ul> </li> <li>(2) Activities concerning cooperation and joint examination with other industrial associations and standardization organizations in Japan and overseas</li> <li>(3) Drafting of common notations of functions and performance related to the application of the standards in (1)</li> </ol>

Schedule I (5)

Standardization Committee Intellectual Properties Working Group	Duties
<p>The Intellectual Properties Working Group undertakes the activities specified on the right. The prescribed proportion under Paragraph 5 of Article 15 in the Rules on the Establishment and Management of Committees and Working Groups shall be three-fourths (3/4).</p>	<ol style="list-style-type: none"> <li>(1) Research concerning industrial property rights, copyrights and other intellectual property related to standardization</li> <li>(2) Requests and opinions on problems concerning intellectual property related to standardization</li> </ol>

Schedule I (6)

Business Operation Committee	Matters to be referred to the Committee	
CIPA refers basic matters concerning response to comprehensive problems within the industry, research and statistics, trade law, etc. to the Business Operation Committee.	1	Response to comprehensive problems within the industry
	2	Research and statistics on market trends and others
	3	Trade law related to the business of CIPA
	4	Business related to environmental problems

Schedule I (7)

Business Operation Committee Research & Statistics Working Group	Duties
<p>Research &amp; Statistics Working Group undertakes the activities specified on the right.</p> <p>The prescribed proportion under Paragraph 5 of Article 15 in the Rules on the Establishment and Management of Committees and Working Groups shall be one-half (1/2).</p>	<p>(1) Research and statistics on markets related directly or indirectly to the business of CIPA</p> <p>(2) Research on other problems related to the business of CIPA</p>

Schedule I (8)

Business Operation Committee Trade & International Affairs Working Group	Duties
<p>Trade &amp; International Affairs Working Group undertakes the activities specified on the right.</p> <p>The prescribed proportion under Paragraph 5 of Article 15 in the Rules on the Establishment and Management of Committees and Working Groups shall be one-half (1/2).</p>	<p>(1) Research on trade law related to the business of CIPA and the planning of measures to deal with this</p> <p>(2) Research on problems concerning domestic and foreign laws and regulations and the planning of measures to deal with these</p> <p>(3) Negotiations with competent agencies concerning laws and regulations</p> <p>(4) Liaison with other organizations at the international level</p> <p>(5) Market research and promotional activities at the international level</p>

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Schedule I (9)

Business operation Committee Environment Working Group	Duties
The Environment Working Group undertakes the activities specified on the right. The prescribed proportion under Paragraph 5 of Article 15 in the Rules on the Establishment and Management of Committees and Working Groups shall be one-half (1/2).	(1) Collection of information concerning related laws and guidelines, and examination and recommendations concerning measures to deal with these (2) Research and analysis on restrictions regarding quality, safety or environmental issues related to the business of CIPA

Effective as of July 1, 2002  
Revised on May 27, 2003  
Revised on May 18, 2004  
Revised on January 27, 2009

**Schedule II**

**Report on the Appointment/Dismissal of Committee Member, etc. (Form)**

Date:

\_\_\_\_\_  
(Name)  
Representative Director  
Camera and Imaging Products Association

Dear Sir:

We hereby report the appointment/resignation of the following committee member(s)/ assistant committee member(s), working group member(s) or assistant working group member(s) regarding participation in the activities of the committee/working group.

Category of membership: regular/supporting member

Name of member: \_\_\_\_\_

Person in charge: \_\_\_\_\_

1. Name of committee/working group participated in: \_\_\_\_\_
2. Committee member(s), assistant committee member(s), working group member(s) or assistant working group member(s) to be appointed/resigned

	Committee member / assistant committee member/ working group member/ assistant working group member	Name	Address/phone/fax/e-mail * Only in the case of appointment	Appointment/resignation * Circle either of these
1				Appointment/resignation
2				Appointment/resignation
3				Appointment/resignation
4				Appointment/resignation
5				Appointment/resignation
6				Appointment/resignation
7				Appointment/resignation
8				Appointment/resignation
9				Appointment/resignation
10				Appointment/resignation

3. Effective date of appointment/resignation: \_\_\_\_\_

**Schedule II-2**

**Report on the Appointment/Dismissal of Sub-working group Members or Assistant  
Sub-working group Members (Form)**

Date:

\_\_\_\_\_  
(Name)  
Chair of the Working Group  
Working Group  
Camera and Imaging Products Association

Dear Sir:

We hereby report the appointment/resignation of the following sub-working group member(s)/ assistant sub-working group member(s) regarding participation in the activities of the sub-working group.

Category of membership: regular/supporting member

Name of member: \_\_\_\_\_

Name of the Working Group:

Person in charge: \_\_\_\_\_

1. Name of sub-working group participated in: \_\_\_\_\_
2. Sub-working group member(s)/assistant(s) to be appointed/resigned

	Sub-working group member/ assistant sub-working group member * Circle either of these	Name	Address/phone/fax/e-mail * Only in the case of appointment	Appointment/resignation * Circle either of these
1	Member/assistant			Appointment/resignation
2	Member/assistant			Appointment/resignation
3	Member/assistant			Appointment/resignation
4	Member/assistant			Appointment/resignation
5	Member/assistant			Appointment/resignation
6	Member/assistant			Appointment/resignation
7	Member/assistant			Appointment/resignation
8	Member/assistant			Appointment/resignation
9	Member/assistant			Appointment/resignation
10	Member/assistant			Appointment/resignation

3. Effective date of appointment/resignation: \_\_\_\_\_

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**Schedule III**

Schedule III (Expenses for committee activities)

Committee	Working group	Expenses for committee activities (monthly)
Business Operation Committee	Business Operation Committee	¥0
	Research & Statistics Working Group	¥0
	Trade & International Affairs Working Group	¥0
	Environment Working Group	¥0
Standardization Committee	Standardization Committee	¥0
	Standard Development Working Group	¥0
	Technical Working Group	¥0
	Intellectual Properties Working Group	¥0

- 1) Participant Members shall pay the total amount representing the expenses for the committee(s)/working group(s) in which the members participate.
- 2) Participant Members shall pay their portion of the expenses for the whole of each month and may not make a partial payment. The actual conditions related to the activities, such as the number of days when meetings are actually held, shall not affect the monthly payment.
- 3) Each Participant Member shall pay their portion of the monthly expenses into the account of the CIPA by the end of the preceding month. Any member that starts participation during the month shall pay the expenses for the month immediately after participation.

Effective as of July 1, 2002

Revised on May 27, 2003

Revised on May 18, 2004

Revised on January 27, 2009