Form to submit a specific instance to the Japanese NCP

Date: MM DD, YYYY

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| If you wish to submit a complaint to the Japanese NCP, please provide information requested in this form in writing and submit to the Japanese NCP by e-mail (jpn-ncp@mofa.go.jp).  <Reminder>* When the Japanese NCP receives a complaint document, after checking whether all the information required is clearly provided, the Japanese NCP will send a receipt letter to you.
* The information provided to the Japanese NCP is to be shared with the enterprise involved and, whenever third countries are involved, with the other related NCP(s). Once a complaint document is submitted, it is considered that you have accepted above-mentioned information sharing policy of a specific instance. Therefore, if you do not wish to share specific information in the complaint with the parties involved, you should specify the corresponding parts with reasons (for example, if you do not want to share your identities with the parties involved, it is preferable that you send the edited version of the complaint with your identities struck out in addition to the original version).

When you submit a specific instance to the Japanese NCP, please be aware that a) observance of the Guidelines by enterprises is voluntary and not legally enforceable, and that b) the NCP’s role is to offer good offices to help the parties involved resolve the issues when the issues raised merit further examination after the initial assessment. |

1 Information on complainant

(1) Name of the complainant and/or name of the representative of the complainants

(2) Contact address

(3) Telephone, fax number and e-mail address

(4) If you are submitting a complaint on behalf of others, explain your interest in this case and reason for submitting the complaint.

2 Information on the multinational enterprise involved

(1) Name of the enterprise

(2) Location of the enterprise (country and address)

(3) Contact information (Contact person, telephone and/or fax number, e-mail address, as detailed as possible)

(4) Reasons why the complainant considers the enterprise as a multinational enterprise

3 Detailed description of complaint

(1) Detailed description of issues which the complainant deems the enterprise’s non-adherence to the Guidelines

A. Date of the issue occurred

B. Country of the issue occurred

C. Background of the issue raised (Circumstances underlying the issue raised, specific past backgrounds, etc.)

(2) Descriptions on how the issues described above does not observe the Guidelines (please specify relevant articles and chapters)

*(for example: A material used in the production process of Enterprise A is hazardous and may cause an adverse impact to the residents and the environment, therefore Enterprise A does not observe article 4 of VI. Environment)*

A. Relevant articles and chapters

B. The reasons for non-observance of the Guidelines

(3) Expected outcomes complainant wishes to achieve through the NCP procedure (requests to the enterprise involved)

*(for example: Through the NCP procedure, we (the complainants) want to have meetings with Enterprise A and request them to adopt cost-effective measures to prevent or minimize damages caused by the material used for production.)*

4 Attachments of relevant documents supporting the complaints, where applicable. (If the original documents are written in languages other than Japanese and English, translation in Japanese or English should be attached.)

(1) Text of relevant laws and regulations of the country where the issues occurred

(2) Other national or international procedures, etc. (hereinafter referred to as ‘parallel procedures’) to which the specific instance in question is subject.

A. Under parallel procedure: Yes / No

B. If you choose “Yes”, please describe the following:

i) The identity of the country or organization conducting the parallel procedure

ii) Details, backgrounds, and current progress of the parallel procedure

iii) Prospects