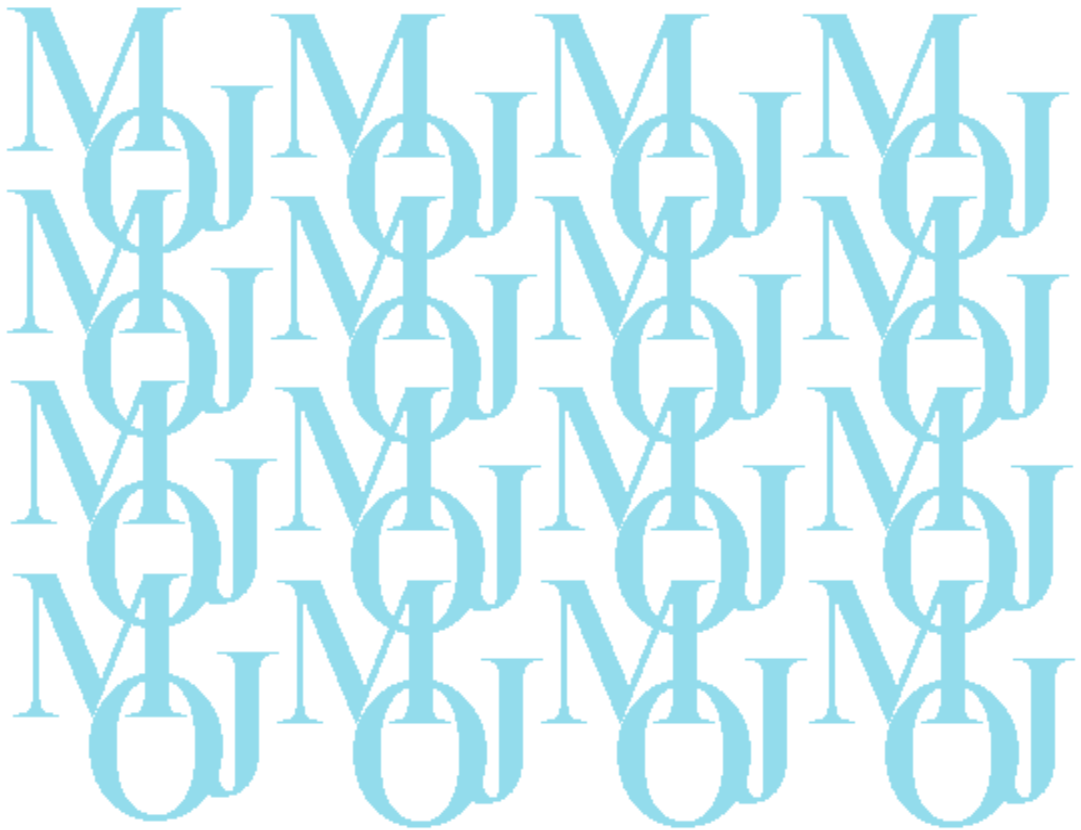


Reference material



Reference material 1

Commentary on attached documents to be prepared

Reference material 2

Reference cases of application for approval (Reference examples of application documents)

Reference material 3

Notification/report obligations

Reference material 4

Outline of the system of GJB (registered foreign lawyer) and scope of professional activities

Reference material 1
Commentary on attached documents to be prepared

Section 1

Application for approval

1. Approval application form

Fill in the appropriate columns correctly based on your accompanying documents so that you will not make any incorrect descriptions, such as the title of foreign lawyer and the name of the jurisdiction of your primary qualification.

You need to affix prescribed photos and revenue stamps to the application form. Recently, many applicants affix photos and revenue stamps and appended their signatures after the Ministry of Justice staff finished checking out the applicants' descriptions on the application form.

Even if you need to correct your descriptions on the application form when filing an application, you may correct it on site (in this case, you need to append your signature in the description you have corrected).

If you use English in the prescribed columns, you do not have to attach a translated version in Japanese.

In the case of a Preliminary Examination, you should fill out an approval application form like the application for approval (the Ministry will handle it as a “copy” of application form draft because it is not an application for approval in reality). To clearly distinguish it from an approval application form, do not affix your photo.

As a Preliminary Examination is available for free, you don't have to affix revenue stamps.

(Refer to description example of approval application form at the end of Reference material 1.)

2. Accompanying documents for approval application form

You should carefully read the following descriptions and attach the appropriate documents based on your personal situation.

✚ Statement in the format provided by the Minister

When preparing your Statement, fill out the format after understanding (a) to (f), Item 1, Article 4 of the Regulation as well as the descriptions of this Manual. As for how to fill out the format, please pay attention to the comments on the Statement form.

If you are not sure about how to describe your personal situation, the Ministry is able to provide better advice if you explain your personal conditions in an organized manner.

We also would like you to pay attention to the following points.

1) As we provide Statement forms in Japanese and English, you should use one of

these formats and submit it after appending your signature by yourself.

If you use English in the prescribed columns for either format, you do not have to attach a translated version in Japanese.

(Note) If you use another sheet, it will be an accompanying document. In this case, you need to submit a translated version in Japanese.

2) When filling in your Statement, you should make correct descriptions in line with your accompanying documents, such as certificates. Check out your descriptions again before submitting it. The more errors you have on your Statement, the longer it will take for you to complete the procedures.

(Refer to description example of Statement at the end of Reference material 1.)

Curriculum vitae

If you clearly state your personal history, including your academic background, qualification acquisition date and job history, in the personal history section in your Statement, there may be a case that the Ministry will regard it as your “curriculum vitae.”

Nonetheless, we might require you to prepare a curriculum vitae or written statement about your job history because we need it for review purposes. In this case, we will tell you how you should prepare your document from appropriate perspectives, according to your personal situation.

There is no prescribed curriculum vitae form. Please submit your curriculum vitae in an appropriate format. The form provided on the JFBA website (the form of curriculum vitae submitted to JFBA at the time of registration) can also be used.

Copy of passport, residence card, special permanent resident certificate, or other ID

When filing an application, you should bring your passport (if you are a foreigner, residence card or special permanent resident certificate is also acceptable) with you. We will make a photocopy of necessary portions.

If you are a Japanese citizen, you may submit the original copy of your family register instead of your passport.

In the case of Preliminary Examination, you should submit a copy of your passport at least (we will not check the original copy at the time of the Preliminary Examination).

Document that certifies that the applicant has qualified as a foreign lawyer and actually still such a qualification

Submit an effective certificate that is issued by the bar association or any other public organization and clearly describe the registration date as a foreign lawyer, how long you have been registered, and how you should act, etc.

The type of certificate or official certifying organization that certifies your registration date, how long you have been registered, and how you should behave,

would vary depending on the jurisdiction of your qualification.

For your reference, the table shown below describes the major precedents frequently seen in the past. Please use it for your convenience.

If the “certificate” column of Reference examples describes several types of documents, you need to submit all of these documents, so please be careful.

You need to submit copies of these documents at the time of the Preliminary Examination.

(Reference examples)

Jurisdiction (state/province)		Certificate(s)
The United States of America	State of New York	Certificate of qualification issued by the Supreme Court
	State of California	Certificate of qualification issued by the State Bar
	The District of Columbia	Certificate of qualification issued by the Court of Appeals
The United Kingdom (England and Wales)		Certificate of Good Standing and Extract from the Roll of Solicitors issued by the S.R.A.
People's Republic of China		Copy of a lawyer qualification certificate as 律師資格證書 (you need to show the original) Copy of a lawyer practicing certificate as 律師執業証 (you need to show the original) Certificate issued by the justice department Certificate issued by the lawyers association
Australia	New South Wales	Qualification certificate issued by the Supreme Court
		Certificate of Fitness and Practising Certificate issued by the Law Society
	Queensland	Qualification certificate issued by the Supreme Court
		Certificate of Fitness and Practising Certificate issued by the Law Society
	Victoria	Qualification certificate issued by the Supreme Court
		Registration status certificate issued by the Law Institute
		Australian Practising certificate issued by the Legal Services Board
	Western Australia	Qualification certificate issued by the Supreme Court
		Registration status certificate and Practising Certificate issued by the Legal Practice Board
	Australian Capital Territory	Qualification certificate issued by the Supreme Court
Certificate of Good Standing and Practising Certificate issued by the Law Society		

(Note) It is desirable to submit these certificates issued within 3 months earlier than the date of the ministry’s receiving your application for Preliminary Examination or for approval. However, the expiration date for these documents is not specifically designated. On the other hand, this rule will not apply if your certificate has a certain expiration date or if the description in your certificate does not reflect the reality anymore.

It is necessary to first examine whether or not the “qualification as a foreign lawyer”

is equivalent to a Japanese lawyer status. However, because the qualifications in the jurisdictions shown in the “Precedent list of foreign lawyer qualifications” section to below have been treated in the same manner as a Japanese lawyer’s status, it is not necessary to examine these foreign lawyer programs. In this case, the Ministry will not examine if these qualifications would be equivalent to a Japanese lawyer’s status either.

If you have questions on the types of your certificate in relation with the precedent of foreign lawyer qualifications, you should clearly explain your personal situation because your personal situation might be different from the precedents in some cases.

◆ Precedent list of foreign lawyer qualifications

List of qualifications equivalent to a foreign lawyer status as listed in Item 2, Article 2 of the GJB Act	
jurisdiction of primary qualification	Name of qualification
Federative Republic of Brazil	Advogada
People’s Republic of China	律師
Republic of France	Avocat
Federal Republic of Germany	Rechtsanwalt
Hong Kong Special Administrative Region	Solicitor of the High Court
Republic of India	Advocate
Ireland	Solicitor
Republic of Italy	Avvocato
Republic of Korea	Byonhosa (변호사)
Kingdom of the Netherlands	Advocaat
Federal Democratic Republic of Nepal	Advocate
New Zealand	Barrister and Solicitor
Republic of Paraguay	Abogado
Republic of the Philippines	Attorney
Kingdom of Saudi Arabia	Muhamy
Republic of Singapore	Advocate and Solicitor
Republic of Spain	Abogado
Swiss Confederation	Avocat Rechtsanwalt
Taiwan	律師
The United Kingdom	Solicitor of the Senior Court

**List of qualifications treated as the foreign lawyer status specified in Item 2,
Article 2 of the GJB Act (Federal states)**

Jurisdiction of primary qualification (state/province)	Name of qualification
(Australia)	
Australian Capital Territory	Legal Practitioner of the Supreme Court
New South Wales	Solicitor and Barrister
Queensland	Solicitor of the supreme court
Victoria	Barrister and Solicitor
Western Australia	Barrister and Solicitor
(Canada)	
British Columbia	Barrister and Solicitor
Ontario	Barrister and Solicitor
(The United States of America)	
California	Attorney at Law
District of Columbia	Attorney and Counsellor
Connecticut	Attorney
Florida	Attorney
Georgia	Attorney at Law
Hawaii	Attorney at Law
Illinois	Attorney and Counselor of Law
Louisiana	Attorney at Law
Minnesota	Attorney and Counselor at Law
Maryland	Attorney
Massachusetts	Attorney
Nevada	Attorney and Counselor at law
New Jersey	Attorney at Law
New York	Attorney and counsellor at law
Ohio	Attorney and Counselor at law
Oregon	Attorney at Law
Pennsylvania	Attorney and Counsellor at Law
Texas	Attorney and counsellor at law
Virginia	Attorney and Counselor at Law
Washington	Attorney and Counselor at Law
North Carolina	Attorney and Counselor at Law

If you qualify as a foreign lawyer in a foreign jurisdiction other than the aforementioned jurisdiction, the Ministry will carefully examine whether or not your qualification as a foreign lawyer is equivalent to a Japanese lawyer's status. For this reason, you need to submit detailed explanatory documents on your personal situation as well as your lawyer qualification in such a jurisdiction. In this case, you should make sufficient preparations before seeking us for advice.

✚ Document certifying your work experiences as a foreign lawyer

You need to prove that you lawfully engage in legal affairs in the jurisdiction of your qualification or other foreign jurisdictions as a foreign lawyer of the jurisdiction of your qualification.

Submit a supporting document written by a person capable of specifically proving how long you have served as a foreign lawyer and what you have engaged in, describing that you have fulfilled your tasks for 3 years or longer since you qualified as a foreign lawyer.

When explaining your work experiences, it is desirable to explain the entire job history. However, for application purposes, you may submit a supporting document that only covers a 3-year period because it is easiest to certify.

For example, this document should have the following descriptions.

- Organization name of the preparer as well as the fact that the preparer is capable of giving proof

(Example)

“XXX, a managing partner of YYY law office located in ZZZ...”

- Specific explanations on your work experiences (work period, location, job title, qualification, and job contents) should be described as follows.

(Example)

“...engaged in legal services, such as legal advice for clients and lawsuit duties, in the field of XXX in accordance with the law of YYY as an associate lawyer at ZZZ office located in AA from MM DD, YYYY to MM DD, YYYY.”

- Refer to “Reference Form 1-1” provided at the end of Reference Material 1.

(Reference examples)

1) If a bar association gives proof...

As a typical example, SRA in England and Wales (in the United Kingdom) prepares a document at an applicant’s request, excerpting and certifying the qualification acquisition date and job history from the applicant’s registry.

If you practice law independently and would like to prove that you have lawfully fulfilled your duties, submit an objective document prepared and certified by your bar association.

2) If your law firm, private enterprise or public organization, such as state government, gives proof...

This is the case if the representative, personnel manager or any other staff authorized to certify of an organization the applicant belonged to, gives proof by providing certificates of employment, personnel record, etc.

If it is difficult that your organization’s representative submits such documents because of liquidation or M&A, you should ask some other persons capable of objectively and specifically certifying your work experiences to write a letter.

If you have legally engaged in legal affairs in a foreign jurisdiction (a third jurisdiction) other than the jurisdiction of your qualification, you may include it in your work experience period calculation. In this case, in addition to materials certifying that you were employed, you should certify that you have lawfully engaged in services concerning the law of your qualification in a third jurisdiction. For

example, you may submit a foreign lawyer registration certificate issued by the bar association of a third jurisdiction.

In addition, if you intend to explain that the third jurisdiction does not have a foreign lawyer registration program but you have lawfully engaged in your duties there, you should submit a document (written statement) prepared by an official certifying bar association or the employer of your office in the third jurisdiction by attaching explanatory materials on legislations or systems that would serve as the basis for you to lawfully engage in duties there.

To smoothly examine or analyze the explanatory materials you have submitted, the Ministry would be grateful if you could also attach an “Description of Evidence” (reference format) describing the outline of the materials.

(Reference format) Description of Evidence							
No.	Prepared on	Prepared by	Document title	The portion that gives proof	Explanatory materials attached	Governing law	Outline of evidence
1	MMM DD, YYYY	XXXXX, Representative of YYYY Foreign Law Firm	Written statement (about activities in the jurisdiction XXX)	The applicant was allowed to engage in legal affairs without lawyer registration and practicing permit in the jurisdiction XXX	Provisions of the Attorney Act in the jurisdiction XXXX, which are downloaded from the law society in the jurisdiction XXXX	Article XX of the Attorney Act in the jurisdiction YYY	The fact that the applicant was able to lawfully engage in legal affairs without a lawyer registration and practicing permit in the jurisdiction XXX
2							
3							

3) If a lawyer, a legal professional corporation, a GJB, or a registered foreign lawyer corporation gives proof...

If you are employed in Japan by a lawyer, a legal professional corporation, a GJB, or a registered foreign lawyer corporation and provide them with your labor services based on your knowledge on the law of your qualification, you may include such work experiences of up to 1 year at maximum in your work experience period calculation. In this case, you should attach a document of your employer (a lawyer, a legal professional corporation, a GJB, or a registered foreign lawyer corporation) certifying that you provided them with services as an employee.

This document should describe the name of the organization, which prepared the document, the fact that such organization is authorized to give proof, the relationship with the applicant, how long the applicant provided services as an employee, and the type of work the applicant engaged in.

(Example)

“The applicant provided advice to the employer attorney XXXX based on the applicant’s knowledge on the law of the jurisdiction YYYY...”

➤ Refer to “Reference Form 1-2” provided at the end of Reference Material 1.

If an applicant has been employed by a Bengoshi, a legal professional corporation, a GJB, or a registered foreign lawyer corporation in Japan and has provided services to such a Bengoshi, a legal professional corporation, a GJB, or a registered foreign

lawyer corporation for a period based on their knowledge of the laws in the jurisdiction of acquisition of qualification, the applicant is required to submit a statement providing that the applicant only provided services to the applicant's employer and the applicant did not provide legal services to clients, whether or not such period is included in the experience of having performed professional duties.

➤ Refer to "Reference Form 2" provided at the end of Reference Material 1.

If your work experience certificate does not fall under the aforementioned 1) through 3), ask us for advice.

If a person, who has been approved and registered as a GJB in the past, makes an application for approval again, the submission of a statement providing that the application is being made once again and a copy of the "Notice to cancel registration from the GJB list" (the original should be provided at the time of application) or a "Certificate" to certify the past registration issued by the JFBA may be substituted for the submission of documents which certify their experience of having performed professional duties.

➤ Refer to "Reference Form 3" provided at the end of Reference Material 1.

At the time of the Preliminary Examination, you should submit a copy of these documents.

Document certifying that you have a plan to appropriately and surely perform your duties

To be approved as a GJB, you need not only to faithfully perform your duties but also to have an appropriate and assured work plan that would contribute to improving legal services as the basis of transnational socioeconomic activities between legal systems in Japan and those in the jurisdiction of your qualification. Keeping in mind this perspective, you should submit a document specifically describing your plan.

In addition, documents certifying your business environment to carry out your plan would vary depending on how you engage in legal affairs. In this case, pay attention to the following examples. If you get employed (i.e., an employed person), your employer should explain that he/she will, as an employer, support/supervise you so that you would appropriately and surely fulfill your duties in order to keep feasibility of the plan.

(Reference examples)

1) **Employed person: If you are employed by a Bengoshi, a legal professional corporation, a GJB, or a registered foreign lawyer corporation ...**

【 Employed person 】

Document	Possible example(s)
Documents that certifies the conditions of employment, such as employment period and salary	(Examples) - Copy of appointment letter - Copy of employment contract - Copy of employment certificate
Documents that outlines the employer's office (staff composition, work contents, etc.)	(Examples) - Written statement describing staff composition and work content (Note) A copy of brochure or website is also acceptable.
Document that certifies the employer's ability to pay salaries	(Examples) - Copy of the law office's most recent audit reports - Audit firm's letter that evaluates the financial position of the law office
Document that certifies that the employer keeps his/her office	(Examples) - Property registration certificate - Copy of lease agreement
Document that certifies the employer supports/supervises the applicant so that he/she will appropriately and surely perform the duty	(Example) - Written statement prepared by the employer

If a third party other than your employer is securing your office, attach a document that shows the relationship between your employer and the person actually securing the office.

2) Independently practicing: If practicing business independently...

【 Independently practicing 】

Document	Possible example(s)
Document that certifies that the applicant keeps his/her office	(Examples) - Property registration certificate - Copy of lease agreement
Document that specifically explains the applicant's business plan	(Example) - Written statement on the business plan

- Refer to “Reference Form 4: Cases where you plan to have an independent practice” provided at the end of Reference Material 1.
- Refer to “Reference Form 5: Cases where you plan to have an independent practice with support from a law firm in your home jurisdiction” provided at the end of Reference Material 1.

If a third party other than you is securing your office, attach a document that shows the relationship between the person actually securing the office and you.

3) Joint management: In the case of a joint management with a GJB...

【 Joint management 】

Document	Possible example(s)
Document that certifies the conditions of the joint venture, such as distribution percentage of revenues and expenditures	(Example) Letter that sets forth actual business operations and cost-sharing signed by joint partners (law office partners)
Document that certifies that the applicant keeps his/her office	(Examples) - Property registration certificate - Copy of lease agreement - Document that shows the relationship between a joint venture partner, the applicant, and the person actually keeping your office

4) Foreign law joint enterprise: In the case of a joint management with a Bengoshi or a legal professional corporation

【 Foreign law joint enterprise 】

Document	Possible example(s)
Document that certifies the conditions of the joint venture, such as distribution percentage of revenues and expenditures	(Example) Letter that sets forth actual business operations and cost-sharing signed by joint partners (law office partners)
Document that certifies that the applicant keeps his/her office	(Examples) - Property registration certificate - Copy of lease agreement - Document that shows the relationship between a joint venture partner, the applicant, and the person actually keeping your office

5) If practicing your business in any other manner...

Please ask us for advice on how to certify your tasks, depending on the specifics of your business.

At the time of the Preliminary Examination, you should submit a copy of these documents or pre-agreement of acknowledgement(guarantee).

Document certifying that you have a residence to appropriately and surely perform your duties, or a document certifying your plan to have a residence.

Submit objective materials certifying that you have a residence. Having a residence is a prerequisite for giving an approval. If you submit a written statement that you would secure a residence before getting approved as a document certifying your plan to have a residence, make sure to submit it before the Ministry gives an approval (posts an announcement on the government gazette). The type of document to be submitted would vary depending on how you will have a residence. Pay attention to the following examples in this case.

(Reference examples)

1) If you already have a residence...

- If you live in a residence you have secured...
 - You live in your residence.
 - Property registration certificate
 - You live in a leased residence.
 - Copy of the lease agreement
- If you live in a residence of a third party...
 - You live in a residence owned by a third party
 - Property registration certificate
 - The reason(s) why you may live in the residence of a third party
 - You live in a residence on which a third party enters into a lease agreement.
 - Copy of the lease agreement
 - The reason(s) why you may live in the residence of a third party

If a lease contract was renewed automatically and a contract for renewal has not been made, a statement providing such fact is required to be submitted.

- Refer to “Reference Form 6” provided at the end of Reference Material 1.

2) If you plan to have a residence after applying for an approval...

Prepare and submit a written statement describing that “you will have a residence before being approved.”

(Example)

“I will enter into a lease agreement (sales agreement) before being approved to have a house in Japan, and I will submit a copy of the agreement.”

If your law office guarantees that you will have a residence, the representative of the law office should submit a written statement.

(Example)

“I, as the representative lawyer of XXX law office, enter into a lease agreement before the Ministry’s approval in order to provide residence for the applicant’s accommodation purpose, and I will submit a copy of the agreement.”

- Refer to “Reference Form 7” provided at the end of Reference Material 1.

Please ask us for advice on how to certify their residence because it depends on how you have your residence.

At the time of the Preliminary Examination, you should submit a copy of these documents.

✚ Document certifying financial basis to appropriately and surely perform your duties.

Pay attention to the following examples because it depends on your plan.

(Reference examples)

1) If you intend to certify your financial basis with your personal assets...

- Certificate of bank deposit balance, etc.

2) If you intend to certify your financial basis with assets of a third party other than you...

- Guarantee certificate prepared by the applicant's employer or any other third party, stating that the third party would provide financial support for the applicant's stay in Japan, start-up of business, or operating fund
- Most recent audit report certifying that the employer or any other third party has warrantable financial capabilities or a letter from the audit firm, etc., that evaluates its financial position

At the time of the Preliminary Examination, you should submit a copy of these documents.

✚ Document certifying that you are able to compensate for damages suffered by your client

1) If you plan to use insurance to compensate for damages suffered by your clients...

Attach a copy of a certificate describing your insurance policy.

(Examples)

- Copy of a lawyer's liability insurance policy
- Insurance certificate issued by your insurance firm

If you plan to join an insurance policy after applying for an approval, you should submit a written statement, pledging that you will join an insurance policy and submit its copy before the Ministry's approval by attaching a brochure describing the indemnity limit of the insurance policy you plan on joining.

- Refer to "Reference Form 8" provided at the end of Reference Material 1.

If you fail to submit it before the Ministry's approval, the Ministry will not give an approval for you.

2) If your employer or overseas law firm will guarantee your liabilities for damages...

If an employer or a foreign law firm will be responsible for all damages caused by its employees while working for the employer or while belonging to the foreign law firm and will compensate for damages with or without limitation, a certificate (statement) of the employer or the foreign law firm guaranteeing to compensate for such damages and a document certifying its ability to compensate for such damages are required to be attached.

(Examples) Document certifying its ability to compensate for the damages

- Most recent audit report certifying that the employer or the law firm has enough financial capabilities to guarantee liabilities for damages, or a letter from the audit firm, etc., that evaluates its financial position
- Document indicating coverage of the liability insurance as well as its insured

amount

If you plan to use insurance to compensate for damages suffered by your client, you may be required to submit additional documents stating the financial capabilities to pay the deductibles of your insurance policy.

At the time of the Preliminary Examination, you should submit a copy of these documents.

※ You do not have to prepare the 3 types of “written oaths” as listed below in advance. You will affix your signature on these documents after you swear an oath.

1) Document that the applicant swears he/she does not fall under Article 7 of the Bengoshi Act, which applies mutatis mutandis in Article 8 of the GJB Act

You will read out the document as specified in Item 6, Paragraph 1, Article 4 of the Regulation before the staff designated by the Minister and will affix your signature after checking out the written oath.

2) Document that the applicant swears he/she does not fall under (a) to (d), Item 2, Paragraph 1, Article 10 of the GJB Act

You will read out the document as specified in Item 7, Paragraph 1, Article 4 of the Regulation before the staff designated by the Minister and will affix your signature after checking out the written oath.

3) Document that the applicant swears he/she will faithfully perform his/her duties

You will read out the document as specified in Item 8, Paragraph 1, Article 4 of the Regulation before the staff designated by the Minister and will affix your signature after checking out the written oath.

✚ Other documents of some help

If you need further verification from the viewpoint of the evidence you have submitted, the Ministry might request you to submit appropriate document materials for proving your statements.

(Refer to the “Application documents for approval and Preliminary Examination” section in the main text of this Manual.)

3. Registration of accompanying documents recognized as common materials

If an employer prepares the same type of “employer-related” documents for his/her employees that apply for procedures and these documents are regarded as common documents for all applicants, then the employer may register these documents in advance. These materials include:

[Document certifying that you have a plan to appropriately and surely perform your duties]

➤ Document that outlines the business operations, such as work contents, of the employer’s

office

- Copy of lease agreement for the employer's office
- Document that certifies that the employer supports/supervises the applicant so that he/she will appropriately and surely perform the duty

[Document certifying financial basis]

- Employer's guarantee certificate that the applicant has financial basis
- Most recent audit report certifying that the employer has warrantable financial capabilities or a letter of audit firm etc. that evaluates its financial position

[Document certifying that you are able to compensate for damages]

- Document materials on liability insurance's applicability as well as its liability amount
- Guarantee certificate (written statement) on the law firm's liabilities for damages; and most recent audit report certifying that the employer or the law firm has enough financial capabilities to guarantee liabilities for damages, or a letter of audit firm, etc., that evaluates its financial position

You may cite these registered documents when filing an application. In this case, you may omit attaching these documents.

If you would like to register your common documents, submit "one set" of the documents you intend to register in addition to the following documents:

- ✚ Document clearly stating the titles of document materials you intend to register as well as the certification purposes of these materials (list of the materials); and
- ✚ Written oath (a document that pledges that the description in the materials reflect the reality and that you will immediately correct any description that does not reflect the reality).

When using this document registration program, make sure to understand that you need to submit the corrected document immediately if the description in that document does not reflect the reality anymore. In particular, make sure to modify document materials that would undergo periodic update, such as audit firm's letter that evaluates the employer's financial position, or liability insurance policy that the employer joins.

If you do not understand it and fail to make good on your pledge, the Ministry might refuse to register your document in some cases.

Seek us for advice if you repeatedly apply for approval every 2 or 3 years due to your personnel relocation practices and wish to use this document registration program.

Also, consult with us about the case in which you apply for approval based on a joint venture with an employer that has registered its common documents.

Section 2

Application for designation

1. Designation application form

Fill in the appropriate columns correctly based on your accompanying documents so that you will not make incorrect descriptions, such as title of foreign lawyer and name of the jurisdiction of your primary qualification.

You need to affix prescribed photos and revenue stamps on the application form. Recently, a lot of applicants seem to affix photos and revenue stamps and append their signature after the Ministry of Justice staff finish checking out the applicant's descriptions on the application form.

Even if you need to correct your descriptions on the application form when filing an application, you may correct it on site (in this case, you need to append your signature in the description you have corrected).

If you use English in the prescribed columns, you do not have to attach translated version into Japanese.

In the case of Preliminary Examination, you should fill out a designation application form like an application for designation (the Ministry will handle it as a "copy" of application form draft because it is not an application for designation in reality). To clearly distinguish it from the designation application form, do not affix your photo. As the Preliminary Examination is available for free, you do not have to affix revenue stamps.

(Refer to description example of designation application form at the end of Reference material 1.)

2. Accompanying documents for designation application form

You should carefully read the following descriptions and prepare the appropriate documents based on your personal situations. You should use appropriate types of qualification certificates and document evidence in the same manner as the application for approval.

You need to submit copies of these documents at the time of Preliminary Examination.

If you are not sure about how to certify your work experiences on Laws of a Specified Foreign Jurisdiction, the Ministry is able to provide better advice if you explain your personal conditions in an organized manner.

(1) If you apply for designation because you have the qualification to become a foreign lawyer of the specified foreign jurisdiction...

Submit an effective certificate that is issued by the bar association or any other public organization and clearly describes the registration date as a foreign lawyer, how long you have been registered, and what kind of activities you can conduct, etc.

Type of certificate or an official certifying organization that certifies your registration date, how long you have been registered and how you should behave would vary depending on the jurisdiction of your qualification.

You need to submit copies of these documents at the time of Preliminary Examination.

For your reference, the aforementioned 2. of Section 1 describes the major precedents frequently seen in the past. Please use it for your convenience.

If you qualify as a foreign lawyer in a foreign jurisdiction other than those mentioned

in 2. of Section 1, the Ministry will carefully examine whether or not your qualification as a foreign lawyer is equivalent to a Japanese lawyer status. For this reason, you need to submit detailed explanatory documents on your personal situations as well as the legal system on your lawyer qualification in such a jurisdiction. In this case, you should make sufficient preparation before seeking us for advice.

(2) If you apply for designation because you have “the same level of knowledge in regard to the Laws of a Specified Foreign Jurisdiction as a person who has the qualification to become a foreign lawyer of that jurisdiction and has five or more years of practicing experience of legal services concerning such laws...”

1) You shall have the same level of knowledge in regard to Laws of a Specified Foreign Jurisdiction as a person who has the qualification to become a foreign lawyer of that jurisdiction

As a document certifying that you have the same level of knowledge in regard to the laws of the specified foreign jurisdiction, you should attach the following documents, in principle.

- Document that outlines how to obtain the qualification as a lawyer in that foreign jurisdiction (except for the case shown in the “Precedent list of foreign lawyer qualifications” aforementioned 2. of Section 1.)
- Written statement that specifically explains that you are knowledgeable as much as those qualifying as a lawyer in that jurisdiction, and a document that objectively certifies such a fact.

2) You should have 5 or more years of practicing experience of legal services concerning such laws.

You need to prove that you lawfully engage in legal affairs in the jurisdiction of your qualification or in other foreign jurisdictions.

Submit a document written by a person capable of specifically proving how long you have served and what you have engaged in, specifically describing that you have fulfilled your tasks for 5 years or longer.

When explaining your work experience, it is desirable to explain the entire job history. However, for application purposes, you may submit a document that only covers a 5-year period because it is easiest to certify.

Section 3

Preliminary Examination

1. Document corresponding to approval/designation application form

Correctly fill out a copy of the approval/designation application form. Photo or revenue stamp is unnecessary.

2. Document corresponding to accompanying document

Refer to the related explanations in “Application for approval” of Section 1 and “Application for designation” of Section 2 stated above.

Section4

Provision of reference forms

Of the attached documents to be submitted, reference forms for the following documents will be provided. Refer to these forms when preparing the documents to be submitted.

Reference Form 1-1: Documents certifying professional experience

Reference Form 1-2: Documents certifying professional experience (provision of services in Japan)

Reference Form 2: Statement on provision of services in Japan

Reference Form 3: Statement on past registration (for persons making a reapplication)

Reference Form 4: Business plan (cases where you plan to have an independent practice)

Reference Form 5: Business plan (cases where you plan to have an independent practice with support from a law firm in your home jurisdiction)

Reference Form 6: Statement on automatic renewal of lease contract

Reference Form 7: Statement on securing a residence

Reference Form 8: Statement on the purchase of insurance

Reference Form 9: Power of attorney

承認申請書 (Application for Approval)				写真 (Photograph)	
法務大臣 殿 (To the Minister of Justice)				(4 cm × 3 cm)	
氏名	(Name in full)			申請前6箇月以内に撮影したものであること。 Taken within 6 months before application	
	(原 語) Original language <u>法務・桜・美咲</u> (ローマ字) Roman alphabet <u>houmu・sakura・misaki</u> (カタカナ) Katakana (Japanese phonogram) <u>ハウム・サクラ・ミサキ</u>				
性別	<input type="checkbox"/> 男 Male <input checked="" type="checkbox"/> 女 Female				
国籍	(Nationality / Citizenship) ○○○	生 年 月 日	(Date of Birth) 19YY 年 MM 月 DD 日 (year) (month) (day)	出 生 地	(Place of Birth) ○○○○○○○○○○ (City , State , Country / Federation)
住 所	(Present address)				収入印紙 Revenue Stamp 消印しないこと Not to mark as cancelled <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
外 国 弁 護 士 と な る 資 格	(Qualification to become a foreign lawyer)		(Title of Foreign lawyer)		
	資格を取得した外国の国名 (Foreign Jurisdiction in which the Qualification was Acquired) ○○○○○○ (State , Country / Federation)		(原 語) Original language (ローマ字) Roman alphabet (カタカナ) Katakana (Japanese phonogram) ソリシター オブ ザ シニア コート		
資格を取得した年月 (Date of Acquisition) 20YY 年 MM 月 DD 日 (year) (month) (day)		私は、上記の外国弁護士となる資格を基礎として、外国弁護士による法律事務の取扱いに関する特別措置法第7条の規定による承認を受けたいので、同法施行規則に定める書類を添えて申請します。 Based on the above qualification to become a foreign lawyer, I hereby file an application for approval under the provisions of Article 7 of the Act on Special Measures concerning the Handling of Legal Services by Foreign Lawyers (the "Act") with documents required by the Regulation for Enforcement of the Act. 20YY 年 MM 月 DD 日 (year) (month) (day) 署名 (Signature) _____			

Professional Experience (in the Jurisdiction of Primary Qualification)	<p>period (2) Experience in total <u>X years and Y months</u></p> <p>Period <u>From MM DD, 20XX to MM DD, 20XX</u></p> <p>Work pattern <input type="checkbox"/> Independent practice <input checked="" type="checkbox"/> Joint management <input type="checkbox"/> Employee <input type="checkbox"/> The government or private enterprise, or others</p> <p>Name of Office <u>XX LLP</u></p> <p>Office location <u>XX, State of YY in the nation of ZZ</u></p> <p>Status at that time <u>Partner</u></p>	<input checked="" type="checkbox"/> Certificate (2) Date of issuance <u>MM DD, YYYY</u>	<input checked="" type="checkbox"/> Certificate of Professional Experience other than (1) and (2)
Professional Experience (in third jurisdiction(s))	<p>period (3) Experience in total <u>X years and Y months</u></p> <p>Period <u>From MM DD, 20XX to MM DD, 20XX</u></p> <p>Work pattern <input type="checkbox"/> Independent practice <input checked="" type="checkbox"/> Joint management <input type="checkbox"/> Employee <input type="checkbox"/> The government or private enterprise, or others</p> <p>Name of Office <u>XX LLP</u></p> <p>Office location <u>XX, State of YY in the nation of ZZ</u></p> <p>Status at that time <u>Partner</u></p> <p>period (4) Experience in total _____</p> <p>Period _____</p> <p>Work pattern <input type="checkbox"/> Independent practice <input type="checkbox"/> Joint management <input type="checkbox"/> Employee <input type="checkbox"/> The government or private enterprise, or others</p> <p>Name of Office _____</p> <p>Office location _____</p> <p>Status at that time _____</p>	<input checked="" type="checkbox"/> Certificate (3) Date of issuance <u>MM DD, YYYY</u>	<input checked="" type="checkbox"/> Professional Experience period included [as certified in third country(ies)] <u>Year</u> <u>Month</u> <input type="checkbox"/> Detailed statement attached to explain in the case that the "work pattern" falls under "others" <input checked="" type="checkbox"/> Certificate of Professional Experience other than (3) and (4) <input type="checkbox"/> Inventory of Evidence with documents to explain evidence attached
Professional Experience (In Japan)	<p>period (5) Experience in total <u>X years and Y months</u></p> <p>Period <u>From MM DD, 20XX to the present</u></p> <p>Work pattern <input checked="" type="checkbox"/> Providing labor services</p> <p>Name of Office <u>XX Gaikokuhou-Jimu-Bengoshi Jimusho</u></p> <p>Office location <u>XX, YY-ku, Tokyo, Japan</u></p> <p>Employer's name <u>XX Gaikokuhou-Jimu-Bengoshi Jimusho, Partner YY</u></p> <p>Status at that time <u>Associate</u></p> <p>period (6) Experience in total _____</p> <p>Period _____</p> <p>Work pattern <input type="checkbox"/> Providing labor services</p> <p>Name of Office _____</p> <p>Office location _____</p> <p>Employer's name _____</p> <p>Status at that time _____</p>	<input checked="" type="checkbox"/> Certificate (5) Date of issuance <u>MM DD, XXXX</u>	<input checked="" type="checkbox"/> Aggregated Total in Japan <u>1 year</u> or <u>Month(s)</u>

Total Period of Professional Experience	The total period asserted <u>X years and Y months</u>	As evidenced <u>X years and Y months</u>	
Grounds for the disqualification	The applicant does not fall under any disqualification cause as mentioned in Formats 2, 3, and 4, as attached		
the will to perform professional duties faithfully	<input checked="" type="checkbox"/> Document in which he/she pledges (Sworn Statement) (at the time of application for approval)		
Activity period	Scheduled activity period <u>Indefinite period</u>	The number of days for scheduled overseas activities <u>XXX days</u>	<input checked="" type="checkbox"/> Stay in Japan for more than 180 days per year
Work pattern	<input checked="" type="checkbox"/> Employee <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Outline of the employer's office is stated in an attached document. <input type="checkbox"/> The applicant's business plan and financial basis are stated in the right column. <input type="checkbox"/> Future activity plan and other special matters As stated in the Attachment. 	<input checked="" type="checkbox"/> Employment contract or other document clearly describing employment conditions. Prepared on <u>MM DD, YYYY</u> <u>XX Gaikokuhou-Jimu-Bengoshi Jimusho, Partner YY</u> <input checked="" type="checkbox"/> Lease agreement or other document on securing the office. Prepared on <u>MM DD, YYYY</u> <u>XX Gaikokuhou-Jimu-Bengoshi Jimusho, Partner YY</u> <input checked="" type="checkbox"/> Audit report or other document on the employer's financial basis. Prepared on <u>MM DD, YYYY</u> <u>XX Gaikokuhou-Jimu-Bengoshi Jimusho, Partner YY</u>	<input checked="" type="checkbox"/> Document attached to describe the outline of the office <input checked="" type="checkbox"/> Certificate attached on employment contract, the employer's financial basis, or securing the office. <input checked="" type="checkbox"/> Written oath attached on citing other accompanying document(s) for application for approval.
	<input checked="" type="checkbox"/> Independent practice <ul style="list-style-type: none"> <input checked="" type="checkbox"/> The applicant's business plan and financial basis are stated in the right column. <input checked="" type="checkbox"/> Location and name of the office <u>XXth floor, YY building, AA-BB-CC Kasumigaseki, Chiyoda-ku, Tokyo ZZZ Gaikokuhou-Jimu-Bengoshi Jimusho</u> <input checked="" type="checkbox"/> Estimated annual operating cost for the office JPY <u>AA,000,000</u> <input checked="" type="checkbox"/> Future activity plan and other special matters As stated in the Attachment. 	<input checked="" type="checkbox"/> Lease agreement or other document on securing the office. Prepared on <u>MM DD, YYYY</u> <u>MMM Building Co., Ltd. andXX Gaikokuhou-Jimu-Bengoshi Jimusho</u> <input checked="" type="checkbox"/> Document on business plan Prepared on <u>MM DD, YYYY</u> Prepared by <u>AAA, Representative</u> <input checked="" type="checkbox"/> Document on incorporation (start-up) funds and other financial basis Prepared on <u>MM DD, YYYY</u> Prepared by <u>National GGG Bank</u> Outline of Certification <u>The certificate of deposit, about C million \$</u>	<input checked="" type="checkbox"/> Document attached to explain secure of the office (a written contract etc.) <input checked="" type="checkbox"/> Document attached on business plan <input checked="" type="checkbox"/> Document on incorporation (start-up) funds attached
	<input checked="" type="checkbox"/> Joint management/Foreign law joint enterprise (Please circle the applicable one.) <ul style="list-style-type: none"> <input checked="" type="checkbox"/> The applicant's business plan and financial basis are stated in the right column. <input checked="" type="checkbox"/> Location and name of the office <u>XXth floor, YY building, AA-BB-CC Kasumigaseki, Chiyoda-ku, Tokyo ZZZ Gaikokuhou-Jimu-Bengoshi Jimusho</u> <input checked="" type="checkbox"/> Estimated annual operating cost for the office JPY <u>AA,000,000</u> <input checked="" type="checkbox"/> other special matters As stated in the Attachment. 	<input checked="" type="checkbox"/> Written agreement or other document describing joint management's(or foreign law joint enterprise's) contract terms Prepared on <u>MM DD, YYYY</u> <u>AAA, Representative and all others partner</u> <input checked="" type="checkbox"/> Lease agreement or other document on securing the office. Prepared on <u>MM DD, YYYY</u> <u>MMM Building Co., Ltd. andXX Gaikokuhou-Jimu-Bengoshi Jimusho</u> <input checked="" type="checkbox"/> Document on incorporation (start-up) funds and other financial basis Prepared on <u>MM DD, YYYY</u> Prepared by <u>JJJ Bank</u>	<input checked="" type="checkbox"/> Written agreement or other document attached to certify the joint management's(or foreign law joint enterprise's)conditions, such as distribution of revenues and expenditures (contract, etc.) <input checked="" type="checkbox"/> Document attached to explain securing the office (a written contract etc.) and document on incorporation (start-up) funds attached <input checked="" type="checkbox"/> Document on other special matters attached

Work pattern	<input checked="" type="checkbox"/> Others <input type="checkbox"/> The applicant works for a certain company and only engages in legal affairs for such company. <input checked="" type="checkbox"/> Establish your own office while working for the legal affairs section in a company <input type="checkbox"/> Other <input type="checkbox"/> Location and name of the office <input type="checkbox"/> other special matters As stated in the attached document(s)	<input checked="" type="checkbox"/> Employment contract or other document clearly describing employment conditions. Prepared on <u>MM DD, YYYY</u> <u>EEEE, President & CEO, FFFF Co., Ltd.</u> Prepared by _____ <input checked="" type="checkbox"/> Document on incorporation (start-up) funds and other financial basis Prepared on <u>MM DD, YYYY</u> <u>GGGG, CPA at HHH Accounting Office</u> Prepared by _____ <input checked="" type="checkbox"/> Document on business plan or other work patterns regarding arrangement Prepared on <u>MM DD, YYYY</u> <u>KKK, Legal Affairs Department, MMM Co., Ltd.</u> Prepared by _____	<input checked="" type="checkbox"/> Certificate attached on employment contract, the employer's financial basis <input checked="" type="checkbox"/> Document attached to explain securing the office (a written contract etc.) and document on incorporation (start-up) funds attached <input checked="" type="checkbox"/> Document attached regarding any other work patterns arrangement
Residence	<input checked="" type="checkbox"/> Address <u>XXth floor, Apartment YYY, 1-2-3 ZZZ, Minato-ku, Tokyo</u> <input checked="" type="checkbox"/> Method of securing your residence As attached	<input checked="" type="checkbox"/> Lease agreement or other document on securing the residence Prepared on <u>MM DD, YYYY</u> Prepared by <u>NNN Real Estate Corporation and XX Gaikokuhou-Jimu-Bengoshi Jimusho, OOO</u> <input type="checkbox"/> Document guaranteeing scheduled securing the residence Prepared on _____ Guaranteed by _____ <input type="checkbox"/> Other certificates Prepared on _____ Guaranteed by _____	<input checked="" type="checkbox"/> Lease agreement or other document on securing the residence; attached <input type="checkbox"/> Document attached to guarantee securing your residence <input type="checkbox"/> Document attached to certify any other relevant matter
Professional Liability Compensation the ability to compensate for damages	The applicant has the insurance/guarantee for compensating for possible damages as follows. <input checked="" type="checkbox"/> Domestic professional liability insurance <input type="checkbox"/> Lawyer's liability insurance by the applicant personally <input checked="" type="checkbox"/> Insurance by applicant's office <input type="checkbox"/> Guarantee of domestic office in Japan <input type="checkbox"/> Document certifying the office's assets <input type="checkbox"/> Certificate issued by C.P.A. <input type="checkbox"/> The office's latest Balance Sheet <input checked="" type="checkbox"/> Insurance/guarantee of law firm in the home nation / Foreign headquarter <input checked="" type="checkbox"/> Document certifying the office's assets <input checked="" type="checkbox"/> Certificate issued by C.P.A. <input checked="" type="checkbox"/> The headquarters' latest balance sheet <input type="checkbox"/> Other certification method <input type="checkbox"/> Written statement on professional liability compensation for damages	<input checked="" type="checkbox"/> Document certifying the ability for compensation for damages Prepared on <u>MM DD, YYYY</u> <u>XXX LLP, QQQ representative partner</u> Prepared by _____ <input checked="" type="checkbox"/> Document certifying the ability for compensation for damages Prepared on <u>MM DD, YYYY</u> Prepared by <u>RRR, CPA at SSS Accounting Office</u> <input checked="" type="checkbox"/> Document certifying the ability for compensation for damages Prepared on <u>MM DD, YYYY</u> Prepared by <u>XX Gaikokuhou-Jimu-Bengoshi Jimusho, TTT representative</u>	<input checked="" type="checkbox"/> Copy of certificate attached to describe the insurance coverage <input checked="" type="checkbox"/> Document attached to certify any other relevant matter
Reciprocity principle	Is the Jurisdiction of Primary Qualification a WTO member state? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO	<input type="checkbox"/> Document certifying the reciprocity in the case that the jurisdiction is not a member state of WTO	
I hereby provide my personal statement as mentioned above. Evidentiary materials that serve as proof for the descriptions herein are stated in the corresponding columns and are true and correct. Applicant _____ Signature _____ Date <u>MM DD, YYYY</u> Name in full _____ (Print) _____			

<h2 style="margin: 0;">指 定 申 請 書</h2> <p style="margin: 0;">(Application for Designation)</p>				写真 (Photograph) (4 cm × 3 cm)		
法務大臣 殿 (To the Minister of Justice)						
氏 名	(Name in full) (原 語) Original language <u>法務・桜・美咲</u> (ローマ字) Roman alphabet <u>houmu・sakura・misaki</u> (カタカナ) Katakana (Japanese phonogram) <u>ハウム・サクラ・ミサキ</u>				申請前6箇月以内に撮影したものであること。 Taken within 6 months before application	
国 籍	(Nationality / Citizenship) ○○○	生 年 月 日	(Date of Birth) 19YY 年 MM 月 DD 日 (year) (month) (day)	出 生 地	(Place of Birth) ○○○○○○○○○○ (City , State , Country / Federation)	
住 所	(Present address) (原 語) Original language <u>東京都千代田区霞が関 1-1-1 ○○ビル××階△△号室</u> (ローマ字) Roman alphabet <u>○○building ××Fl. Room No. △△, 1-1-1 Kasumigaseki, Chiyoda-ku, Tokyo</u> (カタカナ) Katakana (Japanese phonogram) <u>トウキョウトチヨダクカスミガセキ△△-△△-△△ ○○ビル××カイ△△ゴウシツ</u>				収入印紙 Revenue Stamp 消印しないこと Not to mark as cancelled <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	
原 資 格 国	(Jurisdiction of primary qualification) ○○○○○○ (State , Country / Federation)		(Laws of a specified foreign jurisdiction for designation) ○○○○○○ (State , Country / Federation)			
申 請 区 分	(Category) <input checked="" type="checkbox"/> 法第16条第1項第1号による指定の申請 Application for designation pursuant to the provisions of Article 16, paragraph (1), item (i) of the Act <input type="checkbox"/> 法第16条第1項第2号による指定の申請 Application for designation pursuant to the provisions of Article 16, paragraph (1), item (ii) of the Act		特 定 外 国 法	において効力を有し、又は有した法 The laws which are or were in effect in a specified foreign jurisdiction		
私は、上記の特定外国法について、外国弁護士による法律事務の取扱いに関する特別措置法第16条第1項の規定による指定を受けたいので、同法施行規則に定める書類を添えて申請をします。 Regarding the above laws of the specified foreign jurisdiction, I hereby file an application for designation pursuant to the provisions of Article 16, paragraph (1) of the Act on Special Measures concerning the Handling of Legal Services by Foreign Lawyers (the "Act") with documents required by the Regulation for Enforcement of the Act. 20YY 年 MM 月 DD 日 (year) (month) (day) 署名 (Signature) _____						
					担 当 官 Officer in charge	

To: Minister of Justice

With regard to the professional experience of Mr./Ms. xx, I, xx (name), xx (position) at xx office located in xx, verify the following:

Mr./Ms. xx worked as xx (position in the workplace) at xx office located in xx for the period between (date) and (date), and provided legal services such as xx and xx (contents of the legal services) in the fields of xx and xx in accordance with the laws of xxxx (jurisdiction).

(Date)

xxxx (Signature)

xxxx (Name in
Print)

To: Minister of Justice

With regard to the professional experience of Mr./Ms. xx, I, xx (name), xx (position) at xx registered foreign lawyer firm (xx law firm, xx legal professional corporation, or xx registered foreign lawyer corporation) located in xx, verify the following:

Mr./Ms. xx worked as xx (position in the workplace) at xx registered foreign lawyer firm (xx law firm, xx legal professional corporation, or xx registered foreign lawyer corporation) located in xx for the period between (date) and (date), and provided services to the registered foreign lawyer (Bengoshi, legal professional corporation, or registered foreign lawyer corporation) as his/her employer in the fields of xx and xx in accordance with the laws of xxxx (jurisdiction).

During the period above, Mr./Ms. xx did not provide legal services to clients.

(Date)

xxxx (Signature)
xxxx (Name in
Print)

Statement on provision of services in Japan

To: Minister of Justice

I worked at xxxx registered foreign lawyer firm (xx law firm, xx legal professional corporation, or xx registered foreign lawyer corporation) for the periods between (date) and (date), and between (date) and (date).

During the periods above, I provided services to the registered foreign lawyer (Bengoshi, legal professional corporation, or registered foreign lawyer corporation) as my employer at the firm based on my knowledge of the laws of xxxx (jurisdiction), and did not provide legal services to clients.

(Date)

xxxx (Signature)
xxxx (Name in
Print)

Statement on past registration

To: Minister of Justice

I carried out activities as a registered foreign lawyer registered on the registered foreign lawyer list for the period between (date) and (date).

As a document certifying such fact, I submit a “Notice to cancel registration from the registered foreign lawyer list” as of (date), as attached.

(Date)

xxxx (Signature)

xxxx (Name in
Print)

Business plan

- 1 Fields of activities
(e.g.) I will provide xx with legal services related to the xx Act for cases in the fields of xx and xx to the extent that Article 3 of the Act on Special Measures concerning the Handling of Legal Services by Foreign Lawyers allows.
- 2 Scheduled period of activities
(e.g. 1) From (date) to (date)
(e.g. 2) No specific period
- 3 Location of the firm
(e.g.) x-x-x, xx-machi, xx-ku, Tokyo xxx-xxxx (zip code)
- 4 (Planned) Name of the firm
(e.g.) xx registered foreign lawyer firm
- 5 Structure of the firm
(e.g.) At present, there is no plan to employ any Bengoshi or registered foreign lawyer and business will be started only by the registered foreign lawyer (applicant). There is a plan to recruit a clerk several months later.
- 6 Management plan of the firm
(e.g.) I have prepared about xxx thousand yen as my own resources. For any period when the costs are expected to exceed the revenue, such resources will be applied. I have also prepared xxx thousand yen deposited in xx as my own additional resources just in case, although business will be in the black after a certain period. I consider that the costs required until business becomes stable can be sufficiently covered by these resources.

Costs to establish the firm: Approx. xxx thousand yen

Estimated monthly costs to operate the firm:

Total costs	Approx. xxx thousand yen
(Breakdown)	
Office rent	Approx. xxx thousand yen
Other costs (including bar association fee)	Approx. xxx thousand yen

(Date)

xxxx (Signature)

xxxx (Name in
Print)

Cases where you plan to have an independent practice with support from a law firm in your home jurisdiction

Business plan

- 1 Fields of activities
(e.g.) I will provide xx with legal services related to the xx Act for cases in the fields of xx and xx to the extent that Article 3 of the Act on Special Measures concerning the Handling of Legal Services by Foreign Lawyers allows.
- 2 Scheduled period of activities
(e.g. 1) From (date) to (date)
(e.g. 2) No specific period
- 3 Location of the firm
(e.g.) x-x-x, xx-machi, xx-ku, Tokyo xxx-xxxx (zip code)
- 4 (Planned) Name of the firm
(e.g.) xx registered foreign lawyer firm
- 5 Structure of the firm
(e.g.) (1) Members of the firm (excluding you)
 xxxx registered foreign lawyer (partner)
 xxxx registered foreign lawyer (partner)
 xxxx registered foreign lawyer (employed associate)
 xxxx foreign lawyer (employed associate)
 (or the number of foreign lawyers to be employed:)
 xxxx Bengoshi (employed associate)
 (or the number of Bengoshi to be employed:)

 (2) Clerks Plan to employ several clerks
- 6 Management plan of the firm
(e.g.) The following costs, including costs to establish xx registered foreign lawyer firm, will be covered by resources provided by xx (name of the business entity you belong to) for one year after the establishment. It can be considered that the operation costs of xx registered foreign lawyer firm and other costs will be sufficiently covered by registered foreign lawyers belonging to the firm within one year after the establishment. If the remuneration from activities carried out by registered foreign lawyers belonging to the firm is not sufficient to cover the costs, such costs will be covered by resources provided by xx (name of the business entity you belong to).

<u>Costs to establish the firm:</u>	Approx. xxx thousand yen
<u>Estimated monthly costs to operate the firm:</u>	
Total costs	Approx. xxx thousand yen
(Breakdown)	
Office rent	Approx. xxx thousand yen

Cases where you plan to have an independent practice with support from a law firm in your home jurisdiction

Other costs (personnel cost, bar association fee) Approx. xxx thousand yen

7 Foreign law firm (business entity) to which the applicant belongs

(e.g.) Name: xx

Address: x-x-x, xx City, xx State, xx

8 Responsibilities for the provision of legal services

(e.g.) Each registered foreign lawyer is responsible for the legal services they provide and for supervisory duties of the other members at xx registered foreign lawyer firm. If the other members are foreign lawyers who have not obtained approval as a registered foreign lawyer, each registered foreign lawyer shall be responsible for the management of services provided by such foreign lawyers.

(Date)

xxxx (Signature)

xxxx (Name in
Print)

Statement on automatic renewal of lease contract

To: Minister of Justice

With regard to the lease contract for (address of the property) or (name of the property) that I submitted as a “Document certifying the securing of a residence” at the time of my application for approval as a registered foreign lawyer, the original contract period provided is from (date) to (date). However, as specified in paragraph x, Article x of the contract, the contract is renewed automatically after the original contract period under the same Article. The current contract period is from (date) to (date). At the time of such automatic renewal, no contract or other document on renewal has been made to present.

(Date)

xxxx (Signature)

xxxx (Name in
Print)

Statement on securing a residence

To: Minister of Justice

I certify that I will make sure to secure a residence for Mr./Ms. xx, who has applied for approval as a registered foreign lawyer, by entering into a lease contract for a residence for the applicant and submit a copy of the contract prior to the approval of the Minister of Justice.

(Date)

xx law firm
(Title)

xxxx (Signature)
xxxx (Name in
Print)

Statement on the purchase of insurance

To: Minister of Justice

I promise to purchase registered foreign lawyer liability insurance (voluntary-based xx as provided in the attached brochure) and submit a copy of the insurance policy prior to the approval as a registered foreign lawyer.

(Date)

xxxx (Signature)

xxxx (Name in
Print)

委任状
POWER OF ATTORNEY

住所：(代理人住所)
氏名：(代理人氏名)
Address：(代理人住所・英語)
Name：(代理人氏名・英語)

私は、上記の者を代理人と定め、次の権限を委任します。

I hereby designate the above as my attorney-in-fact with full power and authority to perform the following:

- 1 私の外国法事務弁護士承認申請に関する予備審査を含む審査の申出に関する一切の件。
To handle all matters relating to my request for examination, including preliminary examination, for approval of qualification to become a Registered Foreign Lawyer;
and
- 2 上記に関する文書の還付請求及び受領に関する件。
To handle matters relating to requesting and receiving original documents concerning the above request.

〇〇年〇〇月〇〇日

住所：(申請者住所)
事務所：(申請者所属事務所)
氏名：(申請者氏名)
Address：(申請者住所・英語)
Office：(申請者所属事務所・英語)
Name：(申請者氏名・英語)

(署 名)