

Administrative scrivener Tanabe legal affairs office Rule concerning claim and liquidation of charge

As for the administrative scrivener office, the undertaken administrative procedure or the mode of the consultation case might include many things, and the claim or the adjustment method of the charge be different in the procedure or each case.

Therefore, this rule must be provided in this office this time, and it is necessary to improve the efficiency of the accounting treatment of this place notifying, and unifying the guilelessness of accounting for the client.

Chapter 1 General rules

(Purpose)

Article 1 It is assumed that it is based on this rule, except when other regulations exist, and, as a result, improves the efficiency with the guilelessness of accounting when the charge is claimed or is adjusted for the work that this office processed.

(Kind of work)

Article 2 The kind of the work of the administrative procedure etc. that this office undertakes is divided as follows.

(1) Long-term procedure case

The case etc. of the grant for which about six months or more are necessary in standard processing days.

(2) Short-term procedure case

Short-term grant case etc. other than the above comparatively

(3) Simple document making

The one treatable in a short term comparatively by document etc. that lie content proof document or accusation or indictments

(4) Consultation and advice

Case solved by advice of oral or case introduces to another person trader

(5) Continuance consulting

Adviser or accounting business, etc. by regular contract

(6) Success or failure irregular case

Both success and failure case that can be

(Definition of term)

Article 3 The term used for this rule is defined as follows.

(1) Contingency fee

In success or failure irregular case that the result of the equivalent value is expected, it is the one to add a constant ratio of the amount of money acquired by processing to a regulated reward, and, as a rule, 10% equivalent value by 5% or more of the amount of money of the result.

(2) Middle result payment money

The one to request payment in long-term procedure case according to result constant for the processing period

(3) Start money

In the one to request payment when it starts the requested work, as a rule, the equivalent value of the charge total by 40%.

(4) Completion of case

Applications are accepted and the document made at becoming it that time is that time in the client to that time or the contract to put when the provided claim unit period was filled. only wait for the delivery of the grant book

(5) Adjustment money

Balance to subtract amount that has been paid from charge total by the one to request payment completing work

Chapter 2 Handling of claim and adjustment

(Handling of long-term procedure case)

Article 4 The long-term procedure case is handled by the following method.

- (1) When starting the work leaving, 40% of the charge is paid.**
- (2) Middle result money might be paid.**
- (3) The acceptance of applications is considered to be completion at the completion time of work.**
- (4) A necessary support is done to the client between from the completion of work to the grant.**

(Handling of short-term procedure case)

Article 5 The short-term procedure case is handled as follows.

- (1) When starting the work leaving, 40% of the charge is paid.**
- (2) When applications are accepted as a rule, it adjusts. However, it is not t**

his when there is an offer from the client based on a reasonable reason.

- (3) A necessary support is done to the client between from the completion of work to the grant.

(Handling of simple document making)

Article 6 A simple document is made, and it handles it as follows.

- (1) The payment of start money is not requested.
- (2) When the made document is delivered to the client, payment is requested.
- (3) After it pays, necessary support is done to the client.

(Handling of consultation and advice)

Article 7 The consultation and advice are handled as follows.

- (1) Payment is assumed to be regulated amount (3,150 yen for 30 minutes and 5,250 yen for one hour).
- (2) It is based on the operation method of the case after it shifts when shifting to another kind of case after it consults.
- (3) After it pays or it adjusts, necessary support is done to the client.

(Handling of continuance consulting)

Article 8 The continuance consulting is handled as follows.

- (1) The fixed amount reward is provided by the contract, and, as a rule, made within 200,000 yen 20,000 yen or more in the monthly sum.
- (2) When the request of success or failure irregular case etc. is received through the consulting, the handling of the success or failure irregular thing idea is applied.
- (3) In a continuous consulting, it makes an effort to service and the giving information when it is possible to do.

(Handling of success or failure irregular case)

Article 9 Success or failure irregular case is handled as follows.

- (1) When starting the work leaving, 40% of the charge is paid.
- (2) Cost that requires it might be paid to the investigation etc. if necessary.
- (3) The completion time of the business is made to time when applications were accepted, and adjusted at that time.
- (4) The case that lies a contingency fee adds within 10%5% or more of the amount of money of the result to a regulated reward.
- (5) The support necessary for the client is done from the business completion to descending of the result.

Chapter 3 Miscellaneous rules

(No restoration of start money or middle result money)

Article 10 Even if the client abandons application afterwards, receipted start money or middle result money doesn't restore this.

(Agency acquisition charge like resident's card etc.)

Article 11 The charge when a resident's card and various certificates are executed as a proxy and acquired is based on attached table 1.

(Delivery of product by document)

Article 12 The delivery of the product is assumed to be dependence on the document, and the electromagnetic, basic file produced beforehand is not delivered to the client.

(Revision of rule)

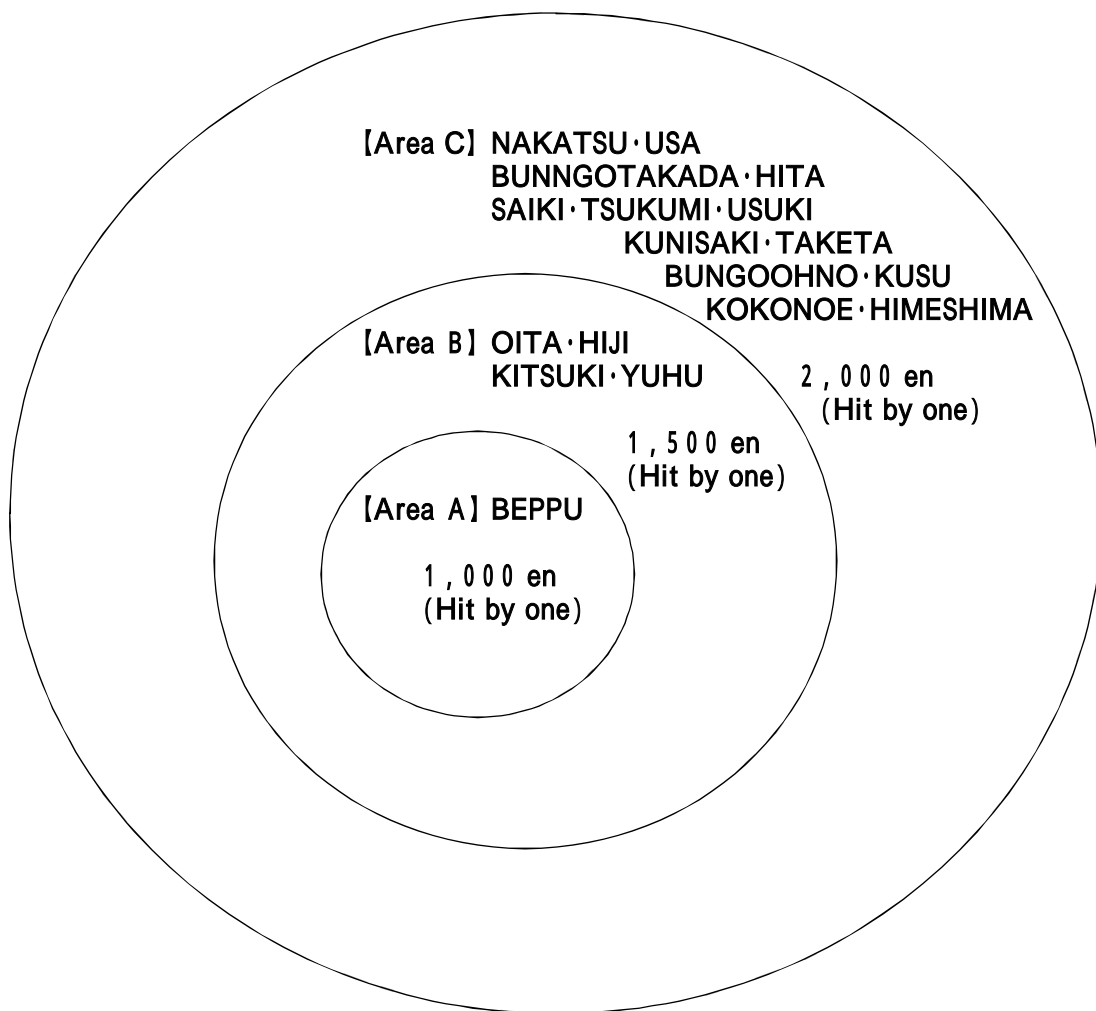
Article 13 This rule revises at any time if necessary, and notifies so by the homepage.

Additional clause

- 1** This rule does the promulgation enforcement on November 20, 2008.
- 2** Be retroactive on April 1, 2007 for start money etc. that have already been receipted and apply this rule.
- 3** Partial amendment It enforces it on January 22, 2010.
- 4** Partial amendment(Article 11 is assumed to be Article 12, and Article 11 is added newly.) This revision rule is enforced on October 12, 2010.
- 5** Partial amendment(Article 12 is assumed to be Article 13, and Article 12 is added newly. The 3rd Article 4 and the 2nd Article 5 are changed as shown in the above-mentioned text.) This revision rule is enforced on January
- 6** The English translation version of this rule is made on February 12, 2011, and it notifies on the same day.

Attached table 1

**Agency acquisition cost like resident's card and certificate, etc.
(amount in which the following commission was added to actual expenses)**



[Actual expenses]

Resident's card	300 en
Copy of one's register	300 en
Regional certificate	300 en
ID card	300 en
Proof not recorded	400 en
Recording matter proof such as companies	1,000 en
Recording matter proof about real estate	1,000 en