

[For Individual]

Number year () No.		Mandator ()	Kana
Name of case			Name
Attorney in charge			Address
Staff in charge			Date of birth
			Phone
			Mobile phone
			FAX
Court	Case number year () No.	Counterparty ()	Kana
	Name of case		Name
	Court branch		Address
	Case		Phone
	Department		Mobile phone
	Section		FAX
	No. Court		Counsel
	Court clerk in charge		Office
	Phone		Phone
	Extension		FAX
FAX			

Checklist

- Preparation of an engagement agreement (prepared on MM DD YY)
 - Explanation on lawyer's fee and other expenses (explained on MM DDYY)
 - Existence of conflict of interest
 - No
 - Falling under Item of Articles 27/28 of Basic Rules on the Duties of Practicing Attorneys, Acquisition of consent of client (acquired on MM DD YY)
Acquisition of consent of counterparty (acquired on MM DD YY)
 - Existence of deposit
 - No
 - Yes To a deposit record sheet
 - Receipt of deposit (issued on MM DD YY/ account transfer, so not required)
 - Report on settlement of account (MM DD YY)
 - Identity verification
 - Not required
 - Ordinary identity verification Move to identity verification record and transaction record sheet
 - Strict identity verification Move to identity verification record and transaction record sheet
 - Circumstances where the purpose of the instruction is deemed not have related to a transfer of criminal proceed
- Attributes of client (to be specifically)
- Business relationship with client (to be specifically)
- Details of the instruction (to be specifically)

Identity Verification Record

At the time of Asset Management Acts / Transactions	Date of verification/verified by	MM DD YY (Verified by	AM / PM hour minute)
	Verification method	<input type="checkbox"/> Presentation of an identity verification document with photo, and compiled its copy in the Record	
	Verification method when an identity verification document with photo is not presented	<input type="checkbox"/> In substitution for the foregoing (to be specifically)	
	Verification method when strict verification required	<input type="checkbox"/> In addition to the foregoing (to be specifically)	
At the time of change	Date of verification/verified by	MM DD YY (Verified by	AM / PM hour minute)
	Verification method	<input type="checkbox"/> Presentation of an identity verification document with photo, and compiled its copy in the Record	
	Verification method when an identity verification document with photo is not presented	<input type="checkbox"/> In substitution for the foregoing (to be specifically)	
	Verification method when strict verification required	<input type="checkbox"/> In addition to the foregoing (to be specifically)	

Transaction Record

Date of Asset Management Acts or Transactions			
Type of Asset Management Act or Transactions			
Amount of property relating to Asset Management Acts or Transactions			
Name of transferor or transferee relating to property transfer, other matters sufficient to identify transferor or transferee	<input type="checkbox"/> It is Asset Management Act or Transaction involving transfer of assets		
	Transferor		
	Transferee		

