

# **Registered Foreign Lawyer (Gaikokuho-Jimu-Bengoshi)**

## **Manual on Application for Approval & Designation (Revised version of November 2022)**



Judicial System Department  
Minister's Secretariat  
Ministry of Justice



# Gaikokuho-Jimu-Bengoshi Flow of Approval Procedures



Main Stage

## Approval

### Application for approval

An applicant intending to become a GJB (the applicant that files an application for approval) files an application by bringing application form for approval and accompanying documents to the Ministry of Justice office with them.

- \* You can submit accompanying documents (except the Sworn Statements) by E-mail attaching their PDF data.
- \* You don't need to prepare the Sworn Statements because we provide them in our office and you are supposed to affix the signature to them at the time of application.
- \* You need to pay the application fee (¥27,500 for approval / ¥13,400 for designation) by revenue stamps. Please bring them without affixing.
- \* The Ministry of Justice will issue the approval application receipt after checking all the documents.
- \* Make contact with us about the time of your visit to our office because we need to make an adjustment in advance.
- \* We proceed the application in Japanese. If you need an interpreter of Japanese, the interpreter should also visit our office with you.

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### Examination of application for Approval

- \* Including a request to the Japan Federation of Bar Associations (JFBA) for advice

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### Notification of Examination results

Posting the results on the government gazette, and issuing approval notice or notifying the applicant of refusal to approve.

- \* Staff in charge will let you know about the scheduled date of issuing the approval notice in advance.

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Preliminary Stage

## Preliminary Examination

### Applying for the Preliminary Examination

Applicant intending to become a GJB (the applicant that files an application) may, before filing an application for approval, take a check whether they would satisfy statutory requirements.

Preliminary Examination is available for free. An application through a proxy is acceptable.

- \* Examiners will check whether all of the necessary documents for "Examination of application for approval" are submitted.
- \* You do not have to submit the original documents. Photocopies are acceptable. You can submit the documents in PDF format by attaching them to the e-mail.
- \* The Ministry of Justice will issue a Preliminary Examination receipt after checking all the documents.

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### Notification of Examination result

The Ministry will let you know whether you would satisfy the requirements for Examination of application for approval. In addition, the ministry will tell you about types, descriptions, or corrections, if any, of the necessary documents, depending on your foreign lawyer qualification and work experience.



Step Support

## Counseling Services

### Persons qualifying as foreign lawyers, and other persons concerned

Prepare the application form and accompanying documents required for application. The Ministry of Justice's website and this manual will help you deepen your knowledge and understanding on the application procedure.

The Ministry will also provide "counseling services" if you need them.

### Preliminary counseling services

Contact us if you need counseling services, such as if you do not know appropriate documents you should prepare, or you would like to know the past examples. By checking documents, etc., you have submitted, we will answer your questions in accordance with applicable laws, enforcement regulations, and past precedents.

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### Contact information

GJB Section, Examination and Supervision Division, Judicial System Department, Minister's Secretariat, Ministry of Justice  
1-1-1 Kasumigaseki, Chiyoda-ku, Tokyo, Japan  
Tel: 03-3580-4111 (ext. 2374)  
e-mail address: gaiben1@i.moj.go.jp (Only for application procedure)

- \* The e-mail address is available exclusively for application procedure. We cannot respond to e-mail that is unrelated to application.

\* If you intend to obtain designation by the Ministry, the aforementioned procedures for approval will be applied mutatis mutandis. However, an application for designation does not need to be filed by the applicant in person at the Ministry.

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## Glossary

The followings are the terms and their corresponding meanings which are used in this Manual and the attached Reference Materials.

Term	Meaning
Attorney at Law	An attorney at law under the provisions of the Attorneys Act (Act No. 205 of 1949)
Attorneys Act	The Attorneys Act (Act No. 205 of 1949)
Biennial Report	Documents which a person who has obtained Approval as Gaikokuho-Jimu-Bengoshi shall submit to the Minister every two years pursuant paragraph (2) of Article 10 of the Regulations
Designated Laws	The Laws of a Specified Foreign Jurisdiction as to which a person who has obtained approval under the provisions of Article 9 is designated under the provisions of Article 17, paragraph (1) (Article 2, item (xii) of the GJB Act).
Foreign Lawyers Committee	The Foreign Lawyers and International Legal Practice Committee in the JFBA
GJB/ Gaikokuho-Jimu-Bengoshi	Registered foreign lawyer in Japan
GJB Act	The Act on the Handling of Legal Services by Foreign Lawyers (Act No. 66 of 1986)
GJB Section	Gaikokuho-Jimu-Bengoshi Qualification Examination Section, Examination and Supervision Division, Judicial System Department, Minister's Secretariat, Ministry of Justice, Japan
JFBA	The Japan Federation of Bar Associations
Joint Corporation	An attorney at law/registered foreign lawyer joint corporation (Article 2, item (vi) of the GJB Act)
Laws of a Specified Foreign Jurisdiction	The laws which are or were in effect in a Specified Foreign Jurisdiction (Article 2, item (xi) of the GJB Act)
Laws of the Jurisdiction of Primary Qualification	The laws which are or were in effect in the Jurisdiction of Primary Qualification. (Article 2, item (viii) of the GJB Act)
Manual	The Manual on Application for Approval and Designation
Minister	The Minister of Justice, Japan
Ministry	The Ministry of Justice, Japan
Regulations	The Regulations for Enforcement of the Act on the

Term	Meaning
	Handling of Legal Services by Foreign Lawyers (Ministry of Justice Order No. 7, 1987)
PE Application Receipt	A receipt for an application for preliminary examination
Specified Foreign Jurisdiction	A specified foreign jurisdiction other than a Jurisdiction of Primary Qualification (Article 2, item (x) of the GJB Act)
Jurisdiction of Primary Qualification	The foreign jurisdiction where a person who has obtained approval under the provisions of the Article 9 acquired the qualification to become a Foreign Lawyer, which served as the basis for such approval (Article 2, item (vii) of the GJB Act)
Statement	A written statement setting out application particulars listed in Article 6, paragraph (1), item (i), sub-items (a) to (f) of the Regulations to be prepared by a person who applies for approval of their qualification to become a GJB.
Sworn Statement	One of the documents listed in Article 6, paragraph (1), items (vi) to (viii) of the Regulations that a person who applies for an approval of their qualification to become a GJB is to sign in the presence of the officers of the Ministry at the time of filing in person.

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## Part 1 Introduction

### Section 1

#### Purposes of this Manual

For the convenience of the persons who are going to follow various procedures concerning GJB, this Manual is designed to show past examples and explain important points in going on with the procedures, focusing on how to prepare application documents.

This Manual is compiled based on the amended version of the GJB Act and the Regulations which are effective as of November 1, 2022.

### Section 2

#### What should you do if you are qualified as a foreign lawyer and intend to practice in Japan?

In Japan, persons other than Attorney at Law or legal professional corporations are, in principle, prohibited from engaging in legal services as a profession for the sake of receiving remuneration (Article 72, the Attorneys Act).

This principle also applies to persons qualified as lawyers in foreign jurisdiction.

Accordingly, even if you are a qualified foreign lawyer, in Japan, you may not engage in legal services as a profession for the sake of receiving remuneration.

However, a foreign lawyer practicing as a Gaikokuho-Jimu-Bengoshi may engage in a certain scope of legal services in relation to certain foreign laws.

To become a GJB you need to: 1) obtain an approval of your qualification to become a GJB from the Minister; and 2) be registered on the roll of GJB maintained by the JFBA.

### Section 3

#### Approval of qualification to become a GJB

To get approval of your qualification to become a GJB, you need to satisfy certain requirements provided in the GJB Act and the Regulations.

They also set forth detailed rules on how to file an application. You need to submit an application form for approval accompanied by supporting documents that certify your qualification meets the requirements for approval.



## Section 4

### What should you do if you wish to engage in legal affairs related to the Laws of a Specified Foreign Jurisdiction other than that of your qualification as a foreign lawyer which serves as a basis for approval?

In principle, a GJB is only permitted to engage in legal services related to the Laws of the Jurisdiction of Primary Qualification. A GJB is prohibited from engaging in legal services relating to laws of any other foreign jurisdiction. For example, if you are a lawyer qualified in the United Kingdom and registered as a GJB in Japan based on your United Kingdom qualification, in principle, you are only permitted to engage in legal services related to the laws of United Kingdom.

If you wish to engage in legal services related to the laws of a foreign jurisdiction other than the Jurisdiction of Primary Qualification you need to: 1) obtain a designation of the Laws of a Specified Foreign Jurisdiction from the Minister; and 2) have a supplementary registration of the Designated Laws added on the roll of GJB maintained by the JFBA.

To obtain a designation of the Laws of a Specified Foreign Jurisdiction, a GJB needs to satisfy certain requirements which are prescribed in the GJB Act and the Regulations.

They also set forth detailed rules on how to file an application for designation. You need to submit an application form for designation accompanied by supporting documents that certify your qualification meets requirements for designation.

Note: A GJB may provide legal services concerning the Laws of a Specified Foreign Jurisdiction other than Designated Laws, so called “a third country law”, so long as the cases fall into the Article 6, the GJB Act. For further details of other legal services that a GJB may practice, please refer to Reference Material 1, “Outline of the system of GJB (registered foreign lawyer) and scope of professional activities”.

## Section 5

### Notification / report to the Ministry

If you are qualified as a foreign lawyer and become a GJB upon being registered on the roll of GJB maintained by the JFBA, you are subject to the supervision of the JFBA and your local bar association as their foreign special member.

In practicing as a GJB, you need to comply with the GJB Act as well as applicable provisions set forth in the rules and regulations of these organizations.

An approval of the qualification to become a GJB and a designation of the Laws of a Specified Foreign Jurisdiction are both granted by the Minister. Therefore, if there are any changes in the facts serving as the basis for the Minister’s approval or designation after you obtained them, you need to

notify the Minister of such changes.

In addition, once you obtained them, you have to submit prescribed documents to the Minister every two years from the date of approval / designation (hereinafter this obligation is referred to “Biennial Report”).

The GJB Act and the Regulations set forth detailed requirements concerning ongoing obligations.

## Part 2 Approval procedures for qualification to become a GJB

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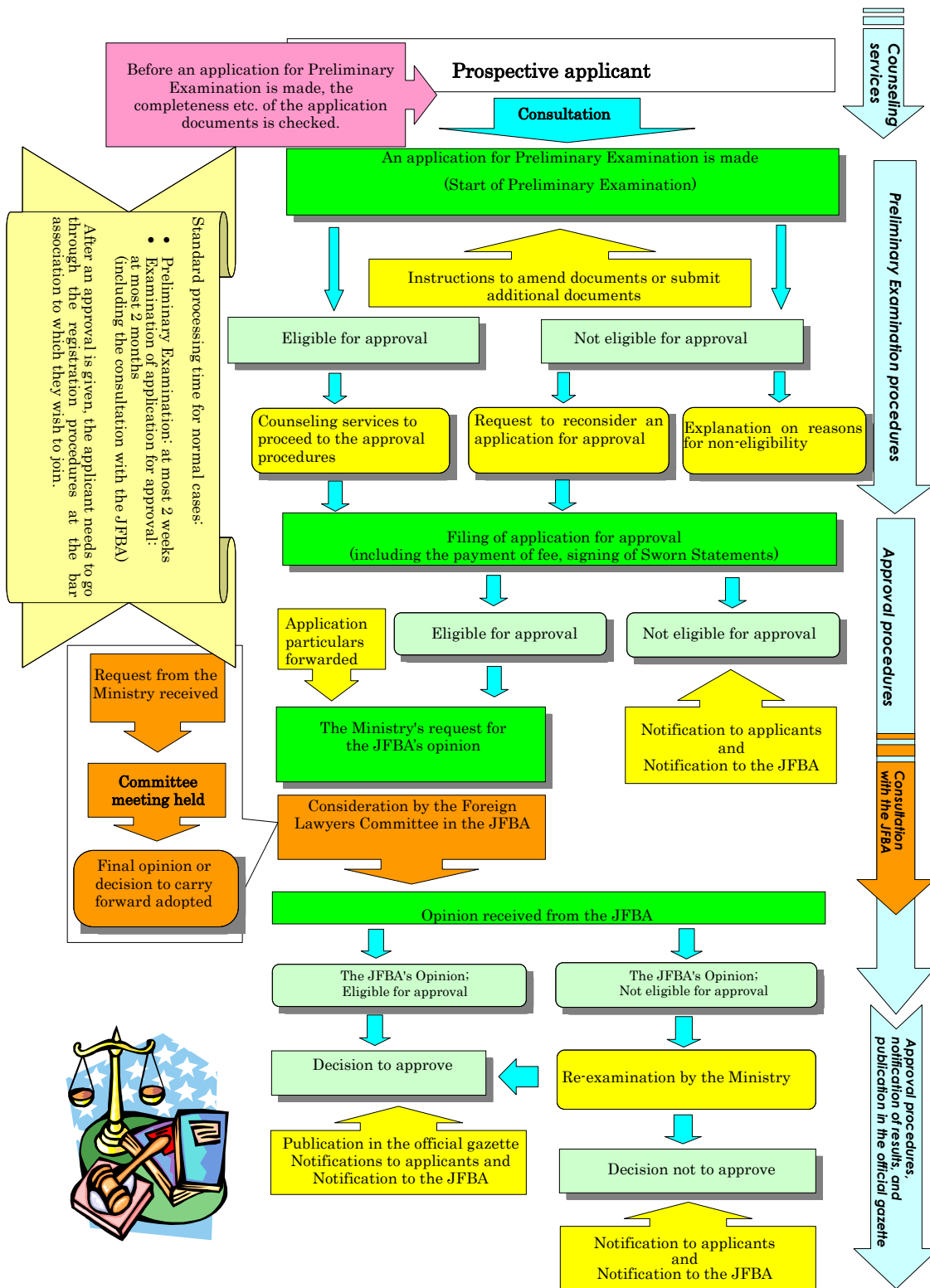
## Section 1

### Outline

In order for your qualification to become a GJB to be approved, you need to apply for approval and go through an examination to ascertain whether you satisfy the requirements for approval.

- The flowchart of approval procedure is on the next page.

## ◆ Flow of procedures relating to GJB ◆



## Section 2

### Approval criteria

To obtain the approval of your qualification to become a GJB, you need to satisfy certain requirements.

This is judged from the accompanying documents attached to the application form.

#### 1. Qualification as a foreign lawyer

A “foreign lawyer” means a person who engages in legal services in a foreign jurisdiction as a profession in an equivalent capacity to that of Attorney at Law in Japan.

In the case of the federal countries listed below, the term "foreign jurisdiction" means its constituent unit such as a state, province, territory and others.

<b>The United States of America</b>	States, the District of Columbia, and the U.S. possessions
<b>Australia</b>	States, the Capital Territory, and the Northern Territory
<b>Canada</b>	Provinces and territories

Please refer to the lists in the section titled “Precedent list of foreign lawyer qualifications” in Part 4: Commentary on accompanying documents to be prepared” for the examples of foreign legal qualifications that have been recognized by the Ministry.

If you do not find your qualification in the list, the Ministry needs to examine: 1) whether your qualification is for handling of legal services as a profession; and 2) whether your qualification is comparable to that of Attorney at Law in Japan. Both criteria (1) and (2) need to be satisfied. In this case, you may be requested to provide an explanation on the framework for your legal qualification based on materials in writing.

If you used to be registered in the Jurisdiction of Primary Qualification but not at present, you are advised to consult with the GJB Section.

#### 2. Post-qualification work experience not less than 3 years

##### (1) Place of work experience

In addition to the period of work experience in the Jurisdiction of Primary Qualification, you may count a period in any other foreign jurisdiction where

you have lawfully engaged in legal services based on your knowledge of the Laws of the Jurisdiction of Primary Qualification.

You may also include a period of your work experience in Japan up to two years, as repeated in (3).

Your work experience may be, either only in the Jurisdiction of Primary Qualification or only in any other foreign jurisdiction. Moreover, you may make a combination of your experiences in several countries, for example, the Jurisdiction of Primary qualification and any other foreign jurisdiction, or a combination of the Jurisdiction of Primary Qualification and Japan and so on. There is no chronological order to be experienced, and each experience may not necessarily be continued to another.

## **(2) Total length of work experience**

You are required to have more than three years of work experience. The period may be whole continued term. If you have taken leaves of absence or have been out of work in your career, you may add the periods you have practiced to make it more than three years. A period such as a leave of absence while you have not practiced may not be counted. However, you may include a period when you have practiced as a lawyer but not actually handled legal services.

## **(3) Work experience in Japan**

The work experience in Japan that can be counted is limited to your provision of service as an employee to an Attorney at Law, a legal professional corporation, a GJB, a registered foreign lawyer corporation, or a Joint corporation based on your knowledge of the Laws of the Jurisdiction of Primary Qualification.

You may count these periods as your experience up to two years in total.

## **3. Other requirements**

Other requirements for approval are shown in the chart on the next page.

## Approval criteria

### 1. Qualification as a foreign lawyer

### 2. Post-qualification work experience not less than 3 years

#### Work experience not less than 3 years

Periods of (1) to (3) below may be added up

- (1) Work experience in the Jurisdiction of Primary Qualification
- (2) Work experience in any other foreign jurisdiction(s),
- (3) Work experience in Japan

See “**Work experience in Japan**” to the right.

#### Work experience in Japan

- Work experience in Japan may be included up to two years.
- The work experience in Japan that can be counted is limited to that of the applicant's provision of service as an employee to an Attorney at Law, a legal professional corporation, a GJB, a registered foreign lawyer corporation or an attorney at law / registered foreign lawyer joint corporation based on their knowledge of the Laws of the Jurisdiction of Primary Qualification.

### 3. Intention to faithfully perform professional duties

### 4. Business plan, accommodation, and financial basis for an appropriate and secure performance of professional duties

### 5. Ability to compensate for any losses that the applicant may cause to clients

### 6. An approval is not given if you fall under any one of the followings.

- Applicants falling under any of the disqualification causes for Attorney at Law.
- Applicants falling under any one of the following categories:
  - \* a person who has been sentenced to a punishment under foreign laws and regulations which is equivalent to imprisonment or heavier punishment.
  - \* a person who has been given a court ruling under foreign laws and regulations which is equivalent to a dismissal by the Court of Impeachment
  - \* a person who has been punished under foreign laws and regulations which is equivalent to a disciplinary action provided in Article 7, item (iii) of the Attorneys Act, and for whom three years have not passed from the date the punishment was imposed.
  - \* a person who is treated under foreign laws and regulations, in a manner equivalent to a person who received an order for the commencement of bankruptcy proceedings and who has not had their rights restored.

### 7. Unless either of the following circumstances applies, an approval will not be given.

- In the Jurisdiction of Primary Qualification of the applicant, persons qualified as Attorney at Law receives substantially the same treatment as the treatment of foreign lawyers under the GJB Act.
- If a person who is qualified to be an Attorney at Law does not receive substantially the same treatment as the treatment of foreign lawyers under the GJB Act in the Jurisdiction of Primary Qualification of the applicant, the non-approval on those grounds violates the sincere implementation of treaties or other international agreements.

## Section 3

### Procedures for approval

#### 1. Things to know before application

##### (1) Application for approval and Preliminary Examination

In order for your qualification to become a GJB to be approved, you need to file an application for approval.

When you file, you need to submit an application form for approval accompanied by supporting documents.

Once you file an application for approval, the Ministry examines as to whether you satisfy the requirements for approval based on the application form and accompanying documents that you have submitted.

If, after the filing, the application documents turn out to be unsatisfactory to a significant degree, the Ministry may not approve your application on the basis that you have not satisfied the requirements for approval.

If your documents are unsatisfactory but not to a significant degree as above, you may be requested to amend the documents or submit additional materials.

The Ministry provides Preliminary Examination services prior to the actual filing of an application for approval if a prospective applicant so wishes.

For your reference, almost all prospective applicants opt to go through the Preliminary Examination process.

The Ministry also provides general counseling on procedures for approval as well as individual consultation for prospective applicants. The information for contacting the Ministry is on the boxed article at the bottom of the chart, the “Gaikokuho-Jimu-Bengoshi / Flow of Approval Procedures”,



## (2) Standard processing time

The Ministry prescribes the standard processing time depending on the procedures as follows.

<b>Preliminary Examination</b>	at most two weeks from the date of issuance of a PE Application Receipt
<b>Examination of application for approval</b>	at most two months from the date of issuance of approval application receipt

However, the contents of examination vary depending on the cases, since the procedures for approval are to specifically examine whether each applicant satisfies requirements for approval. Therefore, each of the standard processing time mentioned above represents only a rough estimate.

In recent examples, for applicants who have filed applications in an appropriate manner following this Manual, the procedures have been completed mostly within the above standard processing time.

## (3) Document formats used for the application process

Application forms and certain accompanying documents have formats prescribed by the relevant laws and regulations.

For the convenience of applicants, the Ministry provides forms of documents in the prescribed formats. You may also create forms of documents including an application form, using software such as Microsoft Office Word as long as they are in the prescribed formats.

The Ministry also provides some of the forms for other documents that do not require prescribed formats.

### How to obtain the forms of documents for approval

#### 1. Downloading from the Ministry's website

[http://www.moj.go.jp/housei/gaiben/housei07\\_00028.html](http://www.moj.go.jp/housei/gaiben/housei07_00028.html)

[https://www.moj.go.jp/EN/housei/gaiben/housei07\\_00003.html](https://www.moj.go.jp/EN/housei/gaiben/housei07_00003.html)

● The following forms are available from the URL above.

- \* Application form for approval (Japanese and English)
- \* Personal Statement (Japanese and English)
- \* Sworn Statements (Japanese and English)
- \* Reference forms (Japanese and English)

#### 2. Obtaining the forms at the Ministry's office

#### (4) Attaching the translated version of documents

If any of your accompanying documents is in a foreign language, you need to attach a Japanese translation.

The translation needs to contain 1) the translator's name, 2) the date of translation, and 3) the statement to the effect that they have faithfully translated the original.

Any application document that is originally in Japanese need not be translated. An original Japanese document (whether an application form or an accompanying document) may be submitted without translation.

#### (5) Provision of information on progress

The Ministry provides certain information including the progress of application and the estimated time when the results are likely to be notified, if the applicant so wishes.

##### Examples of available information on progress

The Ministry provides the following information for example.

- ◆ When the PE Application Receipt is issued...
  - Estimated time when a Preliminary Examination is likely to be completed
- ◆ When an application for approval is filed...
  - Time of request for the JFBA's opinion
  - Scheduled date of monthly meeting of the Foreign Lawyers Committee in the JFBA
- ◆ When the Ministry receives an opinion from the JFBA...
  - Outline of the JFBA's opinion
  - Estimated time when the examination results are notified
  - Scheduled date when the Minister's approval is published in the official gazette

## **2. Preliminary Examination**

The Ministry provides Preliminary Examination services prior to the actual filing of an application for approval, if a prospective applicant so wishes.

### **(1) How to apply for Preliminary Examination**

Unlike an application for approval, you need not to file an application for Preliminary Examination at the Ministry's office in person. If you are residing outside Japan, you need not to come to Japan until the time of formal filing for which you need to appear in person.

You may appoint an agent to handle an application for Preliminary Examination on your behalf. In this case, you need to provide the Ministry with a power of attorney stating the particulars of your agent, including the job title, contact information of the agent and the organization to which the agent belongs.

- For the sample power of attorney, refer to “Reference Form 9” provided at the end of Reference Material 2.

The Preliminary Examination process is free of charge.

The Ministry issues a PE Application Receipt upon accepting an application for Preliminary Examination.

In any progress inquiry to the Ministry about the Preliminary Examination process that you may wish to make after the application, please state a reference number on the PE Application Receipt to facilitate the smooth handling of your inquiry.

If your documents for Preliminary Examination turn out to be unsatisfactory to a significant degree, the Ministry may not accept your application by so pointing out. If the Ministry decides not to accept an application for Preliminary Examination that has been sent by mail, the submitted documents are returned with a statement of non-acceptance and its reason.

### **(2) Documents to be submitted**

The Regulations provides that documents equivalent to an application form for approval and its accompanying documents need to be submitted in applying for Preliminary Examination.

There are no prescribed forms for this examination. However, under the current practice, the Ministry requests applicants to submit unsigned copies with no photo, no revenue stamps or drafts of application forms for approval and accompanying documents that they plan to file.

#### **✚ Important points in preparing documents**

The points of attention in preparing accompanying documents for approval also apply to the Preliminary Examination process, since their copies or drafts are to be submitted for Preliminary Examination.

### ✚ Application form for Preliminary Examination

There is no prescribed format for an application form for Preliminary Examination. The Ministry requests applicants to submit unsigned copies or drafts of application forms for approval without a photo and revenue stamps.

The format for an application form for approval is prescribed by the relevant laws and regulations.

- Please do not affix revenue stamps to a copy (or draft) of application form for approval that you submit for Preliminary Examination. The Preliminary Examination process is free of charge.

### ✚ Accompanying documents

Under the current practice, the Ministry requests applicants to submit unsigned copies or drafts of accompanying documents for approval in applying for Preliminary Examination.

The accompanying documents required for approval are prescribed by the relevant laws and regulations.

- Refer to the "Part 4: Commentary on attached documents to be prepared" for more information.

Among the accompanying documents for approval, the following are not required for Preliminary Examination.

- ✚ Sworn Statement in which the applicant swears that they do not fall under any of the items of Article 7 of the Attorneys Act.
- ✚ Sworn Statement in which the applicant swears that they do not fall under any of the provisions of Article 12, paragraph (1), item (ii), (a) through (d) of the GJB Act.
- ✚ Sworn Statement in which the applicant swears that they faithfully perform their professional duties.

### (3) Examination

- ✚ If the documents submitted for Preliminary Examination turn out to be unsatisfactory, the Ministry may request you to amend the documents or submit additional materials within a certain period prescribed by the Ministry. If you fail to comply with the request within the prescribed period without any justifiable reason, the Ministry may terminate the Preliminary Examination at that point on the ground that the process cannot go any further and notify you of the results based on the already submitted documents.
- ✚ If, after the filing, there is any change in the particulars of your application such as the contents of application documents submitted for Preliminary Examination, you need to notify the Ministry of the change immediately.
- ✚ The results of Preliminary Examination are notified to you verbally or by e-mail.

### 3. Application for approval

#### (1) How to file an application

##### **Filing by the applicant in person**

An application for approval needs to be filed by the applicant in person at the Ministry. Please visit the GJB Section in the Ministry's office for filing.

For the Ministry to ascertain that the applicant has actually appeared in person, you need to bring your passport or any other identification document when you visit the Ministry for filing.

Furthermore, at the time of filing, you only need to temporarily visit Japan for the filing in person. You need not be consecutively in Japan for the whole period during which your application is processed (including the period for Preliminary Examination).

Please consult with the Ministry in advance to book the date and time of the filing in order to facilitate a smooth flow of procedures.

If your application documents turn out to be unsatisfactory after the filing, the Ministry may request you to amend the documents or submit additional materials. You may appoint an agent to handle this on your behalf by providing the Ministry with a power of attorney stating the particulars of your agent, including the job title and contact information of the agent and the organization to which the agent belongs. When a copy has been submitted at the preliminary examination, the original is required to be submitted.

- For the sample power of attorney, refer to “Reference Form 9” provided at the end of Reference Material 2.

##### **Attendance of interpreter**

The filing of application for approval is conducted in Japanese. If you need an interpreter, please arrange for an interpreter to come with you.

##### **Filing of application documents**

At the time of filing, you need to submit an application form for approval and accompanying documents. The accompanying documents, except Sworn Statements, may be sent by E-mail attaching their PDF data beforehand.

##### **Filing fee**

You need to pay the filing fee of ¥27,500 by revenue stamps. Please bring them as they are. You are supposed to put them on the application form after the Ministry's staff finished checking out your documents.

##### **Issuance of receipt**

Upon receiving your application, the Ministry issues an approval application receipt.

In any progress inquiry to the Ministry that you may wish to make after the filing, please state a reference number on the approval application receipt to

facilitate the smooth handling of your inquiry.





**(2) Documents to be submitted**

Application documents for approval and Preliminary Examination	
<p>● <b>Application form for approval</b> (For Preliminary Examination: a copy or draft of an application form for approval)</p>	
<p>● <b>Accompanying Documents (copy is acceptable except the Sworn Statements)</b></p>	
<p>◆ Personal Statement</p>	
<p>◆ Curriculum vitae</p>	
<p>◆ The copy of passport or any other appropriate identification document</p>	
<p>◆ Document certifying that the applicant currently holds a qualification to become a foreign lawyer</p>	
<p>◆ Document proving the applicant’s experience in performing professional duties as a foreign lawyer</p>	
<p>◆ Document proving the applicant’s plan for a proper and reliable performance of their professional duties</p>	
<p>▪ <b>Employment by GJB etc.</b></p>	
<p>(1) Document showing the employment conditions such as the period of employment and the salary, etc.</p>	
<p>(2) Document showing outlines of the employer's office (e.g. the composition of office personnel, the scope of business)</p>	
<p>(3) Document certifying the employer's financial ability to pay the salary</p>	
<p>(4) Document certifying that the employer has secured an office space</p>	
<p>(5) Document certifying that the employer supports and supervises an appropriate and secure performance of professional duties by the applicant</p>	
<p>▪ <b>Sole practice</b></p>	
<p>(1) Document certifying that the applicant has secured an office space</p>	
<p>(2) Document providing a specific explanation on the applicant's business plan</p>	
<p>▪ <b>Joint management or Foreign law joint enterprise</b></p>	
<p>(1) Document showing terms and conditions of the joint business including the provisions on distribution of profits and losses etc.,</p>	
<p>(2) Document certifying that an office space is secured for the applicant</p>	
<p>▪ <b>Other forms of practice</b></p>	
<p>- Documents that may be deemed appropriate depending on the forms of practice</p>	
<p>◆ Document certifying that the applicant has secured an accommodation</p>	
<p>◆ Document certifying that the applicant has a sufficient financial basis</p>	
<p>◆ Document certifying the applicant's ability to compensate for any losses that they may cause to clients</p>	
<p>Documents to be signed at the time of filing <b>(Not required for PE)</b></p>	<p>* Sworn Statement in which the applicant swears that they do not fall under any of the disqualification causes listed in Article 7 of the Attorneys Act</p> <p>* Sworn Statement in which the applicant swears that they do not fall under any of the disqualification causes listed in Article 12, paragraph(1), item (ii), sub-items (a) to (d) of the GJB Act</p> <p>* Sworn Statement in which the applicant swears that they faithfully performs their professional duties</p>

## **Important points in preparing your documents**

Past examples show that the following accompanying documents tend to be found unsatisfactory in so many cases.

In such cases, the Ministry requests the applicants to take steps such as amendments to the accompanying documents and/or the submission of additional materials. This means that the Ministry needs a longer time before notifying the examination results to the applicants.

-  Personal Statement
-  Document certifying that the applicant has acquired a qualification as a foreign lawyer and that the qualification is good at present
-  Document certifying the applicant's work experiences as a foreign lawyer.
-  Document certifying the applicant's ability to compensate for any losses that they may cause to clients

In order to facilitate a prompt approval of your application, we advise you to pay close attention to the accuracy and completeness in preparing or obtaining the above accompanying documents by referring to this Manual and any other relevant materials.

## **Application form for approval**

An application form for approval needs to be prepared in the prescribed format.

- Refer to the chart titled "How to obtain the forms of documents for approval" in 1.(3), Section 3, Part 2 for more information.

You may complete the application form for approval either in Japanese or in English. Please make sure you bring a photo and revenue stamps to the amount of ¥27,500 when you file an application in person at the Ministry.

## **Accompanying documents**

The accompanying documents you need to submit for approval are prescribed by the relevant laws and regulations. Please refer to the chart on page 15 for the list of required documents.

If any of your accompanying documents is in a foreign language, you need to attach a Japanese translation.

## **Personal Statement**




Although there is no prescribed form for the Statement, a recommended form is available from the Ministry.

A form of Statement may be completed in Japanese or in English. Even if you make entries in English in the prescribed slots of Statement, you need not to prepare a Japanese translation of such entries.

However, if you attach a separate sheet in another foreign language to the Statement, you need to submit a Japanese translation of the attached sheet.

## **Accompanying documents other than the Personal Statement**

For the following accompanying documents, you need to file the originals.

-  Sworn Statement in which the applicant swears that they do not fall under any of the items of Article 7 of the Attorneys Act.
-  Sworn Statement in which the applicant swears that they do not fall under any of the provisions of Article 12, paragraph (1), item (ii), (a) through (d) of the GJB Act.
-  Sworn Statement in which the applicant swears that they faithfully perform their professional duties.

In principle, any of accompanying documents other than the Sworn Statements may be submitted by E-mail attaching their PDF data instead of the original. However, the Ministry may request you to submit the original ones.

## **4. Examination of application for approval**

Once you file an application for approval, the Ministry examines whether you satisfy the requirements for approval based on the application form and accompanying documents that you have submitted.

If these documents turn out to be unsatisfactory after the filing, the Ministry may request you to amend the documents or submit additional materials within a certain period prescribed by the Ministry.

If you fail to comply with the request within the prescribed period without any justifiable reason, the Ministry examines your application based on the already submitted documents. Please note that the Ministry may not approve your application in such a case.

If, after the filing, there is any change in the particulars of your application such as the contents of application documents, you need to notify the Ministry of the change immediately. If necessary, the Ministry may request you to submit additional documents including a statement of reason for the change and a material certifying the change.



## **5. Notification of examination results**

The Ministry notifies the examination results to applicants as follows.

### **(1) Decision to approve**

If, upon examination, the Ministry decides to approve your qualification to become a GJB, the Ministry issues you an approval notice and publishes the approval in the official gazette.

Once you receive an approval of your qualification to become a GJB, you need to apply for registration on the roll of GJB maintained by the JFBA. To be registered on the roll of GJB, you need to file a registration request with the JFBA through a local bar association to which you wish to join.

As the Ministry's approval takes effect on the day of publication in the official gazette, you may file a registration request from that day onward.

Please keep the approval notice safely since you will need it in making a registration request to the JFBA.

Please ensure that you file a registration request within 6 months from the following day of the publication of approval in the official gazette, since the Ministry's approval loses effect when six months elapse from that day.

### **(2) Decision not to approve**

If, upon examination, the Ministry decides not to approve your qualification to become a GJB, the Ministry notifies you of the decision not to approve and its reasons in writing.

## **6. Counseling services**

The Ministry provides general counseling on procedures for approval as well as individual consultation for prospective applicants.

In an individual consultation, based on an explanation from a prospective applicant, the Ministry answers questions including what are the required documents and how to complete the documents.

If you systematically organize the facts relating to approval criteria in advance of an individual consultation, the Ministry is able to answer your questions appropriately.

In this context, the Ministry recommends that you draft a Personal Statement beforehand and ask questions with the draft Statement as well as other materials in hand.

The information for contacting the Ministry is on the boxed article at the bottom of the chart, "Gaikokuho-Jimu-Bengoshi / Flow of Approval Procedures."

## Part 3 Designation procedures for Laws of a Specified Foreign Jurisdiction

### Section 1 Outline (Page 19)

### Section 2 Requirements for designating Laws of a Specified Foreign Jurisdiction (Page 19)

### Section 3 Procedures for designating Laws of a Specified Foreign Jurisdiction (Page 20)

1. Things to know before application (Page 20)
2. Preliminary Examination (Page 22)
3. Application for designation (Page 23)
4. Examination of application for designation (Page 26)
5. Notification of examination results (Page 26)
6. Counseling services (Page 27)

## Section 1

### Outline

To obtain a designation of the Laws of a Specified Foreign Jurisdiction, a person whose qualification to become a GJB has been approved needs to apply for designation and go through an examination to ascertain whether they satisfy the requirements for designation.

## Section 2

### Requirements for designating Laws of a Specified Foreign Jurisdiction

To obtain a designation of the Laws of a Specified Foreign Jurisdiction, you need to satisfy following requirements.

The Ministry examines accompanying documents submitted by the applicant to ascertain whether they satisfy the requirements.

1. The applicant has a qualification to become a lawyer in a Specified Foreign Jurisdiction or
2. The applicant has the same level of knowledge of the Laws of a Specified Foreign Jurisdiction as a lawyer in that Jurisdiction and has five or more years of work experience in handling legal services concerning such laws.

## Section 3

### Procedures for designating Laws of a Specified Foreign Jurisdiction

#### 1. Things to know before application

##### (1) Simultaneous application for approval and designation

To obtain a designation of the Laws of a Specified Foreign Jurisdiction, you need to apply for designation.

You may apply for designation at the same time as an application for approval.

It is also possible for you to apply for designation after your qualification to become a GJB being approved of.

##### (2) Application for designation and Preliminary Examination

To apply for designation, you need to submit an application form for designation and accompanying documents.

As is the case with an application for approval, if any of the accompanying documents for designation turn out to be unsatisfactory after the filing, the Ministry may not approve your application or may request you to amend the application documents or submit additional materials. The Ministry provides Preliminary Examination services prior to the filing of application for designation, if a prospective applicant so wishes.

Under the current practice, you may apply for Preliminary Examination for both approval and designation at the same time.

##### (3) Standard processing time

The Ministry prescribes the standard processing time depending on the procedures as follows.

<b>Preliminary Examination</b>	at most two weeks from the date of issuance of a PE Application Receipt
<b>Examination of application for designation</b>	at most two months from the date of issuance of approval application receipt

However, the contents of examination vary depending on the cases, since the procedures for designation are to specifically examine as to whether each applicant satisfies requirements for designation. Therefore, each of the standard processing time mentioned above represents only a rough estimate.

In recent examples, for applicants who have filed applications in an appropriate manner following this Manual, the procedures have been completed mostly within the above standard processing time.

If you apply for designation at the same time as an application for approval, the Ministry notifies you of the examination results of both applications at the same time (The same also applies to the Preliminary Examination process).

#### **(4) Document formats used for the application process**

The format for an application form for designation is prescribed by the Regulations.

The Ministry provides a form in the prescribed format. You may also create an application form using software such as Microsoft Office Word as long as it is in the prescribed format.

Forms of application documents are available as shown in the chart below.

<b>How to obtain the forms of documents for designation</b>
<b>1. Downloading from the Ministry's website</b>
<a href="http://www.moj.go.jp/housei/gaiben/housei07_00028.html">http://www.moj.go.jp/housei/gaiben/housei07_00028.html</a> <a href="https://www.moj.go.jp/EN/housei/gaiben/housei07_00003.html">https://www.moj.go.jp/EN/housei/gaiben/housei07_00003.html</a> <ul style="list-style-type: none"><li>● The following form is available from the URL above.<ul style="list-style-type: none"><li>* Application form for designation (Japanese and English)</li></ul></li></ul>
<b>2. Obtaining the form at the Ministry's office</b>

#### **(5) Attaching the translated version of documents**

If any of your accompanying documents is in a foreign language, you need to attach a Japanese translation.

- Refer to 1.(4), in Section 3, Part2 for how to prepare a Japanese translation.

## **(6) Provision of information on progress**

The Ministry provides certain information including the progress of application and the estimated time when the results are likely to be notified, if the applicant so wishes.

<b>Examples of available information on progress</b>
The Ministry provides the following information for example.
◆ When the PE Application Receipt is issued... <ul style="list-style-type: none"><li>- Estimated time when a Preliminary Examination is likely to be completed</li></ul>
◆ When an application for designation is filed... <ul style="list-style-type: none"><li>- Time of request for the JFBA's opinion</li><li>- Scheduled date of monthly meeting of the Foreign Lawyers Committee in the JFBA</li></ul>
◆ When the Ministry receives an opinion from the JFBA... <ul style="list-style-type: none"><li>- Outline of the JFBA's opinion</li><li>- Estimated time when the examination results are notified</li><li>- Scheduled date when the Minister's designation is published in the official gazette</li></ul>

## **2 Preliminary Examination**

The Ministry provides Preliminary Examination services prior to the filing of an application for designation, if a prospective applicant so wishes.

### **(1) How to apply for Preliminary Examination**

You may apply for Preliminary Examination for designation in the same manner as Preliminary Examination for approval.

### **(2) Documents to be submitted**

The Regulations provides that documents equivalent to an application form for designation and its accompanying documents need to be submitted in applying for Preliminary Examination.

The Ministry requests applicants to submit unsigned copies with no photo, no revenue stamps or drafts of application forms for designation and accompanying documents that they plan to file.

#### **✚ Application form for Preliminary Examination**

There is no prescribed format for an application form for Preliminary Examination. The Ministry requests applicants to submit unsigned copies or drafts of application forms for designation.

The format for an application form for designation is prescribed by the relevant laws and regulations.

Please do not affix revenue stamps to a copy (or draft) of application form for designation that you submit for Preliminary Examination. The Preliminary Examination process is free of charge.

#### **✚ Accompanying documents**

The Ministry requests applicants to submit unsigned copies or drafts of accompanying documents for designation in applying for Preliminary Examination.

The accompanying documents required for designation are prescribed by the relevant laws and regulations.

### **(3) Examination**

If the documents filed for Preliminary Examination turn out to be unsatisfactory, the Ministry may request you to amend the documents or submit additional materials within a certain period prescribed by the Ministry. If you fail to comply with the request within the prescribed period without any justifiable reason, the Ministry may terminate the Preliminary Examination process at that point on the ground that the process cannot go any further and notify you of the result based on the already submitted documents.

If, after the filing, there is any change in the particulars of your application such as the contents of application documents submitted for Preliminary Examination, you need to notify the Ministry of the change immediately.

The results of Preliminary Examination are notified to you verbally or by E-mail.

## **3. Application for designation**

### **(1) How to file an application**

#### **✚ Submission of an application form and accompanying documents**

To apply for designation, you need to submit an application form for designation and accompanying documents. Unlike an application for approval, an application for designation does not need to be filed by the applicant in person at the Ministry. The application for designation can be submitted at Ministry in person or by attorney. The application by mail is also accepted respectively.

#### **✚ Filing fee**

When filing an application for designation, you need to pay the filing fee of ¥13,400 by revenue stamps.

For the United States, Australia, and Canada, each of their constituent units is treated as a "foreign jurisdiction". For example, if you wish to have the

laws of both the New York State and the State of California designated as Laws of Specified Foreign Jurisdiction that you may practice, you need to apply for and obtain a separate designation on the laws of each jurisdiction.

In this case, you may apply for the designations at the same time or separately. If you apply for designations on the laws of more than one Specified Foreign Jurisdiction at the same time, your applications are deemed to constitute a single application. Accordingly, you are charged only ¥13,400.

If you file an application by mail, please affix the revenue stamps to the amount of ¥13,400 in the prescribed space on the application form for designation. If you file in person, please bring the revenue stamps as they are. You are supposed to affix them to the application form after the Ministry's staff finished checking out all the documents.

### **Issuance of receipt**

Upon receiving your application, the Ministry issues a designation application receipt.

In any progress inquiry to the Ministry that you may wish to make after the filing, please state a reference number on the designation application receipt to facilitate the smooth handling of your inquiry.

## **(2) Documents to be submitted**

### **Application form for designation**

An application form for designation needs to be prepared in the prescribed format.

You may complete an application form for designation either in Japanese or in English.

If you apply for designation at the same time of application for approval, please submit the application form when you visit the Ministry for filing the application of approval in person.

If you apply for designation after you obtained approval, the application for designation can be submitted at Ministry in person or by attorney. The application by mail is also accepted respectively.

If you file an application in person, please bring a photo and revenue stamps to the amount of ¥13,400 as they are. If you file by mail, please make sure that they are affixed in the prescribed space on the application form for designation.

### **Accompanying documents**

The accompanying documents you need to submit for designation are prescribed by the relevant laws and regulations. Please refer to the chart

below for the list of required documents.

If any of your accompanying documents is in a foreign language, you need to attach a Japanese translation.

Submitting accompanying documents by E-mail attaching their PDF data, instead of submitting the originals, is acceptable. However, there is the possibility that the Minister may request you to submit the original documents.

## Application documents for designation and Preliminary Examination

**Application form for designation** (For Preliminary Examination: a copy or draft of an application form for designation)

### Accompanying documents

Document certifying that the applicant is qualified as a lawyer in a Specified Foreign Jurisdiction

#### **If you are currently registered as a lawyer in a Specified Foreign Jurisdiction**

- A document certifying the date of registration and the fact that the registration has been retained to date that is issued by an organization authorized to certify such facts.

#### **If you were registered as a lawyer in a Specified Foreign Jurisdiction in the past**

- A document certifying the date of registration and the period while the registration was maintained that is issued by an organization authorized to certify such facts.
- A document certifying that the applicant currently retains a qualification to become a lawyer in that Specified Foreign Jurisdiction

\* As types of required documents vary depending on the jurisdiction of acquisition of qualification, please consult with the Ministry by explaining your circumstances.

Document certifying that the applicant has the same level of knowledge of the Laws of a Specified Foreign Jurisdiction as a lawyer in that jurisdiction and has work experience for five or more years in handling legal services concerning such laws.

#### **Knowledge of law**

- Outline of qualifying procedures for lawyers in a Specified Foreign Jurisdiction
- A written statement explaining the fact that the applicant has the same level of knowledge as a qualified lawyer in that Specified Foreign Jurisdiction

#### **Five or more years of work experience**

- Document certifying the fact that the applicant has work experience in handling legal services relating to the Laws of that Specified Foreign Jurisdiction and the period of such work experience, as a proof of the applicant's work experience in handling legal services relating to such laws

\* Please consult with the Ministry by explaining your circumstances.



#### **4. Examination of application for designation**

Once you file an application for designation, the Ministry examines whether you satisfy requirements for designation based on the application form and accompanying documents that you have submitted.

If these documents turn out to be unsatisfactory after the filing, the Ministry may request you to amend the documents or submit additional materials within a certain period prescribed by the Ministry.

If you fail to comply with the request within the prescribed period without any justifiable reason, the Ministry examines your application based on the already submitted documents. Please note that you may not be granted a designation in such a case.

If, after the filing, there is any change in the particulars of your application for designation such as the contents of application documents, you need to notify the Ministry of the change immediately. If necessary, the Ministry may request you to submit additional documents including a statement of reason for the change and a material certifying the change.

#### **5. Notification of examination results**

The Ministry notifies the examination results to applicants as follows.

##### **(1) Decision to designate**

If, upon examination, the Ministry decides to grant a designation of the Laws of a Specified Foreign Jurisdiction that you have applied for, the Ministry issues you a designation notice and publish the designation in the official gazette.

Upon receiving the designation, you need to have a supplementary registration of the Designated Laws added on the roll of GJB maintained by the JFBA in order to engage in the legal services relating to the Designated Laws.

For this, you need to file a request for addition of supplementary registration of the Designated Laws with the JFBA through your local bar association.

As the Ministry's designation takes effect on the day of publication in the official gazette, you may file the above request from that day onward.

Please keep the designation notice. You need it in making the above request to the JFBA.

Please ensure that you file the above request within 6 months from the following day of the publication of designation in the official gazette, since the Ministry's designation loses effect when six months elapse from that day.

## **(2) Decision not to designate**

If, upon examination, the Ministry decides not to grant a designation on the Laws of a Specified Foreign Jurisdiction that you have applied for, the Ministry notifies you of the decision not to designate and its reasons in writing.

## **6. Counseling services**

The Ministry provides general counseling on procedures for designation as well as individual consultation for prospective applicants.

In an individual consultation, based on an explanation from a prospective applicant, the Ministry answers questions including what are the required documents and how to complete the documents.

If you systematically organize the facts relating to designation criteria in advance of an individual consultation, the Ministry is able to answer your questions appropriately.

In this context, the Ministry recommends that you make an inquiry with materials relating to your application in hand.

The information for contacting the Ministry is on the boxed article at the bottom of the chart, “Gaikokuho-Jimu-Bengoshi / Flow of Approval Procedures.”

## Part 4 Commentary on accompanying documents to be prepared

### Section 1 Application for approval

1. Application form for approval (Page 28)
2. Accompanying documents for application form for approval (Page 29)
3. Management of accompanying documents recognized as common materials (Page 41)

### Section 2 Application for designation

1. Application form for designation (Page 42)
2. Accompanying documents for application form for designation (Page 42)

### Section 3 Preliminary Examination

1. Document corresponding to application form for approval/designation (Page 44)
2. Document corresponding to accompanying documents (Page 44)

### Section 4 Provision of reference forms (Page 44)

### Section 5 Reference cases of application for approval (Reference examples of application documents) (Page 45)

### Section 6 Examples of application form and personal statement (Page 53)

## Section 1

### Application for approval

#### 1. Application form for approval

You need to 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.

Although you need to affix prescribed photos and revenue stamps to the application form, applicants are supposed to affix them after the Ministry of Justice staff finished checking out the applicants' descriptions on the application form.

If there are some descriptions to correct on the application form, when filing you may correct them (in this case, you need to append your signature in the description you have corrected). You need not newly prepare a form.

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 need to fill out an application form for approval like the application for approval and please be sure not to affix your photo.

As a Preliminary Examination is available for free, you need not to affix revenue stamps.

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

## **2. Accompanying documents for application form for approval**

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

### **✚ Statement in the format provided by the Minister (copy is acceptable)**

When preparing your Statement, fill out the form after understanding (a) to (f), Item 1, Article 6 of the Regulations as well as the descriptions of this Manual. As for how to fill out the form, please refer to the inserted comments in the Statement sample made with Microsoft Office Excel on the Ministry's website.

If you wish to inquire the Ministry of how to describe an individual situation, you are supposed to organize the facts on the statement systematically beforehand.

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

1) You need to fill out Statement form either in Japanese or in English.

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

However, if other accompanying documents are described in another foreign language, you need to submit a translated version in Japanese.

2) You need to fill in your Statement correctly in accordance with your accompanying documents, such as certificates. Please check out your descriptions thoroughly again before submitting in order that the procedures might be completed smoothly.

### **✚ Curriculum vitae (copy is acceptable)**

There is no prescribed curriculum vitae form. Please submit your curriculum vitae in an appropriate format. It must contains the whole of job history from the date of qualification acquisition up to the application.

The form provided on the JFBA website (the form of curriculum vitae to be 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 (residence card or special permanent resident certificate is also acceptable) with you. We will make a photocopy of necessary portions.

In the case of Preliminary Examination, you should submit a copy of the bio-data page (if there are any official observations, a copy of the observations pages is also needed) of your passport.

✚ Documents that certifies that the applicant was qualified as a foreign lawyer and has still such a qualification (copy is acceptable)

You need to submit effective certificates issued by the bar association or any other public organization in which the following items are described clearly: the registration date as a foreign lawyer, period of registration, and conditions for provision of service, etc.

The type of certificate or official certifying organization that certifies these items would vary depending on the jurisdiction of your qualification.

For your reference, we list major precedents filed in the past on the next page. Please use it for your convenience.

Please note if there are several names of documents in the column “Certificates” of the same jurisdiction, you need to submit all of them.

( 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
		Copy of a lawyer practicing certificate as 律師執業証
		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 of your application for Preliminary Examination or for approval. However, this rule will not apply if your certificate has a certain expiry date or if there has been made any change of description.

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 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 general. In this case, the Ministry will not generally 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 to 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

<b>List of qualifications treated as foreign lawyer provided in Article 2, item (iii) of the GJB Act</b>	
Jurisdiction of primary qualification	Name of qualification
Republic of Austria	Rechtsanwalt
Kingdom of Belgium	Advocaat
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
Russian Federation	Advokat
Kingdom of Saudi Arabia	Muhamy
Republic of Singapore	Advocate and Solicitor
Kingdom of Spain	Abogado
Democratic Socialist Republic of Sri Lanka	Attorney-at-Law
Swiss Confederation	Avocat Advokat/Rechtsanwalt
Taiwan	律師
The United Kingdom	Solicitor of the Senior Court

**List of qualifications treated as foreign lawyer provided in Article 2, item (iii) of the GJB Act (Federal states)**

Jurisdiction of primary qualification (state/province)	Name of qualification
<b>(Australia)</b>	
Australian Capital Territory	Legal Practitioner of the Supreme Court
New South Wales	Solicitor
Queensland	Solicitor of the Supreme Court
Victoria	Australian Lawyer
Western Australia	Legal Practitioner
<b>(Canada)</b>	
British Columbia	Barrister and Solicitor
Ontario	Barrister and Solicitor
<b>(The United States of America)</b>	
California	Attorney at Law
Colorado	Attorney and Counselor at Law
District of Columbia	Attorney and Counselor
Connecticut	Attorney
Florida	Attorney
Georgia	Attorney
Hawaii	Attorney at Law
Illinois	Attorney and Counselor of Law
Louisiana	Attorney at Law
Maryland	Attorney
Massachusetts	Attorney
Michigan	Attorney
Minnesota	Lawyer and Counselor at Law
Missouri	Attorney and Counselor at Law
Nevada	Attorney and Counselor at law
New Jersey	Attorney at Law
New York	Attorney and counselor/Counsellor at law
North Carolina	Attorney and Counselor at Law
Ohio	Attorney
Oregon	Attorney
Pennsylvania	Attorney
Tennessee	Attorney
Texas	Attorney and counselor at law
Utah	Attorney
Virginia	Attorney and Counselor at Law
Washington	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, the Ministry may ask you to submit detailed explanatory documents on your personal situation as well as your lawyer qualification in your judicial system. In this case, you need to make sufficient preparations before seeking us for advice.

**✚ Document certifying your work experiences as a foreign lawyer (copy is acceptable)**

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

Please submit documents as certificate written by a person in a position that can specifically prove how long you have served as a foreign lawyer and what you have engaged in, and in which they explain that you have fulfilled your tasks for more than 3 years 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 documents that only covers a 3-year period in total to make it simpler to certify.

Please note, this document should have the following descriptions for example.

- Organization name of the certifier as well as the fact that the certifier is in an appropriate position.

(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 2.

**(Reference examples)**

**1) 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 authorized staff 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 need to 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 acquisition of the qualification, you may add it to your work experience period calculation. In this case, in addition to materials certifying that you were employed, you need to 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 need to submit a document (written statement) prepared by an authorized certifying bar association or the employer of your office in the third jurisdiction 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 submit, the Ministry would be grateful if you could also attach a “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							

## 2) If a lawyer, a legal professional corporation, a GJB, a registered foreign lawyer corporation or a Joint Corporation gives proof...

If you are employed in Japan by a lawyer, a legal professional corporation, a GJB, a registered foreign lawyer corporation or a Joint Corporation and provide them with your labor services based on your knowledge on the law of your qualification, you may include such work experiences summing up to 2 years at maximum in your work experience period calculation. In this case, you need to attach a document of your employer (a lawyer, a legal professional corporation, a GJB, a registered foreign lawyer corporation, or a Joint 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 2.

If an applicant has been employed by an Attorney at Law, a legal professional corporation, a GJB, a registered foreign lawyer corporation, or a Joint Corporation in Japan and has provided services to such an entity for a period based on their knowledge of the laws in the jurisdiction of acquisition of the 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 work experience period.

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

### **3) If a bar association gives proof...**

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

If your work experience certificate does not fall under the aforementioned 1) through 3), please 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 which explains that the application is made once again and a copy of the “Notice to cancel registration from the GJB list” 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 2.

### **✚ Document certifying that you have a plan to perform your duties appropriately and surely (copy may be acceptable)**

To be approved as a GJB, you need to faithfully perform your duties and 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 acquisition of the qualification. Keeping in mind this perspective, you need to submit a document describing your specific 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, please refer to the following examples. If you get employed (i.e., an employed person), your employer should explain that they 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 an Attorney at Law, a legal professional corporation, a GJB, a registered foreign lawyer corporation or a Joint Corporation ...**

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 their office	(Examples) - Property registration certificate - Copy of lease agreement
Document that certifies the employer supports/supervises the applicant so that they 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...**

Document	Possible example(s)
Document that certifies that the applicant keeps their 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 2.
- 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 2.

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...

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 their 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 an Attorney at Law, a legal professional corporation or a Joint Corporation

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 their 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.

- ✚ **Document certifying that you have a residence to perform your duties appropriately and surely, or a document certifying your plan to have a residence. (copy is acceptable)**

You need to submit objective materials certifying that you have a residence. Having a residence is a prerequisite to get 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, please make sure to submit the former document, certifying that you have a residence 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. Please refer 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...**

You need to 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 prepare a written statement.

(Example)

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

- Refer to “Reference Form 7” provided at the end of Reference Material 2.

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

**✚ Document certifying financial basis to appropriately and surely perform your duties. (copy is acceptable)**

Please refer 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

## ✚ Document certifying that you are able to compensate your client for damages (copy is acceptable)

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

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

- Refer to "Reference Form 8" provided at the end of Reference Material 2.

If you fail to submit it before the Ministry's approval, your application will not be approved.

### 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, these two documents are to be attached: a certificate (statement) of the employer or the foreign law firm which guarantees its liability to compensate for such damages and a document certifying its ability to compensate for such damages.

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

- Most recent audit report of the employer or the foreign law firm
- A letter from the audit firm, etc., that evaluates the financial position of the employer or the foreign law firm
- Document indicating coverage of the liability insurance as well as its insured amount

If you plan to use insurance to compensate your client for damages, depending on the value of deductibles, you may be required to submit additional documents stating the financial capabilities to pay them.



※ You do not have to prepare the 3 types of Sworn Statements as listed below in advance. You will affix your signature on these documents after reading through all of them when you file an application at the Ministry's office. They are not requested at Preliminary Examination

1) Sworn Statement in which the applicant swears that they do not fall under Article 7 of the Attorneys Act, which applies mutatis mutandis in Article 10 of the GJB Act

2) Sworn Statement in which the applicant swears that they do not fall under Article 12, paragraph (1), item (ii), sub-items (a) to (d) of the GJB Act

3) Sworn Statement in which the applicant swears that they will faithfully perform their duties

#### 📌 Other documents of some help

If there is any necessity for 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.

(Please refer to the “Application documents for approval and Preliminary Examination” section in Part 2.)

### 3. Management of accompanying documents recognized as common materials

If an employer prepares the same type of “employer-related” documents for their employees that apply for procedures and these documents are regarded as common documents for all applicants, then the employer may copy and reuse these documents during the same financial year unless there comes about any change in the particulars of them. Please note that it is not necessary to register the common documents, so please manage the originals properly on your side. 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 they can 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 foreign law firm has enough financial capabilities to guarantee liabilities for damages, or a letter of audit firm, etc., that evaluates its financial position

## Section 2

### Application for designation

#### 1. Application form for designation

You need to fill in the prescribed 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 Primary Qualification.

If you apply for designation at the same time of application for approval, you are supposed to bring your photo and revenue stamps as they are. If you apply for designation only by mail, please affix them in the prescribed space on the application form for designation.

If you need to correct your descriptions on the application form, you may correct it with your signature in the description you have corrected. The mailed application form is to be returned, if any description needs correction.

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

In the case of Preliminary Examination, you need to fill out an application form for designation like an application for designation (the Ministry will handle it as a “draft” of application form because it is not an application for designation in reality). To clearly distinguish it from an application form for designation, please be sure not to affix your photo.

As the Preliminary Examination is available for free, you do not have to affix revenue stamps.

**(Please refer to description example of designation application form at the end of this Part.)**

#### 2. Accompanying documents for application form for designation

You need to carefully read the following explanation and prepare the appropriate documents according to your personal situations. Types of certificates of qualification and your work experience are 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...**

You need to 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 provision of activities, etc.(copy is acceptable)

Type of certificate or an official certifying organization that certifies these items would vary depending on the Jurisdiction of Primary Qualification.

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 need to 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 need to attach the following documents, in principle (copies are acceptable).

- Document that outlines how to obtain the qualification as a foreign 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 have lawfully engaged in legal affairs in the Jurisdiction of Primary Qualification or in other foreign jurisdictions.

Please 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 (copies are acceptable).

It may be desirable that the entire job history is fully explained. However, for application purposes, we take 5-years’ records to be sufficient to examine your work experience.

## Section 3

### Preliminary Examination

#### 1. Document corresponding to application form for approval/designation

Correctly fill out a copy of the approval/designation application form. Photo and revenue stamps are 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.

## Section 4

### Provision of reference forms

Among the accompanying documents to be submitted, reference forms for the following documents are included in Reference material 2.

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

## Section 5

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

This section explains what kind of certificates you need to prepare to apply for approval as a GJB, showing some imaginary applicant examples.

Since they are only typical examples, not necessarily all the documents are introduced here.

You might have to submit other documents, depending on your personal background.

#### Case #1

**Applicant: A**  
**Nationality: The United Kingdom**  
**Foreign Jurisdiction in which the applicant qualifies as lawyer (the Jurisdiction of Primary Qualification): The United Kingdom**

<b>Personal history of Applicant A</b>	
① September 1, 2014 Acquired the qualification of Solicitor in the United Kingdom (England and Wales)	<b>They have the qualification to become a foreign lawyer (statutory requirement)</b>
② October 1, 2014 to November 30, 2019 Worked as an associate at X Law Office Located in London, UK	<b>They have the experience of having performed professional duties as a foreign lawyer in the jurisdiction of acquisition of qualification for 3 years or more after acquiring qualification (statutory requirement)</b>
③ December 1, 2019 Applied to the Ministry of Justice for Approval of GJB status with UK as the Jurisdiction of Primary Qualification <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"><b>After being approved/registered as a GJB, I will be employed by a Japanese lawyer and serve as a GJB at D Law Office with UK as the Jurisdiction of Primary Qualification.</b></div>	

(Reference) Case #1

List of documents for Examination of application for approval

◆ Application form for approval (photo and revenue stamps worth ¥27,500 shall be brought as they are and affixed at the Ministry's office)	
✚ Fill out the format after downloading it from the Ministry of Justice's website	
◆ Personal Statement (photocopy is acceptable)	
✚ Fill out the format after downloading it from the Ministry of Justice's website	
◆ Curriculum vitae (photocopy is acceptable)	
◆ Passport or a copy of another kind of document for ID purpose	
✚ Photocopy of the bio-data page of the passport issued by the UK government	
◆ Document that certifies that the applicant qualifies for a foreign lawyer	
✚ Certificate of Good Standing issued by the SRA.	
✚ Extract from the Roll of Solicitors issued by the SRA.	
◆ Document that certifies the applicant's work experiences as a foreign lawyer	
✚ Extract from the Roll of Solicitors issued by the SRA.	
✚ Work certificate prepared by the representative of X Law Office or Applicant A's supervisor	
◆ Document that certifies the applicant's plan to appropriately and surely perform their duties (in the case of an employee)	
✚ Copy of employment contract between D Law Office and Applicant A	
✚ Document describing D Law Office's business operations and other business outline	
✚ Copy of lease agreement of D Law Office	
✚ Written statement prepared by the employer	
✚ (Audit firm's letter evaluating D Law Office's financial position)	
◆ Document that certifies that the applicant keeps their residence	
✚ Written statement specifically describing that D Law Office will provide A's residence before A gets approved as a GJB	
◆ Document that certifies financial basis	
✚ Guarantee certificate describing that D Law Office will support A's stay in Japan as long as A is employed	
✚ Audit firm's letter evaluating D Law Office's financial position	
◆ Document that certifies the ability to compensate for damages	
✚ Guarantee certificate that D Law Office will pay for possible damages in place of A if A is sued for compensatory damages resulting from A's duties in Japan	
✚ Audit firm's letter evaluating D Law Office's financial position	
Sworn Statements that will be signed at the time of filing an application (Original)	Document in which the applicant swears they do not fall under any of the items of Article 7 of the Attorneys Act
	Document in which the applicant swears they do not fall under any of the provisions of Article 12, paragraph (1), item (ii), (a) through (d) of the Act
	Document in which the applicant swears they will faithfully perform their duties

Case #2

**Applicant: B**  
**Nationality: The United States of America**  
**Foreign Jurisdiction in which the applicant qualifies as lawyer (the Jurisdiction of Primary Qualification):**  
**State of New York, the United States of America**

<b>Personal history of Applicant B</b>	
<p>① September 30, 2016                      Acquired the qualification of Attorney and Counselor at law in New York State, USA</p>	<p>They have the qualification to become a foreign lawyer (statutory requirement)</p>
<p>② October 1, 2016 to October 31, 2017                      Worked as an associate at Y Law Office located in New York State</p>	<p>They have the experience of having performed professional duties as a foreign lawyer in the jurisdiction of acquisition of qualification for <u>a year and a month</u> after acquiring qualification.</p>
<p>③ November 1, 2017 to November 30, 2019                      Got employed by a Japanese lawyer (Attorney at Law) at Z Law Office in Tokyo, Japan, and provided labor services based on the knowledge as Attorney and Counselor at law of New York State for Z Law Office</p>	<p>The provision of their services to the Attorney at Law in Japan based on their knowledge concerning the laws of the jurisdiction of acquisition of qualification for more than two years.</p>
<p>④ December 1, 2019                      Applied to the Ministry of Justice for approval of a GJB status with New York State as the Jurisdiction of Primary Qualification</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>After being approved/registered as a GJB, I will start a GJB office on my own with New York State as the Jurisdiction of Primary Qualification.</p> </div>	<p>above-stated experience for a year and a month in New York State                      +                      above-stated experience for 2 years in Japan</p> <p>They have the experience of having performed professional duties as a foreign lawyer for 3 years or more after acquiring qualification (statutory requirement)</p>

(Reference) Case #2

List of documents for Examination of application for approval

<p>◆ Application form for approval (photo and revenue stamps worth ¥27,500 shall be brought as they are and affixed at the Ministry's office)                  📄 Fill out the format after downloading it from the Ministry of Justice's website</p>	
<p>◆ Personal Statement                  📄 Fill out the format after downloading it from the Ministry of Justice's website</p>	
<p>◆ Curriculum vitae</p>	
<p>◆ Passport or a copy of another kind of document for ID purpose                  📄 Photocopy of the bio-data page of the passport issued by the US government</p>	
<p>◆ Document that certifies that the applicant qualifies for a foreign lawyer                  📄 Qualification certificate issued by the New York State Supreme Court</p>	
<p>◆ Document that certifies the applicant's work experience as a foreign lawyer                  📄 Work certificate prepared by the representative of Y Law Office or Applicant B's supervisor                  📄 Work certificate prepared by Mr./Ms. B's employer lawyer about the fact B worked for Z Law Office</p>	
<p>◆ Document that certifies the applicant's plan to appropriately and surely perform their duties (in the case of independent business)                  📄 Copy of lease agreement about the newly opened office                  📄 Written plan about new business</p>	
<p>◆ Document that certifies that the applicant keeps their residence                  📄 Copy of lease agreement</p>	
<p>◆ Document that certifies financial basis                  📄 B's deposit balance certificate</p>	
<p>◆ Document that certifies the ability to compensate for damages                  📄 Copy of the lawyer's liability insurance policy that designates B as the insured</p>	
<p>Sworn Statements that will be signed at the time of filing an application (Original)</p>	<p>Document in which the applicant swears they do not fall under any of the items of Article 7 of the Attorneys Act</p>
	<p>Document in which the applicant swears they do not fall under any of the provisions of Article 12, paragraph (1), item (ii), (a) through (d) of the Act</p>
	<p>Document in which the applicant swears they will faithfully perform their duties</p>

Case #3

**Applicant: C**  
**Nationality: China (Hong Kong SAR)**  
**Foreign Jurisdiction in which the applicant qualifies as lawyer (the Jurisdiction of Primary Qualification): The United Kingdom**

<b>Personal history of Applicant C</b>	
<p>① September 1, 2019                      Acquired the qualification of Solicitor in the United Kingdom (England and Wales)</p>	<p>They have the qualification to become a foreign lawyer (statutory requirement)</p>
<p>② September 1, 2019 to August 31, 2020                      Worked as an associate at X Law Office located in London, UK</p>	<p>They have the experience of having performed professional duties as a foreign lawyer in the jurisdiction of acquisition of qualification for a year after acquiring qualification.</p>
<p>③ September 1, 2020 to August 31, 2022                      Worked as an associate at Hong Kong branch of X Law Office located in China (Hong Kong) (also was registered as a foreign lawyer in Hong Kong), based on the qualification of Solicitor for UK law</p>	<p>They have the experience of having engaged in the practice of providing legal services, in a foreign jurisdiction other than the jurisdiction of acquisition of qualification for <u>2years</u> concerning the laws of the jurisdiction of acquisition of qualification on the basis of the qualification to become a foreign lawyer.</p>
<p>④ November 1, 2022                      Applied to the Ministry of Justice for approval of a GJB status with UK as the Jurisdiction of Primary Qualification</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>After getting approved/registered as a GJB, I will be employed by a X Joint Corporation and serve as a GJB at X Joint Corporation with UK as the Jurisdiction of Primary Qualification.</p> </div>	<p>above-stated experience for 1 year in United Kingdom                      +                      above-stated experience for 2 in China (Hong Kong)</p> <p>They have the experience of having performed professional duties as a foreign lawyer for 3 years or more after acquiring qualification (statutory requirement)</p>



(Reference) Case #3

List of documents for Examination of application for approval

◆ Application form for approval (photo and revenue stamps worth ¥27,500 shall be brought as they are and affixed at the Ministry's office)	
✚ Fill out the format after downloading it from the Ministry of Justice's website	
◆ Personal Statement	
✚ Fill out the format after downloading it from the Ministry of Justice's website	
◆ Curriculum vitae	
◆ Passport or a copy of another kind of document for ID purpose	
✚ Photocopy of the bio-data page of the passport issued by the Chinese (Hong Kong SAR) government	
◆ Document that certifies that the applicant qualifies for a foreign lawyer	
✚ Certificate of Good Standing issued by the SRA.	
✚ Extract from the Roll of Solicitors issued by the SRA.	
◆ Document that certifies the applicant's work experiences as a foreign lawyer	
✚ Extract from the Roll of Solicitors issued by the SRA.	
✚ Work certificate prepared by the representative of X Law Office or Applicant C's supervisor about the fact C worked for X Law Office	
✚ Work certificate prepared by the representative of X Law Office, the head of the Hong Kong branch of X Law Office, or C's supervisor about the fact C worked for the Hong Kong branch of X Law Office	
✚ Foreign lawyer registration certificate issued by the Hong Kong Lawyers Association	
◆ Document that certifies the applicant's plan to appropriately and surely perform their duties (in the case of an employee)	
✚ Copy of employment contract between X Joint Corporation and Applicant C	
✚ Document describing X Joint Corporation's business operations and other business outline	
✚ Copy of lease agreement of X Joint Corporation	
✚ Written statement prepared by the employer	
✚ (Audit firm's letter evaluating X Joint Corporation's financial position)	
◆ Document that certifies that the applicant keeps their residence	
✚ Written statement specifically describing that X Joint Corporation will provide C's residence before C gets approved as a GJB	
◆ Document that certifies financial basis	
✚ Guarantee certificate describing that X Joint Corporation will support C's stay in Japan as long as C remains employed	
✚ Audit firm's letter evaluating X Joint Corporation's financial position	
◆ Document that certifies the ability to compensate for damages	
✚ Copy of the lawyer's liability insurance policy that designates C as the insured	
Sworn Statements that will be signed at the time of filing an application (Original)	Document in which the applicant swears they do not fall under any of the items of Article 7 of the Attorneys Act
	Document in which the applicant swears they do not fall under any of the provisions of Article 12, paragraph (1), item (ii), (a) through (d) of the Act
	Document in which the applicant swears they will faithfully perform their duties

Case #4

**Applicant: D**  
**Nationality: The United States of America**  
**Foreign Jurisdiction in which the applicant qualifies as lawyer (the Jurisdiction of Primary Qualification): State of New York, the United States of America**  
**Specified Foreign Law designated: The District of Columbia law, USA**

<b>Personal history of Applicant D</b>	
<p>① September 1, 2018                      Acquired the qualification of Attorney and Counselor at law in New York State, USA</p>	<p><b>They have the qualification to become a foreign lawyer (statutory requirement)</b></p>
<p>② September 1, 2018 to March 31, 2020                      Worked as an associate at X Law Office located in New York State</p>	<p><b>They have the experience of having performed professional duties as a foreign lawyer in the jurisdiction of acquisition of qualification for a year and seven months after acquiring qualification.</b></p>
<p>③ April 1, 2020 to October 31, 2020                      Worked as an associate at Y Law Office located in District of Colombia, based on the qualification of Attorney and Counselor at law of New York State</p>	<p><b>They have the experience of having engaged in the practice of providing legal services in a foreign jurisdiction other than the jurisdiction of acquisition of qualification for 7 months concerning the laws of the jurisdiction of acquisition of qualification on the basis of the qualification to become a foreign lawyer.</b></p>
<p>④ November 1, 2020                      Acquired the qualification of Attorney and Counselor at law in District of Colombia, USA</p>	<p><b>They have the qualification to become a foreign lawyer of the specified foreign jurisdiction. (statutory requirement)</b></p>
<p>⑤ December 1, 2020 to November 30, 2021                      Got employed by a GJB at Z GJB Office in Tokyo, Japan, and provided labor services based on the knowledge as Attorney and Counselor at law of New York State and District of Colombia.</p>	<p><b>They have the experience of provision of their services to the registered foreign lawyer based on their knowledge concerning the laws of the jurisdiction of acquisition of qualification for a year.</b></p>
<p>⑥ December 1, 2021                      Applied to the Ministry of Justice for approval and designation with New York State as the Jurisdiction of Primary Qualification, and District of Columbia law as the law of Specified Foreign Jurisdiction.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>After getting approved/designated/registered as a GJB, I will continue to serve for Z GJB Office as a partner lawyer.</b></p> </div>	<p><b>above-stated experience for 1 year and 7months in New York State</b>                      +  <b>above-stated experience for 7 months in District of Columbia</b>                      +  <b>above-stated experience for 1 year in Japan</b></p> <p><b>They have the experience of having performed professional duties as a foreign lawyer for 3 years or more after acquiring qualification (statutory requirement)</b></p>

(Reference) Case #4

List of documents for Examination of application for approval

<p>◆ Application form for approval (photo and revenue stamps worth ¥27,500 shall be brought as they are and affixed at the Ministry's office)</p> <p>◆ Application form for designation (photo and revenue stamps worth ¥13,400 shall be brought as they are and affixed at the Ministry's office)</p> <p>✚ Fill out the format after downloading it from the Ministry of Justice's website</p>	
<p>◆ Personal Statement</p> <p>✚ Fill out the format after downloading it from the Ministry of Justice's website</p>	
<p>◆ Curriculum vitae</p>	
<p>◆ Passport or a copy of another kind of document for ID purpose</p> <p>✚ Photocopy of the bio-data page of the passport issued by the US government</p>	
<p>◆ Document that certifies that the applicant qualifies for a foreign lawyer</p> <p>✚ Qualification certificate issued by the New York State Supreme Court</p> <p>✚ Qualification certificate issued by the Court of Appeals, District of Columbia</p>	
<p>◆ Document that certifies the applicant's work experiences as a foreign lawyer</p> <p>✚ Work certificate prepared by the representative or supervisor of X Law Office about the fact that Applicant D worked for X Law Office</p> <p>✚ Work certificate prepared by the representative or supervisor of Y Law Office about the fact that D worked for Y Law Office</p> <p>✚ Document certifying that the applicant is able to lawfully serve as a New York State lawyer even in the District of Columbia (Certifying letter from the District of Columbia Bar Association, or written statement describing that the applicant is able to lawfully serve as a New York State lawyer in the District of Columbia)</p> <p>✚ Work certificate prepared by D's employer GJB about the fact D worked for Z GJB Office</p>	
<p>◆ Document that certifies the applicant's plan to appropriately and surely perform their duties (in the case of a joint venture)</p> <p>✚ Document that certifies the conditions of the joint venture, such as distribution percentage of revenues and expenditures, jointly signed by joint partners</p> <p>✚ Document describing the outline of Z GJB Office</p> <p>✚ Copy of lease agreement about Z GJB Office</p>	
<p>◆ Document that certifies that the applicant keeps their residence</p> <p>✚ Registered matter certificate on the residence owned by D's spouse</p> <p>✚ Marriage certificate for D and their spouse (Document that certifies the relationship between D and their spouse)</p>	
<p>◆ Document that certifies financial basis</p> <p>✚ Guarantee certificate that the home nation law firm of Z GJB Office will support D's stay in Japan and office operations</p> <p>✚ Audit firm's letter evaluating financial position of the home nation law firm of Z GJB Office</p>	
<p>◆ Document that certifies the ability to compensate for damages</p> <p>✚ Guarantee certificate that the home nation law firm of Z GJB Office will pay for possible damages in place of D if D is sued for compensatory damages resulting from D's duties in Japan</p> <p>✚ Audit firm's letter evaluating financial position of the home nation law firm of Z GJB Office</p>	
<p>Sworn Statements that will be signed at the time of filing an application (Original)</p>	<p>Document in which the applicant swears they do not fall under any of the items of Article 7 of the Attorneys Act</p>
	<p>Document in which the applicant swears they do not fall under any of the provisions of Article 12, paragraph (1), item (ii), (a) through (d) of the Act</p>
	<p>Document in which the applicant swears they will faithfully perform their duties</p>

<h2 style="margin: 0;">承認申請書</h2> <p style="margin: 0;">(Application for Approval)</p> <p style="margin: 0;">法務大臣 殿 (To the Minister of Justice)</p>				<p>写真 (Photograph)</p> <p>(4 cm × 3 cm)</p> <p>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</p>	
氏名	(Name in full)			性別	<input type="checkbox"/> 男 Male
	(原 語) Original language	法務・桜・美咲 (ローマ字) Roman alphabet			<input checked="" type="checkbox"/> 女 Female
(カタカナ) Katakana (Japanese phonogram)	houmu・sakura・misaki		ホウム・サクラ・ミサキ		
国籍	(Nationality / Citizenship)	生年月日	(Date of Birth)	出生地	(Place of Birth)
○○○	19YY 年 MM 月 DD 日 (year) (month) (day)	○○○○○○○○	○○○○○○○○○○ (City, State, Country / Federation)		
住所	(Present address)				収入印紙
(原 語) Original language	東京都千代田区霞が関 1-1-1 ○○ビル××階△△号室				Revenue Stamp
(ローマ字) Roman alphabet	○○building ××Fl. Room No. △△, 1-1-1 Kasumigaseki, Chiyoda-ku, Tokyo				消印しないこと Not to mark as cancelled
(カタカナ) Katakana (Japanese phonogram)	トウキョウトチヨダクカスミガセキ 1-1-1 ○○ビル××カイ △△ゴウシツ				
外国弁護士となる資格	(Qualification to become a foreign lawyer)	外国弁護士の名称	(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	Solicitor of the Senior Courts		
資格を取得した年月 (Date of Acquisition)	2 OYY 年 MM 月 DD 日 (year) (month) (day)	(ローマ字) Roman alphabet	(カタカナ) Katakana (Japanese phonogram) ソリシター オブ ザ シニア コーツ		
<p>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等に関する法律第9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。なお、添える書類の写しは、原本と相違ありません。</p> <p>Based on the above qualification to become a foreign lawyer, I hereby file an application for approval under the provisions of Article 9 of the Act on the Handling of Legal Services by Foreign Lawyers (the "Act") with documents required by the Regulations for Enforcement of the Act, and certify that the copies of attached documents are true and exact copies of the originals.</p> <p style="text-align: center;">2 OYY 年 MM 月 DD 日 (year) (month) (day)</p> <p style="text-align: center;">記名 (Name) _____</p>					
					担当官 Officer in charge

<h1 style="text-align: center;">Personal Statement</h1> <p style="text-align: center;">*to write in English only</p>				<input type="checkbox"/> MM DD, 20XX (Date of Filing) <input type="checkbox"/> For application for approval <input type="checkbox"/> For Preliminary Examination
Name of Applicant	(original language) 法務・桜・美咲	Date of Birth	MM DD, 19XX	Name of the law office the applicant intends to work
	(Alphabet) Houmu sakura misaki	Nationality	XX	
Contact Point in Japan for procedural purposes		Passport-related information		Name of Bar Association, which you intend to join in Japan
Postal Code	〒 100-00XX	Number	CXXXXXXX	XXX Bar Association
Address	XXth floor, YY building, AA-BB-CC Kasumigaseki, Chiyoda-ku, Tokyo	Date of Issue	MM DD, 20XX	
Tel	81-3-XXXX-YYYY	Issuing Authority	The Ministry of Foreign Affairs of XXX	Specified foreign law that the applicant simultaneously applies for designation State law in XXXX in the nation YYYY
Fax	81-3-WWWW-ZZZZ	Date of Expiration	MM DD, 20XX	Other qualifications of the applicant which are not applied for approval or designation Attorney at law in the state of XXXX in the nation of YYYY
email	XXX@YYY.ne.jp	For the attention of : WWW		
Final academic background as a basis for qualification	Name of School XXXX National University	Name of Faculty Law School	Graduation date MM DD, 19XX	Academic degree/title earned Master of Law
Matters of exam	Assertions	Certification method and evidentiary material(s)	Notes	
Name of Applicant	As mentioned above	<input checked="" type="checkbox"/> Passport		
Date of Birth		<input type="checkbox"/> Residence card, Special Permanent Resident Certificate		
Nationality		<input type="checkbox"/> Other certificate (such as a certificate of all matters registered in the family register) Date of Issue _____ Issued by _____		
Legal Qualification/ Admission	Jurisdiction of Primary Qualification (state, province, etc.) State of AAAA in the nation of BBBB	<input checked="" type="checkbox"/> Qualification certificate Date of issuance MM DD, 20XX Issued by Supreme Court, State of XXXX	<input checked="" type="checkbox"/> Document attached to certify that the qualification has some limitations	
	Name of Primary Qualification original language Solicitor of the Senior Court	<input checked="" type="checkbox"/> Qualification certificate Date of Issue MM DD, 20XX Issued by The Bar association, State of AAAA in the nation of BBBB	<input checked="" type="checkbox"/> Document attached to describe applicable provisions of the legislation that governs their qualification	
	Alphabet Solicitor of the Senior Court	<input type="checkbox"/> Qualification certificate Date of Issue _____ Issued by _____	<input type="checkbox"/> Detailed written statement attached to explain the disciplinary punishment imposed	
	Date of obtaining the qualification MM DD, 19XX	<input type="checkbox"/> Written statement on disciplinary punishment As stated in Attachment	<input type="checkbox"/> Verification statement (a document to explain evidence) attached	
Qualifying Authority Supreme Court, State of XXXX	<input type="checkbox"/> Written statement or materials, if the applicant does not have a certificate of their qualification			
Has the applicant been subject to disciplinary punishment? <input type="checkbox"/> Yes. <input checked="" type="checkbox"/> No.				
Professional Experience (in the Jurisdiction of Primary Qualification)	Period (1) Experience in total X years and Y months	<input checked="" type="checkbox"/> Certificate (1) Date of issuance MM DD, 20XX	<input checked="" type="checkbox"/> <b>Experience period included</b>	
	Period From MM DD, 19XX to MM DD, 20XX	Issued by XXX LLP, YYY representative	[experience period certified in the Jurisdiction of Primary Qualification]	
	Work pattern <input type="checkbox"/> Independent practice <input type="checkbox"/> Joint management <input checked="" type="checkbox"/> Employee <input type="checkbox"/> The government or private enterprise, or others		X Year(s)	
	Name of Office XX LLP		Y Month(s)	
	Office location XX, State of YY in the nation of ZZ		<input type="checkbox"/> Detailed statement attached to explain in the case that the "work pattern" falls under "others"	
Status at that time Associate				

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"/> <b>Professional Experience period included</b> [as certified in third county(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"/> <b>Aggregated Total in Japan</b> <input checked="" type="checkbox"/> <u>1 year(s) and month(s)</u> <input type="checkbox"/> Certificate (6) Date of issuance _____ Issued by _____ <input type="checkbox"/> Other Professional Experience is shown in an attached document. If you need to addition.

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 they pledge (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"> <li><input checked="" type="checkbox"/> Outline of the employer's office is stated in an attached document.</li> <li><input type="checkbox"/> The applicant's business plan and financial basis are stated in the right column.</li> <li><input type="checkbox"/> Future activity plan and other special matters As stated in the Attachment.</li> </ul>	<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"> <li><input checked="" type="checkbox"/> The applicant's business plan and financial basis are stated in the right column.</li> <li><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></li> <li><input checked="" type="checkbox"/> Estimated annual operating cost for the office JPY <u>AA,000,000</u></li> <li><input checked="" type="checkbox"/> Future activity plan and other special matters As stated in the Attachment.</li> </ul>	<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> <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> <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"> <li><input checked="" type="checkbox"/> The applicant's business plan and financial basis are stated in the right column.</li> <li><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></li> <li><input checked="" type="checkbox"/> Estimated annual operating cost for the office JPY <u>AA,000,000</u></li> <li><input checked="" type="checkbox"/> other special matters As stated in the Attachment.</li> </ul>	<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> <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 &amp; 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> <u>RRR, CPA at SSS Accounting Office</u> Prepared by _____ <input checked="" type="checkbox"/> Document certifying the ability for compensation for damages Prepared on <u>MM DD, YYYY</u> <u>XX Gaikokuhou-Jimu-Bengoshi Jimusho, TTT representative</u> Prepared by _____	<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  
Date MM DD, YYYY Name in full (Print) XXXX



<b>指 定 申 請 書</b> (Application for Designation)				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				
	法務・桜・美咲 (ローマ字) Roman alphabet				
(カタカナ) Katakana (Japanese phonogram)			性別 <input type="checkbox"/> 男 Male <input checked="" type="checkbox"/> 女 Female		
houmu・sakura・misaki (カタカナ) Katakana (Japanese phonogram)					
ホウム・サクラ・ミサキ					
国 籍	(Nationality / Citizenship)	生 年 月 日	(Date of Birth)	(Place of Birth) ○○○○○○○○○○ (City, State, Country/Federation)	
	○○○	19YY 年 MM 月 DD 日 (year) (month) (day)	出 生 地		
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>
	(原 語) Original language				
	東京都千代田区霞が関 1-1-1 ○○ビル××階△△号室				
	(ローマ字) Roman alphabet				
○○building ××Fl. Room No. △△, 1-1-1 Kasumigaseki, Chiyoda-ku, Tokyo					
(カタカナ) Katakana (Japanese phonogram)					
トウキョウトチヨダクカスミガセキ△△-△△-△△ ○○ビル××カイ△△ゴウシツ					
原 資 格 国	(Jurisdiction of primary qualification)		(Laws of the specified foreign jurisdiction for designation)		
	○○○○○ (State, Country/Federation)		○○○○○ (State, Country/Federation)		
申 請 区 分	<input checked="" type="checkbox"/> 法第17条第1項第1号による指定の申請 Application for designation pursuant to the provisions of Article 17, paragraph (1), item (i) 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 effective in the specified foreign jurisdiction	
	<input type="checkbox"/> 法第17条第1項第2号による指定の申請 Application for designation pursuant to the provisions of Article 17, paragraph (1), item (ii) of the Act				
<p>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等に関する法律第17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します。なお、添える書類の写しは、原本と相違ありません。</p> <p>Regarding the above laws of the specified foreign jurisdiction, I hereby file an application for designation pursuant to the provisions of Article 17, paragraph (1) of the Act on the Handling of Legal Services by Foreign Lawyers (the "Act") with documents required by the Regulations for Enforcement of the Act, and certify that the copies of attached documents are true and exact copies of the originals.</p>					
2 OYY 年 MM 月 DD 日 (year) (month) (day)					
記名 (Name) _____					担 当 官 Officer in charge

## Part 5 Notification/report obligations

### Section 1 Notification/report that must be made by persons whose qualification as GJB were approved (Page 59)

1. Notification (Page 59)
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1. Notification (Page 64)
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#### Section 1

#### Notification/report that must be made by persons whose qualification as GJB were approved

##### 1. Notification

If your qualification as a GJB is approved, and certain prescribed matters have changed, then you need to notify the Minister of such a change in accordance with the Regulations.

Support by the law offices are absolutely essential for GJB to appropriately and securely perform their duties. The law offices’ support and cooperation to GJB would be highly appreciated.

##### (1) If notification is necessary...

You have to give notification to the Minister if you fall under the cases as shown in the “List of accompanying documents for notification in accordance with Article 10, paragraph (1) of the Regulations” section.

If you come under one of these cases, please notify the Minister of it without delay.

Above all, the “ability to compensate for damages” is an indispensable prerequisite for approval from the viewpoint of protecting clients.

If you transfer to another GJB office or if you close your independent office

and become employed by another GJB office, these are general cases that fall under “significant change in the ability to compensate for damages”, so that you need to notify the Minister of them.

If any case occurs which seems to fall under these changes, please consult the Ministry. The information for contacting the Ministry is on the boxed article at the bottom of the chart, “Gaikokuho-Jimu-Bengoshi / Flow of Approval Procedures.”

List accompanying documents for notification in accordance with Article 10, paragraph (1) of the Regulations

Paragraph 1, Article 10 of the Regulations	Reason(s) for notification	Condition(s)	Notification format	Accompanying document (example)
<b>Item 1</b>	any change in their name	—	Notification form (approval-related)	Copy of “applicant-use copy” of the Registered Foreign Lawyer Roll Change Application Form, with the receipt seal affixed by the applicant’s bar association
	any change in their nationality	—		Copy of “applicant-use copy” of the Registered Foreign Lawyer Roll Change Application Form, with the receipt seal affixed by the applicant’s bar association
	any change in their address in Japan	—		Copy of “applicant-use copy” of the Registered Foreign Lawyer Roll Change Application Form, with the receipt seal affixed by the applicant’s bar association
<b>Item 2</b>	their office has been established	—		N/A
	their office has been moved	—		Copy of “applicant-use copy” of the Registered Foreign Lawyer Roll Change Application Form, with the receipt seal affixed by the applicant’s bar association
<b>Item 3</b>	the name of their office has been fixed	—		N/A
	the name of their office has been changed	—		Copy of “applicant-use copy” of the Registered Foreign Lawyer Roll Change Application Form, with the receipt seal affixed by the applicant’s bar association
<b>Item 4</b>	There has taken place an important change in their ability to compensate for damages which they may cause to clients	—		Written statement from the registered foreign lawyer or the applicant’s law office, describing such situations
<b>Item 5</b>	if they have come to fall under any of the persons listed in Article 12, paragraph (1), item (ii), sub-items (a) to (d) of the GJB Act.	(a) a person who has been sentenced to a punishment under foreign laws and regulations which is equivalent to imprisonment or heavier punishment		1) Written statement from the registered foreign lawyer or the applicant’s law office, describing such situations (Example) Written statement that explains such situations or describes the applicant gets fired because they falls under the category
		(b) a person who has been given a court ruling under foreign laws and regulations which is equivalent to a dismissal by the Court of Impeachment		
		(c) a person who has been punished under foreign laws and regulations which is equivalent to a disciplinary action provided in Article 7, item (iii) of the Attorneys Act, and for whom three years have not passed from the date the punishment was imposed		
		(d) a person who is treated under foreign laws and regulations, in a manner equivalent to a person who received an order for the commencement of bankruptcy proceedings and who has not had their rights restored		
<b>Item 6</b>	if they have lost the qualification to become a foreign lawyer in the jurisdiction of primary qualification.	—		
<b>Item 7</b>	if they have come to fall under any of the items of Article 7 of the Attorneys Act (except item (ii)) applied mutatis mutandis pursuant to Article 10 of the GJB Act.	(i) A person who has been sentenced to imprisonment without work or severer punishment	2) Copy of certificate issued by the competent organization, describing such situations (Example) Copy of the transcript describing the court judgment / decision	
		(ii) a person who, through disciplinary action, has been disbarred as an attorney or as a registered foreign lawyer, has been prohibited from practicing as a patent attorney, has had their registration as a certified public accountant revoked, has been prohibited from providing services as a certified public tax accountant, or has been dismissed from their office as a public employee, and three years have not elapsed from the date on which disciplinary action was imposed		
		(iii) a person who, through disciplinary action, has been disbarred as an attorney or as a registered foreign lawyer, has been prohibited from practicing as a patent attorney, has had their registration as a certified public accountant revoked, has been prohibited from providing services as a certified public tax accountant, or has been dismissed from their office as a public employee, and three years have not elapsed from the date on which disciplinary action was imposed		
		(iv) a person who received a decision for the commencement of bankruptcy proceedings and has not had their rights restored		

## (2) How to give notification

- ✚ Notification needs to be given by submitting documents.
  - ✚ The format of notification is not officially prescribed, but an appropriate format for notification is available. (Refer to the reference example at the end of this “Reference material 2”)
  - ✚ A notification can be submitted at MOJ office in person or by attorney. The notification by mail is also accepted respectively. You can send the notification documents to the Ministry by attaching the data of documents to the e-mail.
- The e-mail address for submitting notification is different from that for application procedures. Please ask MOJ staff of the e-mail address if necessary. The contact number is at the bottom of the page “Flow of approval procedures.”

How to obtain the format for notification provided in Article 1, paragraph (1) of the Regulations

### 1. Downloading from the Ministry of Justice’s website

[http://www.moj.go.jp/housei/gaiben/housei07\\_00028.html](http://www.moj.go.jp/housei/gaiben/housei07_00028.html)

[https://www.moj.go.jp/EN/housei/gaiben/housei07\\_00003.html](https://www.moj.go.jp/EN/housei/gaiben/housei07_00003.html)

- The following form is available from the URL above.
- Reference Form (Notification under Article 10, paragraph (1) of the Regulations)

### 2. Visiting the Ministry of Justice’s office to obtain the format

## 2. Report (so-called “biennial report”)

If you get approval of your qualification to become a GJB, you need to submit certain documents to the Minister every 2 years from the date you get approved. These documents are to be submitted within 2 months after expiration of the 2-year period in accordance with the Regulations.

### (1) Document to be submitted

You need to submit the following documents on the next page.

List of accompanying documents for report in accordance with Article 10, paragraph (2) of the Regulations

Reason(s) for report	Article 10, Paragraph (2) of the Regulations	(Reference provisions)		report format	Accompanying document
<p>A person who has obtained Approval shall submit the following documents, such as “the document certifying that you qualify as a foreign lawyer in the state of primary qualification” etc., to the Minister of Justice within two months after the expiration of every two years from the date when they have obtained such Approval.</p>	(i)		a document certifying that they actually have a qualification as a foreign lawyer in the jurisdiction of primary qualification	Report (approval-related)	See the “Documents that certifies that the applicant has qualified as a foreign lawyer and has still such a qualification” section of Part 4, “Commentary on supporting documents to be prepared.” * If you are uncertain, please consult with us.
	(ii)		a written statement on the status of their practice and assets		See declaration of Professional and financial Status (Reference material 2)
	(iii)	(a)	a person who has been sentenced to a punishment under foreign laws and regulations which is equivalent to imprisonment or heavier punishment		Sworn Statement related with Article 10, paragraph (2), item (iii) of the Regulations
		(b)	a person who has been given a court ruling under foreign laws and regulations which is equivalent to a dismissal by the Court of Impeachment		
		(c)	a person who has been punished under foreign laws and regulations which is equivalent to a disciplinary action provided in Article 7, item (iii) of the Attorneys Act, and for whom three years have not passed from the date the punishment was imposed		
		(d)	a person who is treated under foreign laws and regulations, in a manner equivalent to a person who received an order for the commencement of bankruptcy proceedings and who has not had their rights restored		
	(iv)	(i)	a person who has been sentenced to imprisonment without work or a severer punishment		Sworn Statement related with Article 10, paragraph (2), item (iv) of the Regulations
		(iii)	a person who, through disciplinary action, has been disbarred as an attorney or as a registered foreign lawyer, has been prohibited from practicing as a patent attorney, has had their registration as a certified public accountant revoked, has been prohibited from providing services as a certified public tax accountant, or has been dismissed from their office as a public employee, and three years have not elapsed from the date on which disciplinary action was imposed		
		(iv)	a person who received a decision for the commencement of bankruptcy proceedings and has not had their rights restored		

<p>Exclusion factors for biennial report (approval-related)</p> <p>You fall under Article 10, paragraph (1), item (vi) or (vii) of the Regulation.</p>	(vi)		if they have lost the qualification to be a foreign lawyer in the jurisdiction of primary qualification	Notification form (approval-related)	See “List of supporting documents for notification in accordance with Article 10, paragraph (1) of the Regulations.”
	(vii)	(i)	a person who has been sentenced to imprisonment without work or a severer punishment		
		(iii)	a person who, through disciplinary action, has been disbarred as an attorney or as a registered foreign lawyer, has had their registration as a certified public accountant revoked, has been prohibited from providing services as a certified public tax accountant, or has been dismissed from their office as a public employee, and three years have not elapsed from the date on which disciplinary action was imposed		
(iv)	a person who received a decision for the commencement of bankruptcy proceedings and has not had their rights restored				

## (2) How to report

- ✚ The format of report is not officially prescribed, but an appropriate format for report is available. (Refer to the reference example at the end of this “Reference material 2”)
- ✚ The documents of report are to be submitted basically in the same way as those of notification. However, you are supposed to submit the statement prescribed by Article 10, paragraph (2), item (iii) and (iv) of the Regulations either by mail or visiting to MOJ office, not by E-mail with the attachment of PDF data.
- ✚ The procedures of report will not be completed unless all the necessary documents are submitted. If one of those documents are sent attached to the E-mail, please be sure to submit the statement as explained above without delay.

How to obtain the formats for report provided in Article 10, paragraph (2) of the Regulations

### 1. Downloading from the Ministry of Justice’s website

[http://www.moj.go.jp/housei/gaiben/housei07\\_00028.html](http://www.moj.go.jp/housei/gaiben/housei07_00028.html)

[https://www.moj.go.jp/EN/housei/gaiben/housei07\\_00003.html](https://www.moj.go.jp/EN/housei/gaiben/housei07_00003.html)

- The following forms are available from the URL above.
- Reference Form for Approval and Designation (Report under Article 10, paragraph (2), and Article 15, paragraph (2) of the Regulations)
- Declaration of Professional and Financial Status
- \* Report (approval-related) and Report (designation-related) are in the same format.

### 2. Visiting the Ministry of Justice’s office to obtain the formats

## Section 2

### Notification/report that must be made by persons who obtained the designation of Laws of Specified Foreign Jurisdiction

#### 1. Notification

After getting the designation of Laws of Specified Foreign Jurisdiction provided by Article 17, paragraph (1), item (i) of the GJB Act, if you lose your qualification as a foreign lawyer which is the basis for the designation, you need to notify the Minister of the fact according to the Regulations.

- + You need to submit documents of notification.
- + The format of notification is not officially designated.
- + A notification can be submitted at MOJ office in person or by attorney. The notification by mail is also accepted respectively. Moreover, you can send the notification documents to the Ministry by attaching the data of documents to the E-mail. Please ask MOJ staff of the E-mail address if necessary (the E-mail address for report is different from that for approval procedures). The contact number is at the bottom of the page “Flow of approval procedures.”

List of accompanying documents for notification/report in accordance with Article 15 of the Regulations				
Article 15 of the Regulations		Reasons for notification/report	Format of notification /report	Accompanying document
Paragraph 1	If a person who has received a designation under Article 17, paragraph (1), item (i) of the Act has lost their qualification as a foreign lawyer, they must notify the Minister of Justice to that effect without delay.	You have lost the qualification of a foreign lawyer, which served as a basis for designation.	N / A	(Examples) <ul style="list-style-type: none"> <li>• Written statement of designated foreign lawyer or law office, describing such a fact</li> <li>* Written statement describing explanations on reasons why the qualification of a foreign lawyer gets lost</li> <li>• Written statement of competent organization, certifying such a fact</li> <li>* Copy of the transcript describing the court judgment/decision</li> </ul>
Paragraph 2	A person who has received a designation under Article 17, paragraph (1), item (i) of the Act must submit a document certifying that they are actually qualified as a foreign lawyer concerning the designation to the Minister of Justice within two months after the end of every two year period from the date of designation, except in the case provided for in the preceding paragraph.	If you get designation, you need to submit certain documents to the Minister every 2 years from the date of designation. These documents are to be submitted within 2 months after the expiration of the 2-year period.	Report (designation-related)	(Examples) <p>See the “Documents that certifies that the applicant has qualified as a foreign lawyer and has still such a qualification” section of Part 4, “Commentary on supporting documents to be prepared.”</p> <p>* If you are uncertain, please consult with us.</p>

## 2. Report (so-called “biennial report”)

If you get designation, you need to submit certain documents to the Minister every 2 years from the date of designation. These documents are to be submitted within 2 months after expiration of the 2-year period in accordance with the Regulations.



## (1) Document submitted

You need to submit the documents as listed in Paragraph 2 of the “List of accompanying documents for notification/report in accordance with Article 15 of the Regulations” section.

## (2) How to submit documents

- ✚ The format of report is not officially prescribed, but an appropriate format for report is available. (Refer to Reference material 2.)
- ✚ The documents of report are to be submitted basically in the same way as those of notification.

How to obtain the formats for report provided in Article 15, paragraph (2) of the Regulations
<b>1. Downloading from the Ministry of Justice’s website</b>
<a href="http://www.moj.go.jp/housei/gaiben/housei07_00028.html">http://www.moj.go.jp/housei/gaiben/housei07_00028.html</a> <a href="https://www.moj.go.jp/EN/housei/gaiben/housei07_00003.html">https://www.moj.go.jp/EN/housei/gaiben/housei07_00003.html</a>
<ul style="list-style-type: none"><li>• The following form is available from the URL above.</li><li>• Reference Form for Approval and Designation (Report under Article 10, paragraph (2), and Article 15, paragraph (2) of the Regulations)</li><li>* Report (approval-related) and Report (designation-related) are in the same format.</li></ul>
<b>2. Visiting the Ministry of Justice’s office to obtain the formats</b>

《 References 》

- ✚ Act on the Handling of Legal Services by Foreign Lawyers **(GJB Act)**  
(Registration)

### Article 25

A person who has the qualification to become a Registered Foreign Lawyer is required to obtain registration of their name, date of birth, nationality, name of the Jurisdiction of Primary Qualification, address in Japan, office, name of the Bar Association to which they belong, and other particulars stipulated by the Articles of Association of the Japan Federation of Bar Associations, in the Roll of Registered Foreign Lawyers kept by the Japan Federation of Bar Associations, in order to be a Registered Foreign Lawyer.

2 Registration in the Roll of Registered Foreign Lawyers is made by the Japan Federation of Bar Associations.



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