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Reference forms

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Declaration of Professional and Financial Status

To: Minister of Justice

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

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

(Date)

xxxx (Name in
Print)

To: Minister of Justice

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

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

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

(Date)

xxxx (Name in
Print)

Statement on provision of services in Japan

To: Minister of Justice

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

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

(Date)

xxxx (Name in
Print)

Statement on past registration

To: Minister of Justice

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

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

(Date)

xxxx (Name in
Print)

Business plan

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

Costs to establish the firm: Approx. xxx thousand yen

Estimated monthly costs to operate the firm:

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

(Date)

xxxx (Name in
Print)

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

Business plan

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

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

<u>Costs to establish the firm:</u>	Approx. xxx thousand yen
<u>Estimated monthly costs to operate the firm:</u>	
Total costs	Approx. xxx thousand yen
(Breakdown)	
Office rent	Approx. xxx thousand yen
Other costs (personnel cost, bar association fee)	Approx. xxx thousand yen

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

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

(e.g.) Name: xx

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

8 Responsibilities for the provision of legal services

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

(Date)

xxxx (Name in
Print)

Statement on automatic renewal of lease contract

To: Minister of Justice

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

(Date)

xxxx (Name in
Print)

Statement on securing a residence

To: Minister of Justice

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

(Date)

xx law firm
(Title)

xxxx (Name in
Print)

Statement on the purchase of insurance

To: Minister of Justice

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

(Date)

xxxx (Name in
Print)

委任状
POWER OF ATTORNEY

住所：(代理人住所)

氏名：(代理人氏名)

Address：(代理人住所・英語)

Name：(代理人氏名・英語)

私は、上記の者を代理人と定め、次の権限を委任します。

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

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

〇〇年〇〇月〇〇日

住所：(申請者住所)

事務所：(申請者所属事務所)

氏名：(申請者氏名)

Address：(申請者住所・英語)

Office：(申請者所属事務所・英語)

Name：(申請者氏名・英語)

届出書 (承認関係)

Written Notification (approval-related)

法務大臣 殿
To the Minister of Justice

外国弁護士による法律事務の取扱い等に関する法律施行規則（以下「規則」という）第10条第1項に基づき、次のとおり届け出ます。

I hereby notify you of the following matters in accordance with Article 10, paragraph 1 of the “Regulations for Enforcement of the Act on the Handling of Legal Services by Foreign Lawyers” (hereinafter, referred to as the “Regulations”).

- 下記のとおり、事務所を設け、その名称を定めましたので届け出ます。
I would like to notify that I have established and named the office as follows.

事務所の設定 (2号及び3号 established and named the office (items (ii) and (iii)))

事務所の名称 Name of the office

所在の場所 Office location(address)
〒(postcode)

- 下記に該当するに至りましたので、添付書類とともに届け出ます。
I would like to report that I have come under the following situations with the accompanying documents.

- 氏名の変更 (1号) Change in name (item (i))
 国籍の変更 (1号) Change in nationality (item (i))
 国内の住所の変更 (1号) Change in domestic address (item (i))
 事務所の移転 (2号) Office relocation (item (ii))
 事務所の名称の変更 (3号) Change in office name (item (iii))

証明する書類は、
別添のとおり
Certificates are as
attached.

- 依頼者に与えた損害を賠償する能力について重要な変更が生じたので、添付書類とともに届け出ます。
As there takes place a significant change in my ability to compensate my clients for damages, I would like to notify the following fact with the accompanying documents.

損害賠償能力を有することを証明する方法の変更 (4号)
Change in a method to certify that I am able to compensate for damages

証明する書類は、
別添のとおり
Certificates are as
attached.

- 下記に該当するに至りましたので、添付書類とともに届け出ます。
I would like to report that I have come under the following situations with the accompanying documents.

- 法第12条第1項第2号イからニまでに掲げる者のいずれかに該当するに至ったとき (5号)
I have come to fall under any of the provisions of Article 12, paragraph (1), item (ii), (a) through (d) of the Act.
 原資格国の外国弁護士となる資格を失ったとき (6号)
I have lost the qualification to become a foreign lawyer in the jurisdiction of primary qualification.
 施行規則第10条第1項第7号に該当するに至ったとき (7号)
I have come to fall under the provision of Article 10, paragraph (1), item (vii) of the Regulations.

証明する書類は、
別添のとおり
Certificates are as
attached.

上記の届出に間違いのない旨誓約します。
I hereby swear that the aforementioned statements are true and correct.

届出人 氏名 (Name in full /Print)

Notifying
person

報告書（承認関係）

Report (approval-related)

法務大臣 殿

To the Minister of Justice

- 外国弁護士による法律事務の取扱い等に関する法律施行規則第10条第2項に基づき、次の書類を提出して報告します。

I hereby report to you by submitting the following documents in accordance with Article 10, paragraph (2) of the "Regulations for Enforcement of the Act on the Handling of Legal Services by Foreign Lawyers."

1 原資格国法等

Law of the jurisdiction of primary qualification, etc.

原資格国法 Law of the jurisdiction of primary qualification

承認番号

Approval number

登録番号

Registration number

経過年数

The number of years that have passed over

年 Years

2 提出書類 Documents submitted

- 原資格国の外国弁護士となる資格を現に保有していることを証する書類
Document certifying that I am actually qualified as a foreign lawyer of the jurisdiction of primary qualification
- 業務及び財産の状況に関する申告書
Written statement on the status of practice and assets
- 法第12条第1項第2号イからニまでに掲げる者でないことを誓約する書面
Sworn Statement in which I swear that I do not fall under any of the provisions of Article 12, paragraph (1), item (ii), (a) through (d) of the Act
- 法第10条において準用する弁護士法第7条各号（第2号を除く。）に掲げる者でないことを誓約する書面
Sworn Statement in which I swear that I do not fall under any of the items of Article 7 of the Attorneys Act (except item (ii)) as applied mutatis mutandis pursuant to Article 10 of the Act

証明する書類は、別添のとおり
Certificates are as attached.

報告書（指定関係）

Report (designation-related)

法務大臣 殿

To the Minister of Justice

- 外国弁護士による法律事務の取扱い等に関する法律施行規則第15条第2項の規定に基づき、次のとおり届け出ます。

I hereby give notification as follows in accordance with Article 15, paragraph 2 of the "Regulations for Enforcement of the Act on the Handling of Legal Services by Foreign Lawyers."

1 指定法等 Designated law, etc.

指定法 Designated law

指定番号

Designation number

経過年数

The number of years that have passed

年 Years

2 提出書類 Documents submitted

- 指定に係る外国弁護士となる資格を現に保有していることを証する書類
Document certifying that I actually have a qualification as a foreign lawyer concerning the law designated by the Minister

証明する書類は、別添のとおり
Certificates are as attached.

上記の届出に間違いのない旨誓約します。

I hereby swear that the aforementioned statements are true and correct.

届出人
Notifying
person

氏名 (Name in full /Print)

Declaration of Professional and Financial Status

1 Outline of past professional activities (areas of practice and other activities)

- M&A Finance Commercial Transactions
- Intellectual Properties/Patents
- Others (Please fill in the details below)

【Details (only required if your answer is “Others”)】

2 Areas of practice in the future and planned period of activities

(1) Areas of practice in the future

- Same as past professional activities M&A Finance
- Commercial transactions Intellectual Properties/Patents
- Others (Please fill in the details below)

【Details (only required if your answer is “Others”)】

(2) Planned period of activities

- Less than 2 years 2 years - Less than 4 years
- Over 4 years Yet to be decided

3 Financial infrastructure of the firm you belong to; Other matters

(1) Financial infrastructure of the firm you belong to

- There is no problem
- There is a problem (Please fill in the details below)

【Details of the problem (only required if your answer is “There is a problem”)】

(2) Have you ever been claimed for damages from any of your clients due to your activities as a registered foreign lawyer?

No

Yes (Please fill in the details below)

【Details (only required if your answer is “Yes”)】

4 Do you belong to any foreign law firm at present? (Here, “foreign” refers to “any countries other than Japan”)

No

Yes (Please fill in the name and location below)

Name

Location

My declaration is as stated above and I hereby swear that its substance is true and correct.

Declarant (Registered foreign lawyer)

Full Name (Please Print):

I certify that the information regarding the firm that has been given in the above declaration is true and correct.

Firm Representative

Full Name (Please Print):
