

Form No. 1 (Re: Article 2)

[Document Title] Request to Seek a Security Review

([Submission Date] YY/MM/DD)

[Addressee] Commissioner of the Japan Patent Office

[Indication of Application]

[Application Number]

[Requester]

[Identification Number]

[Domicile or Residence]

[Name]

[Agent]

[Identification Number]

[Domicile or Residence]

[Name]

[Content of the Invention Related to the Request]

[Reasons for the Request]

[Remarks]

1. The form is to be in A4 size, Japanese Industrial Standards (JIS) (W: 21 cm, L: 29.7 cm), a paper which is bleed proof and the letters cannot be seen through. Furthermore, the form is to be used in portrait format and unnecessary characters, marks, frames, lines, etc. are not to be entered.
2. The margins are to be at least 6 cm at the top, and 2 cm at the bottom and on both sides. The margins for both sides are not to exceed 2.3 cm in principle.
3. Statements should be written horizontally from the left to right, 40 characters per line, and 50 lines or less per page.
4. Letters specified in JIS X0208 are to be used, with the font size between 10 point and 12 point, which are typed letters that are black in color and clearly printed and difficult to erase. However, half-width characters and the following marks must not be used: 【 (JIS X0208 Graphic Character Code Number (referred to as "Code No." below): 1-58), 】 (Code No. 1-59), ▲ (Code No. 2-5), and ▼ (Code No. 2-7) (excluding when the marks 【 (Code No. 1-58) and 】 (Code No. 1-59) are used before and after a column title and when the marks ▲ (Code No. 2-5) and ▼ (Code No. 2-7) are used before and after a character that has been replaced). When seeking to use a letter other than one specified in JIS X0208, replace it with a character specified in JIS X0208 or state its Japanese reading in hiragana, and place the mark ▲ (Code No. 2-5) before the character or hiragana and the mark ▼ (Code No. 2-7) after the character or hiragana.
5. The Commissioner of the Japan Patent Office is the addressee to be entered in the column for [Addressee].

6. For [Application Number] in the column for [Indication of Application], the application number is to be entered as "Patent Application OOOO-OOOOOO". If the application number has not been notified, the column for [Application Number] should be changed to the column for [Application Date]" and the date the patent application has been filed is to be entered as "Patent Application Filed on YY/MM/DD". Furthermore, create a column for [Reference Number] after the column for [Application Date] and enter the reference number stated in the patent application form.

7. For a person for whom an identification number has not been notified, it is not necessary to create a column for [Identification Number].

8. In the column for [Domicile or Residence], the address should be entered in detail by using the name of the prefecture, county, village, oaza and aza, and block numbers. However, when the identification number is entered, it is not necessary to create a column for [Domicile or Residence].

9. When the name is difficult to read or is easily misread, create a column for [Phonetic Transcriptions]" above the column for [Name] and enter the phonetic transcriptions in katakana, as much as possible.

10. A natural person is to enter their name in the column for [Name]. A corporation is to enter its name in the column for [Name], and create a column for [Representative] after the column for [Name] and enter the name of its representative.

11. When a foreign corporation that has a business office in Japan and the representative in Japan is to take the procedures, the corporation is to create a column for [Business Office in Japan] after the column for [Name] and enter the location of its business office, and then create. Furthermore, a column for [Representative] .

12. When there are two or more persons whose information should be entered in the columns for [Requester] the columns for requesters are to be added repeatedly as follows for entering information.

[Requester]

[Identification Number]

[Domicile or Residence]

[Name]

[Requester]

[Identification Number]

[Domicile or Residence]

[Name]

13. When the agent is a patent attorney, create a column for [Patent Attorney] after the column for [Domicile or Residence], and when the agent is an attorney, create a column for [Attorney] after the column for [Domicile or Residence]. When the agent is an attorney/registered foreign lawyer joint corporation, create a column for [Notable Matters Related to Agency] after the column for [Representative] and enter

the name of the member who conducts the business by using a sentence such as "The member conducting the business is OOOO."

14. When using an agent and the requester is a corporation, the column for [Representative] is not necessary. When an agent is not used, it is not necessary to create a column for [Agent].

15. When there are two or more persons whose information should be entered in the column for [Agent], the columns for agents are to be added repeatedly as follows for entering information.

[Agent]

[Identification Number]

[Domicile or Residence]

[Name]

[Agent]

[Identification Number]

[Domicile or Residence]

[Name]

16. In the column for [Content of the Invention Related to the Request], the content of the invention for which a request to seek a security review is filed should be stated, and the section of the description, 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 entered should be stated as follows: "We file a request for the invention of OO. The invention is stated in Claim O and paragraphs "OOOO" through "OOOO" of the description."

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

18. In the column for ([Submission Date] YY/MM/DD), the date this Request is submitted should be entered as much as possible.

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

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

21. The request forms are to be bound at the left as much as possible, by using a stapler for example, so that they can be easily separated and bound again.

Form 2 (Re: Article 3)

[Document Title] Request for Sending Notice of Non-Delivery

([Submission Date] YY/MM/DD)

[Addressee] Commissioner of the Japan Patent Office

[Indication of Application]

[Application Number]  
[Requester]  
[Identification Number]  
[Domicile or Residence]  
[Name]  
[Agent]  
[Identification Number]  
[Domicile or Residence]  
[Name]

[Remarks]

1. The form is to be in A4 size, Japanese Industrial Standards (JIS) (W: 21 cm, L: 29.7 cm) a paper which is bleed proof and the letters cannot be seen through. Furthermore, the form is to be used in portrait format and unnecessary characters, marks, frames, lines, etc. are not to be entered
2. The margins are to be at least 6 cm at the top, and 2 cm at the bottom and on both sides. The margins for both sides are not to exceed 2.3 cm in principle.
3. Statements should be written horizontally from the left to right, 40 characters per line, and 50 lines or less per page.
4. Letters specified in JIS X0208 are to be used, with the font size between 10 point and 12 point, which are typed letters that are black in color and clearly printed and difficult to erase are to be used. However, half-width characters and the following marks must not be used: 【 (JIS X0208 Graphic Character Code Number (referred to as "Code No." below): 1-58), 】 (Code No. 1-59), ▲ (Code No. 2-5), and ▼ (Code No. 2-7) (excluding when the mark 【 (Code No. 1-58) and 】 (Code No. 1-59) are used before and after a column title and when the mark ▲ (Code No. 2-5) and ▼ (Code No. 2-7) are used before and after a character that has been replaced). When seeking to use a letter other than one specified in JIS X0208, replace it with a character specified in JIS X0208 or state its Japanese reading in hiragana, and place the mark ▲ (Code No. 2-5) before the character or hiragana and the mark ▼ (Code No. 2-7) after the character or hiragana.
5. The Commissioner of the Japan Patent Office is the addressee to be entered in the column for [Addressee].
6. For [Application Number] in the column for [Indication of Application], the application number is to be entered as "Patent Application OOOO-OOOOOO". If the application number has not been notified, the column for [Application Number] should be changed to the column for [Application Date] and the date patent application has been filed is to be entered as "Patent Application Filed on YY/MM/DD". Furthermore, create a column for [Reference Number] after the column for [Application Date] and enter the reference number stated in the patent application form.

7. For a person for whom an identification number has not been notified, it is not necessary to create a column for [Identification Number].

8. In the column for [Domicile or Residence], the address should be entered in detail by using the name of the prefecture, county, village, oaza and aza, and block numbers. However, when the identification number is entered, it is not necessary to create a column for [Domicile or Residence].

9. When the name is difficult to read or is easily misread, create a column for [Phonetic Transcriptions] above the column for [Name] and enter the phonetic transcriptions in katakana as much as possible.

10. A natural person is to enter their name in the column for [Name]. A corporation is to enter its name in the column for [Name], and create a column for [Representative] after the column for [Name] and enter the name of its representative.

11. When a foreign corporation that has a business office in Japan and the representative in Japan is to take the procedures, the corporation is to create a column for [Business Office in Japan] after the column for [Name] and enter the location of its business office, and then create a column for [Representative].

12. When there are two or more persons whose information should be entered in the column for [Requester], the columns for requesters are to be added repeatedly as follows for entering information.

[Requester]

[Identification Number]

[Domicile or Residence]

[Name]

[Requester]

[Identification Number]

[Domicile or Residence]

[Name]

13. When the agent is a patent attorney, create a column for [Patent Attorney] after the column for [Domicile or Residence], and when the agent is an attorney, create a column for [Attorney] after the column for [Domicile or Residence]. When the agent is an attorney/registered foreign lawyer joint corporation, create a column for [Notable Matters Related to Agency] after the column for [Representative] and enter the name of the member who conducts the business by using a sentence such as "The member conducting the business is OOOO."

14. When using an agent and the requester is a corporation, the column for [Representative] is not necessary. When an agent is not used, it is not necessary to create a column for [Agent].

15. When there are two or more persons whose information should be entered in the column for [Agent], the columns for persons are to be added repeatedly as follows for entering information.

[Agent]

[Identification Number]  
[Domicile or Residence]  
[Name]

[Agent]

[Identification Number]  
[Domicile or Residence]  
[Name]

16. In the column for ([Submission Date] YY/MM/DD), the date this Request is submitted should be entered as much as possible.

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

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

19. The request forms are to be bound at the left as much as possible, by using a stapler, for example, so that they can be easily separated and bound again.

Form 3 (Re: Article 5)

Revenue stamp	Request for Prior Confirmation of a 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 Number)

Name

3. Agent

Domicile (Residence)

(Telephone Number)

Name

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

(5. International Patent Classification)

6. List of the Attached Documents

(1) Document stating the content of the invention: 1 copy

(2) (Drawing: 1copy)

[Remarks]

1. The form is to be in A4 size, Japanese Industrial Standards (JIS) (W: 21 cm, L: 29.7 cm), a paper which is bleed proof and the letters cannot be seen through. Furthermore, the form is to be used in portrait format and unnecessary characters, marks, frames, lines, etc. are not to be entered.
2. The margins are to be at least 2 cm at the top, the bottom, and on both sides. The margins for both sides are not to exceed 2.3 cm in principle.
3. Statements should be written horizontally from the left to right, 40 characters per line, and 50 lines or less per page.
4. The font size is to be between 10 point and 12 point, which are typed letters that are black in color and clearly printed and difficult to erase are to be used.
5. The amount of the revenue stamp is to be entered using parentheses under that revenue stamp.
6. The form is to be addressed to the Commissioner of the Japan Patent Office.
7. In the column for “Domicile (Residence)”, the address should be entered in detail by using the name of the prefecture, county, village, oaza and aza, and block numbers.
8. For a corporation is to enter its name in the column for “Name”, and create a column for “Representative” after the column 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 as much as possible.
10. When there are two or more persons intending to jointly file a foreign application, the columns for persons intending to file a foreign application are to be added repeatedly as follows for entering 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 Request is to be entered in the column for the requester. When there are two or more persons are to jointly take the procedures, the columns for requesters are to be added repeatedly as follows for entering 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 is to take the procedures, create a column for "Representative in Japan" after the column for "Name" to enter the location of the representative in Japan and further create a column for "Representative" after that column and enter their name.

13. In the column for "(Telephone Number)" in the column for "Requester" or "Agent", enter the requester's telephone number or the agent's telephone number as much as possible.

14. When using an agent and the requester is a corporation, the column for "Representative" is not necessary. When an agent is not used, it is not necessary to create a column for "Agent". When the agent is an attorney/registered foreign lawyer joint corporation, create a column for "Notable Matters Related to Agency" after the column for "Representative" and enter the name of the member who conducts the business by using a sentence such as "The member conducting the business is OOOO."

15. When there are two or more persons whose information should be entered in the column for "Agent", the columns for agents are to be added repeatedly as follows for entering information.

Agent

Domicile (Residence)

Name

Agent

Domicile (Residence)

Name

16. In the column for "List of the Attached Documents", enter the title of the attached documents.

17. In the column for "(YY/MM/DD)," enter the date this request is to be submitted as much as possible.

18. When entering the matters stated in Article 5, paragraph (1), item (ii) or (iii), create a column for "Matters to be stated on the results of the research entrusted by the State, etc." after the column for "Agent", and enter a sentence such as "Foreign application stating an invention FY202X, Ministry of OOO Entrusted Project to which Article 17, paragraph (1) of the Industrial Technology Enhancement Act applies." or "Foreign application stating an invention to which Article 22 of the Act on Revitalization of the Creation of Scientific Technology and Innovation applies."

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



line.

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

21. The request forms are to be bound at the left as much as possible, by using a stapler, for example, so that they can be easily separated and bound again.

Form 4 (Re: Article 5)

[Document Title] Document Stating the Content of the Invention

[Title of the Invention]

[Detailed Explanation of the Invention]

([Brief Explanation of the Drawings])

([Figure 1])

[Remarks]

1. The form is to be in A4 size, Japanese Industrial Standards (JIS) (W: 21 cm, L: 29.7 cm), a paper which is bleed proof and the letters cannot be seen through. Furthermore, the form is to be used in portrait format and unnecessary characters, marks, frames, lines, etc. are not to be entered.

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

3. Statements should be written horizontally from the left to right, 40 characters per line, and 50 lines or less per page. When the document consists of multiple pages, enter a page number in the top-right margin of each page as much as possible.

4. The font size is to be between 10 point and 12 point, which are typed letters that are black in color and clearly printed and difficult to erase are to be used. Hiragana (katakana for foreign words), kanji designated for common use, and Arabic numerals are to be used. In such cases, half-width characters must not be used for entering the content of the invention in the column for [Title of the Invention].

5. Sentences are to be in colloquial style, and the whole invention should be stated in a technically accurate and simple manner. In such a case, it is not allowed to use citations of other documents as descriptions of the content of an invention.

6. The metric system should be adopted for unit of measurement.

7. Academic terms should be used for technical terms.

8. Terms are to be used in their normal meaning, and, are to be used consistently throughout the document stating the content of the invention; provided, however, that this does not apply if a term is intended to be used for a specific meaning and is used by clearly defining that meaning.

9. [Title of the Invention] must be stated at the beginning of the document stating the content of the invention and briefly indicate the content of the invention.

10. When entering a chemical substance in the column for [Detailed Explanation of the Invention], if it is difficult to immediately understand its chemical structure only

with the name of the substance, the chemical formula that enables readers to understand its chemical structure should be entered in addition to the name of the substance as much as possible.

11. When entering a chemical formula, etc. in the column for [Detailed Explanation of the Invention]", use consecutive numbers such as [Chemical Formula 1] and [Chemical Formula 2] for entering chemical formulae, [Numerical Formula 1] and [Numerical Formula 2] for entering numerical formulae, and [Table 1] and [Table 2] for entering tables in the order they are entered. A chemical formula, etc. must not exceed 170 mm in width and 255 mm in length and a chemical formula, etc. assigned with a single number must not be entered on multiple pages.

12. In the column for [Detailed Explanation of the Invention], enter consecutive 4-digit paragraph numbers in Arabic numerals using the marks [ and ], such as [0001] and [0002]. In such a case, those paragraph numbers must not be entered after the numbers such as [Chemical Formula 1], [Numerical Formula 1], [Table 1], or [Figure 1].

13. In the column for [Brief Explanation of the Drawings], start a new line for explanation of each figure and enter [Figure 1] Plane View, [Figure 2] Elevational View, and [Figure 3] Cross-Sectional View". Furthermore, before the explanation of each figure, add the column [Brief Explanation of the Invention]. When providing explanation of marks that indicate the main parts of a figure, state the title [Explanation of Marks] before the explanation as much as possible.

#### Form 5 (Re: Article 5)

[Document Title] Drawings

[Figure 1]

[Remarks]

1. The form is to be a tracing paper or a tracing cloth (excluding yellow or light red colored cloth), or white high-quality paper in A4 size, Japanese Industrial Standards (JIS) (W: 21 cm, L: 29.7 cm). Furthermore, the form is to be used in portrait format. However, the form may be used in landscape format if it is particularly necessary.

2. A figure must not exceed 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 as much as possible.

4. Figures should be drawn in accordance with the drafting method in principle, clearly in black and 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 is to be [Figure 1] in principle, and consecutive numbers such as [Figure 2] and [Figure 3] should be assigned above each of the remaining figures.

Even if the form for drawings consists of multiple pages, consecutive numbers should be assigned to each of the figures throughout all the pages. Furthermore, a figure assigned with a single number must not be drawn on multiple pages, and figures assigned with different numbers must not be placed side by side.

6. Explanation of drawings are to be entered in the document stating the content of the invention. However, indications indispensable for figures and diagrammatic drawings, etc., indications of cross sections, and names of the main parts of figures may be entered in the following manner:

(a) The terms used should be the same as those used in the document stating the content of the invention.

(b) The letters should not overlap any line in the figures.

(c) Names of the main parts of a figure are to be entered together with the marks as much as possible.