

Form 1 (Re. Article 2)

[Document title] Request to Seek a Security Review

([Submission date] YY/MM/DD)

[Addressed to] Commissioner of the Japan Patent Office

[Indication of patent application]

[Application No.]

[Requester]

[Identification No.]

[Domicile or residence]

[Name]

[Agent]

[Identification No.]

[Domicile or residence]

[Name]

[Details of the relevant invention]

[Reasons for the request]

[Remarks]

1. The form is to be in A4 size (W: 21 cm; L: 29.7 cm; the Japanese Industrial Standards (hereinafter referred to as the "JIS")) and be free from blur and show-through. The form should be long in the vertical direction and should not contain any unnecessary characters, marks, frames, lines, etc.

2. The margins are to be at least 6 cm at the top and 2 cm each at the bottom and on both sides. The margins for both sides should not exceed 2.3 cm each, in principle.

3. Statements should be entered horizontally from the left (40 characters per line and 50 lines or less per page).

4. Characters specified in JIS-X0208 are to be used. Font size should be between 10-point and 12-point, and typed fonts should be used. Statements should be entered clearly in black in a manner that is difficult to erase. Half-size characters and the following marks must not be used: "【" (Code Number of JIS-X0208 (hereinafter simply referred to as "Code No."): 1-58); "】" (Code No. 1-59); "▲" (Code No. 2-5); and "▼" (Code No. 2-7) (excluding the cases where "【" (Code No. 1-58) and "】" (Code No. 1-59) are used before and after column titles and where "▲" (Code No. 2-5) and "▼" (Code No. 2-7) are used before and after replaced characters). When intending to use any character other than those specified in JIS-X0208, replace it with a character specified in JIS-X0208 or enter its reading in hiragana, and add "▲" (Code No. 2-5) and "▼" (Code No. 2-7) respectively before and after the character or the hiragana.

5. "Commissioner of the Japan Patent Office" is to be entered in the column "[Addressed to]".

6. For "[Application No.]" in the column "[Indication of patent application]", the

application number should be entered in a manner such as "Patent Application ○○
○○・○○○○○○○○". If the application number has not been notified, the column
"[Application No.]" should be changed to the column "[Application date]" and the date
of patent application should be entered in a manner such as "Patent application filed
on YY/MM/DD". Then, newly make the column "[File number]" after the column
"[Application date]" and enter the file number you entered in the relevant patent
application form.

7. For a person to whom an identification number has not been notified, it is not
necessary to make the column "[Identification No.]".

8. In the column "[Domicile or residence]", the information should be entered
accurately in detail, including the names of the prefecture, county, village, Oaza and
Aza, as well as block numbers. However, when the identification number is entered,
it is not necessary to make the column "[Domicile or residence]".

9. When the name is difficult to read or is easily misread, make the column "[Phonetic
transcriptions]" above the column "[Name]" and enter the phonetic transcriptions in
katakana, if possible.

10. A natural person should enter their name in the column "[Name]". A corporation
should enter its name in the column "[Name]", and create the column
"[Representative]" after the column "[Name]" and enter the name of its
representative.

11. When a foreign corporation has a sales office in Japan and the representative in
Japan undergoes the procedures, they should make the column "[Sales office in
Japan]" after the column "[Name]" and enter the location of the sales office, and then
make the column "[Representative]" thereafter.

12. When two or more persons jointly filed the patent application, columns for
requesters are to be added repeatedly as follows to enter information.

[Requester]

[Identification No.]

[Domicile or residence]

[Name]

[Requester]

[Identification No.]

[Domicile or residence]

[Name]

13. When an agent is a patent attorney, enter "[Patent attorney]" after the column
"[Domicile or residence]", and when an agent is an attorney, enter "[Attorney]" after
the column "[Domicile or residence]". When an agent is an attorney / registered
foreign lawyer joint corporation, make the column "[Notable matters relating to
agency]" after the column "[Representative]" and enter the name of the member who
conducts the business in a manner such as "The member conducting the business is
○○○○."

14. When using an agent in the case where the requester is a corporation, the column "[Representative]" is not necessary. When not using an agent, it is not necessary to make the column "[Agent]".

15. When there are two or more agents whose information should be entered, columns for agents are to be added repeatedly as follows to enter information.

[Agent]

[Identification No.]

[Domicile or residence]

[Name]

[Agent]

[Identification No.]

[Domicile or residence]

[Name]

16. In the column "[Details of the relevant invention]", the invention for which a request to seek a security review is filed should be detailed, and the section of the descriptions, etc. provided in Article 65, paragraph (1) of the Act on the Promotion of Ensuring National Security through Integrated Implementation of Economic Measures where the invention is described should be indicated in a manner such as "We file a request for the invention of ○○. The invention is stated in Claim ○ and paragraphs "○○○○" to "○○○○" in the descriptions."

17. In the column "[Reasons for the request]", reasons for filing a request to seek a security review are to be entered.

18. In the column "([Submission date] YY/MM/DD)," the date of submitting this form is to be entered, if possible.

19. When the form consists of multiple pages, enter a page number in the top-right margin of each page, if possible.

20. Deletion, correction, overwriting, and interlineation are not permitted, in principle.

21. The form is to be bound at the left, if possible, by using a stapler, for example, so that it can be separated and bound again easily.

Form 2 (Re. Article 3)

[Document title] Request to Seek Notification Concerning the Determination Not to Send Relevant Documents

([Submission date] YY/MM/DD)

[Addressed to] Commissioner of the Japan Patent Office

[Indication of patent application]

[Application No.]

[Requester]

[Identification No.]

[Domicile or residence]

[Name]

[Agent]

[Identification No.]

[Domicile or residence]

[Name]

[Remarks]

1. The form is to be in A4 size (W: 21 cm; L: 29.7 cm; JIS) and be free from blur and show-through. The form should be long in the vertical direction and should not contain any unnecessary characters, marks, frames, lines, etc.

2. The margins are to be at least 6 cm at the top and 2 cm each at the bottom and on both sides. The margins for both sides should not exceed 2.3 cm each, in principle.

3. Statements should be entered horizontally from the left (40 characters per line and 50 lines or less per page).

4. Characters specified in JIS·X0208 are to be used. Font size should be between 10·point and 12·point, and typed fonts should be used. Statements should be entered clearly in black in a manner that is difficult to erase. Half-size characters and the following marks must not be used: "【" (Code Number of JIS·X0208 (hereinafter simply referred to as "Code No."): 1·58); "】" (Code No. 1·59); "▲" (Code No. 2·5); and "▼" (Code No. 2·7) (excluding the cases where "【" (Code No. 1·58) and "】" (Code No. 1·59) are used before and after column titles and where "▲" (Code No. 2·5) and "▼" (Code No. 2·7) are used before and after replaced characters). When intending to use any character other than those specified in JIS·X0208, replace it with a character specified in JIS·X0208 or enter its reading in hiragana, and add "▲" (Code No. 2·5) and "▼" (Code No. 2·7) respectively before and after the character or the hiragana.

5. "Commissioner of the Japan Patent Office" is to be entered in the column "[Addressed to]".

6. For "[Application No.]" in the column "[Indication of patent application]", the application number should be entered in a manner such as "Patent Application ○○ ○○·○○○○○○○○". If the application number has not been notified, the column

"[Application No.]" should be changed to the column "[Application date]" and the date of patent application should be entered in a manner such as "Patent application filed on YY/MM/DD". Then, newly make the column "[File number]" after the column "[Application date]" and enter the file number you entered in the relevant patent application form.

7. For a person to whom an identification number has not been notified, it is not necessary to make the column "[Identification No.]".

8. In the column "[Domicile or residence]", the information should be entered accurately in detail, including the names of the prefecture, county, village, Oaza and Aza, as well as block numbers. However, when the identification number is entered, it is not necessary to make the column "[Domicile or residence]".

9. When the name is difficult to read or is easily misread, make the column "[Phonetic transcriptions]" above the column "[Name]" and enter the phonetic transcriptions in katakana, if possible.

10. A natural person should enter their name in the column "[Name]". A corporation should enter its name in the column "[Name]", and create the column "[Representative]" after the column "[Name]" and enter the name of its representative.

11. When a foreign corporation has a sales office in Japan and the representative in Japan undergoes the procedures, they should make the column "[Sales office in Japan]" after the column "[Name]" and enter the location of the sales office, and then make the column "[Representative]" thereafter.

12. When there are two or more requesters whose information should be entered, columns for requesters are to be added repeatedly as follows to enter information.

[Requester]

[Identification No.]

[Domicile or residence]

[Name]

[Requester]

[Identification No.]

[Domicile or residence]

[Name]

13. When an agent is a patent attorney, enter "[Patent attorney]" after the column "[Domicile or residence]", and when an agent is an attorney, enter "[Attorney]" after the column "[Domicile or residence]". When an agent is an attorney / registered foreign lawyer joint corporation, make the column "[Notable matters relating to agency]" after the column "[Representative]" and enter the name of the member who conducts the business in a manner such as "The member conducting the business is ○○○○."

14. When using an agent in the case where the requester is a corporation, the column "[Representative]" is not necessary. When not using an agent, it is not necessary to

make the column "[Agent]".

15. When there are two or more agents whose information should be entered, columns for agents are to be added repeatedly as follows to enter information.

[Agent]

[Identification No.]

[Domicile or residence]

[Name]

[Agent]

[Identification No.]

[Domicile or residence]

[Name]

16. In the column "([Submission date] YY/MM/DD)," the date of submitting this form is to be entered, if possible.

17. When the form consists of multiple pages, enter a page number in the top-right margin of each page, if possible.

18. Deletion, correction, overwriting, and interlineation are not permitted, in principle.

19. The form is to be bound at the left, if possible, by using a stapler, for example, so that it can be separated and bound again easily.

Form 3 (Re. Article 5)

Revenue stamp	Request for Prior Confirmation Regarding Foreign Application	(YY/MM/DD)
(yen)		

To the Commissioner of the Japan Patent Office

1. Person intending to file a foreign application

Domicile (residence)

Name

2. Requester

Domicile (residence)

(Telephone No.)

Name

3. Agent

Domicile (residence)

(Telephone No.)

Name

(4. Matters to be stated regarding the results of the research entrusted by the State, etc.)

(5. International patent classification)

6. List of the attached documents

(1) Document stating the details of the invention: 1

(2) (Drawings: 1)

[Remarks]

1. The form is to be in A4 size (W: 21 cm; L: 29.7 cm; JIS) and be free from blur and show-through. The form should be long in the vertical direction and should not contain any unnecessary characters, marks, frames, lines, etc.

2. The margins are to be at least 2 cm each at the top and the bottom and on both sides. The margins for both sides should not exceed 2.3 cm each, in principle.

3. Statements should be entered horizontally from the left (40 characters per line and 50 lines or less per page).

4. Font size should be between 10-point and 12-point, and typed fonts should be used. Statements should be entered clearly in black in a manner that is difficult to erase.

5. Under the revenue stamp, enter the amount thereof in the parentheses.

6. The form is to be addressed to the Commissioner of the Japan Patent Office.

7. In the column "[Domicile or residence]", the information should be entered accurately in detail, including the names of the prefecture, county, village, Oaza and

Aza, as well as block numbers.

8. In the case of a corporation, enter its name in the column "[Name]", and create the column "[Representative]" thereafter and enter the name of its representative.

9. When the name is difficult to read or is easily misread, enter the phonetic transcriptions in katakana, if possible.

10. When two or more persons intend to jointly file a foreign application, columns for persons intending to file a foreign application are to be added repeatedly as follows to enter information.

Person intending to file a foreign application

Domicile (residence)

Name

Person intending to file a foreign application

Domicile (residence)

Name

11. The information of a person who submits this form is to be entered in columns for a requester. When two or more persons jointly undergo the procedures, columns for requesters are to be added repeatedly as follows to enter information.

Requester

Domicile (residence)

Name

Requester

Domicile (residence)

Name

12. When the requester is a foreign company referred to in Article 2, item (ii) of the Companies Act (Act No. 86 of 2005) and its representative in Japan undergoes the procedures, make the column "Representative in Japan" after the column "Name" to enter the location of the representative in Japan and make the column "Representative" thereafter to enter the representative's name.

13. In the column "(Telephone No.)" for the column "Requester" or the column "Agent", enter their telephone number, if possible.

14. When using an agent in the case where the requester is a corporation, the column "Representative" is not necessary. When not using an agent, it is not necessary to make columns for agent. When an agent is an attorney / registered foreign lawyer joint corporation, make the column "Notable matters relating to agency" after the column "Representative" and enter the name of the member who conducts the business in a manner such as "The member conducting the business is ○○○○."

15. When there are two or more agents whose information should be entered, columns for agents are to be added repeatedly as follows to enter information.

Agent

Domicile (residence)

Name

Agent

Domicile (residence)

Name

16. In the column "List of the attached documents", enter the titles of the attached documents.

17. In the column "(YY/MM/DD)," the date of submitting this form is to be entered, if possible.

18. When entering the matters set forth in Article 5, paragraph (1), item (ii) or (iii), make the column "Matters to be stated regarding the results of the research entrusted by the State, etc." after the column "Agent", and enter in a manner such as "A foreign application stating an invention in ○○ Project entrusted by ○○ Ministry for FY○ to which Article 17, paragraph (1) of the Industrial Technology Enhancement Act applies" or "A foreign application stating an invention to which Article 22 of the Act on Vitalizing the Creation of Science, Technology, and Innovation applies".

19. In the column "(International patent classification)", enter the classification group symbol that appropriately indicates the invention for which the foreign application is to be made, among those defined in Article 2 (1) of the Strasbourg Agreement Concerning the International Patent Classification of March 24, 1971. When entering two or more classification group symbols, enter each of them on a new line.

20. When the form consists of multiple pages, enter a page number in the top-right margin of each page, if possible.

21. The form is to be bound at the left, if possible, by using a stapler, for example, so that it can be separated and bound again easily.

Form 4 (Re. Article 5)

[Document title] Document Stating the Details of the Invention

[Title of the invention]

[Detailed explanations of the invention]

([Brief explanations of the drawings])

([Figure 1])

[Remarks]

1. The form is to be in A4 size (W: 21 cm; L: 29.7 cm; JIS) and be free from blur and show-through. The form should be long in the vertical direction and should not contain any unnecessary characters, marks, frames, lines, etc.
2. The margins are to be at least 2 cm each at the top and the bottom and on both sides. The margins for both sides should not exceed 2.3 cm each, in principle.
3. Statements should be entered horizontally from the left (40 characters per line and 50 lines or less per page). When the form consists of multiple pages, enter a page number in the top-right margin of each page, if possible.
4. Font size should be between 10-point and 12-point, and typed fonts should be used. Statements should be entered clearly in black in a manner that is difficult to erase. Hiragana (katakana for foreign words), daily-use kanji characters, and Arabic numerals should be used. In this case, in the column "[Title of the invention]", half-size characters must not be used.
5. Sentences should be in a colloquial style, and the entirety of the invention should be described in a technically accurate and simple manner. In this case, it is not permitted to replace the entry in this form with the citations from other documents.
6. The metric system should be adopted for measurements.
7. Academic terms should be used for technical terms.
8. Terms should be used in their normal meanings and should be used consistently throughout the document stating the details of the invention; provided, however, that this does not apply when a term is intended for a specific meaning and is used by clearly defining it.
9. In the column "[Title of the invention]", enter the title that is stated at the beginning of the document stating the details of the invention and that briefly describes the details of the invention.
10. When entering any chemical agent in the column "[Detailed explanations of the invention]", if it is difficult to understand its chemical structure immediately only with the name of the chemical agent, enter its chemical formula, if possible, to enable readers to understand its chemical structure, in addition to the name of the chemical agent.
11. When entering chemical formulae, etc. in the column "[Detailed explanations of the invention]", enter them with serial numbers, such as "[Chemical Formula 1]" and

"[Chemical Formula 2]" in the case of entering chemical formulae, "[Mathematical Formula 1]" and "[Mathematical Formula 2]" in the case of entering mathematical formulae, and "[Table 1]" and "[Table 2]" in the case of entering tables. Chemical formulae, etc. must not be larger than 170 mm in width and 255 mm in length and chemical formulae, etc. assigned with a single number must not be entered on multiple pages.

12. For "[Detailed explanations of the invention]", enter sequential 4-digit paragraph numbers in Arabic numerals with "[" and "]", in a manner such as "[0001]" and "[0002]". In this case, these paragraph numbers must not be entered after such numbers as "[Chemical Formula 1]", "[Mathematical Formula 1]", "[Table 1]", and "[Figure 1]".

13. In the column "[Brief explanations of the drawings]", start a new line for each figure and enter such as "[Figure 1] Plane view", "[Figure 2] Elevation view", and "[Figure 3] Cross-section view". Before the explanations of each figure, enter the title "[Detailed explanations of the invention]". When providing explanations of marks that indicate major parts of a figure, enter the title "[Explanations of marks]" before the explanations, if possible.

Form 5 (Re. Article 5)

[Document title] Drawings

[Figure 1]

[Remarks]

1. The form is to be tracing paper or tracing cloth (excluding yellow or light red cloth) or white high-quality paper in A4 size (W: 21 cm; L: 29.7 cm; JIS). The form should be long in the vertical direction, but may be long in the horizontal direction if it is especially necessary.
2. A figure must not be larger than 170 mm in width and 255 mm in length.
3. When the form for drawings consists of multiple pages, enter a page number in the top-right margin of each page, if possible.
4. Drafting technique should be used, in principle, and a figure should be drawn clearly in black in a manner that is difficult to erase. Coloring is not permitted.
5. When there are two or more figures, the figure that best shows the characteristics of the invention should be "[Figure 1]", in principle, and following serial numbers such as "[Figure 2]" and "[Figure 3]" should be entered above each of the remaining figures. Even in the case where the form for drawings consists of multiple pages, serial numbers should be assigned to each of the figures sequentially throughout all pages. A figure assigned with a single number must not be drawn on multiple pages, and figures assigned with different numbers must not be drawn side by side.
6. Explanations on drawings are to be entered in the document stating the details of the invention; provided, however, that indispensable indications in figures and diagrammatic drawings, indications of cross sections, and names of major parts in figures may be entered in the following manner:
 - (a) Used terms should be the same as those used in the document stating the details of the invention.
 - (b) Entered characters should not cross over any line in a figure.
 - (c) Names of major parts in a figure should be entered with marks, if possible.