

**Operating Procedures for
Security Requirements
Conformance
Evaluation/Assessment,
Certification and Label-issuing
Services (tentative)**

March 2026



JSM-01-A

Information-Technology Promotion Agency, Japan (IPA)

Table of Contents

Chapter 1: Purpose.....	1
Chapter 2: Terms.....	1
Chapter 3: Relationship between Conformance Requirements, Assessment Procedures, and Conformance Labels	2
Chapter 4: Preparations for Certification Services and Conformance Label Issuance Services of Label-issuing/Certification Body	2
4.1 Information on Certification, Acquisition and Maintenance of Conformance Labels	2
4.2 Preparations for Conformance Label Issuance	2
4.3 Preparation for Implementation of Certification Services	3
4.4 Preparations for Conformance Label Maintenance.....	3
4.5 Confidentiality Details	3
4.6 Application Fee Details.....	5
Chapter 5: Handling of Certification and Conformance Label Issuance	6
5.1 Issuance of Conformance Labels Based on Self-declaration of Conformance	6
5.2 Certification Services Based on Conformance Evaluation and Certification, as well as Conformance Label Issuance Services.....	9
5.3 Handling of Changes to Application Details During the Application Process.....	14
5.4 Handling of Withdrawal of Applications During the Application Process	16
5.5 Handling of Disclosure of Applications During the Application Process	16
Chapter 6: Handling of Changes to the Information on Conformance Labels.....	17
6.1 Handling of Changes to Product Information, etc.	17
6.2 Handling of Updates and Disclosure of Security Information.....	17
6.3 Handling of Product Model Number Additions	18
Appendix.....	20
Forms	21

Operating Procedures for Security Requirements Conformance Evaluation/Assessment, Certification, and Label-issuing Services

Establishment: March 11, 2025, Jo-Se-Gi, No.192 of 2024

Final revision: March 4, 2026, Jo-Se-Gi, No.296 of 2025, Partial revision

Chapter 1: Purpose

The purpose of this Operating Procedure is to prescribe the necessary operating procedure for the Information-Technology Promotion Agency, Japan (hereinafter referred to as "**IPA**") to properly conduct its security requirements conformance evaluation/assessment and certification services (hereinafter referred to as "**certification services**") and conformance label issuance and maintenance services (hereinafter referred to as "**conformance label issuance services**") as a Label-issuing Body and Certification Body (hereinafter collectively referred to as "**Label-issuing/Certification Body**") for the Labeling Scheme based on Japan Cyber-Security Technical Assessment Requirements (hereinafter referred to as "**this Scheme**") in accordance with the "Organization and Operation Manual for Certification Body and Label-issuing Body under the Labeling Scheme based on Japan Cyber-Security Technical Assessment Requirements (JSM-01)" (hereinafter referred to as "**Operational Manual (JSM-01)**").

Chapter 2: Terms

The terms used in this Operating Procedure correspond to those used in the "Labeling Scheme based on Japan Cyber-Security Technical Assessment Requirements (JC-STAR) Scheme Document (JSS-01)" (hereinafter referred to as "**Scheme Document (JSS-01)**"), the Operational Manual (JSM-01), and the "Requirements for Security Requirement Conformance Evaluation/Assessment, Certification and Label Acquisition (JSM-02)" (hereinafter referred to as "**Requirements for Label Acquisition (JSM-02)**").

Deputy Management System Manager:

The person appointed by the Management System Manager to perform the duties of the Management System Manager on his/her behalf.

Assistant to the Deputy Management System Manager:

The person assists the Deputy Management System Manager in his/her duties, particularly those appointed by the Deputy Management System Manager.

Technical Personnel:

The person appointed by the Technical Manager, Certifier, and Management System Manager (including Deputy).

Operational Manager:

The person appointed by the Management System Manager (including Deputy) from among the Operational Personnel.

Chapter 3: Relationship between Conformance Requirements, Assessment Procedures, and Conformance Labels

The conformance labels based on self-declaration of conformance under this Scheme shall be issued by the Label-issuing Body based on a checklist describing the results of the conformance assessment conducted by the applicant in accordance with the STAR-1 or STAR-2 Conformance Requirements and Assessment Procedures. In addition, the conformance labels based on conformance evaluation and certification shall be issued by the Certification Body based on the results of conformance evaluation conducted by a third-party Evaluation Body in accordance with the STAR-3 or STAR-4 Conformance Requirements and Evaluation Procedures, and the certification of the results of such conformance evaluation/assessment by the Certification Body (hereinafter referred to as "**conformance evaluation/assessment and certification**").

Chapter 4: Preparations for Certification Services and Conformance Label Issuance Services of Label-issuing/Certification Body

4.1 Information on Certification, Acquisition and Maintenance of Conformance Labels

- (1) The Label-issuing/Certification Body shall provide the applicant with the information necessary for applying for the acquisition of a conformance label on the website of IPA.
- (2) The Label-issuing/Certification Body shall prescribe the method for submitting application documents, etc., by the applicant and provide it on the website of IPA.
- (3) The Label-issuing/Certification Body shall, in principle, give appropriate notice of any significant changes to the procedures related to the application and maintenance of conformance labels, self-declaration of conformance, certification, and approval of Evaluation Body, through the website of IPA at least two weeks in advance.

4.2 Preparations for Conformance Label Issuance

- (1) The Operational Manager shall prepare a "Conformance Label Application Status Management Log" to manage the progress (including the date of acceptance, identification number, date of issuance, Registered ID, etc.) from the receipt of the conformance label

application documents to the issuance of the conformance label.

- (2) For each application for issuance of a conformance label, Operational Personnel shall create a dedicated folder with an identification number on the server managed by the Label-issuing/Certification Body and store the complete set of application documents. The method for determining the identification number shall be prescribed separately by the Management System Manager or the Deputy Management System Manager.
- (3) The Operational Manager shall create a dedicated folder with a registered ID on the server managed by the Label-issuing/Certification Body for items that have been issued a conformance label and shall organize and store the application documents and related documents of the conformance label.

4.3 Preparation for Implementation of Certification Services

- (1) Technical Personnel shall create a folder with the acceptance number corresponding to the items for which certification services are to be performed in accordance with the following procedure and shall store all documents used in the certification services in the folder. The method for determining the acceptance number shall be determined separately by the Management System Manager or the Deputy Management System Manager.
 - i) In the case of certification services in association with an application for issuance of a conformance label, a folder shall be created in the folder created in Section 4.2 (2) with an identification number linked to the acceptance number.
 - ii) In the case of certification services in association with the procedures for extending the validity period of a conformance label, or certification services in association with surveillance, a folder shall be created in the folder created in Section 4.2 (3) with a registered ID linked to the acceptance number.

4.4 Preparations for Conformance Label Maintenance

- (1) Operational Personnel shall create a folder with the identification number for the current application in the folder created in Section 4.2 (3) with the registered ID of the IoT product for which the conformance label has been issued (hereinafter referred to as "labeled product") for each application for the labeled product and store the set of application documents.

4.5 Confidentiality Details

- (1) The Label-issuing/Certification Body shall handle the application form provided by the applicant and any documents attached as necessary during the application process as follows:
 - i) The contents of items clearly indicated as "to be disclosed on the homepage" or "to be

disclosed on the website" in the application form or application procedure, and documents attached as necessary during the application procedure in relation to those items, shall be posted on the website of IPA after the date of approval for issuance of the conformance label by the Label-issuing/Certification Body, and shall be treated as confidential information until the completion of the application and approval for issuance of the conformance label.

- ii) However, if the desired date of listing on the list of products for which conformance labels have been acquired is specified in the application form, the information shall be treated as confidential until the desired date, regardless of i) above.
 - iii) The contents described in the application forms other than i) above and any documents attached as necessary shall be treated as confidential information.
 - iv) The confidential information mentioned above shall be used only by IPA and the Cyber Security Division of the Commerce and Information Policy Bureau, Ministry of Economy, Trade and Industry (METI), which supervises IPA, for the purpose of proper operation and management of this Scheme and shall not be used for any other purpose.
- (2) The Label-issuing/Certification Body shall request the applicant to agree to the "Labeling Scheme based on Japan Cyber-Security Technical Assessment Requirements Confidentiality Agreement" (hereinafter referred to as the "Confidentiality Agreement") set forth in the attachment to the "Guidance on Security Requirements Conformance Evaluation/Assessment, Certification and Label Acquisition Applications (JSM-02-A)" (hereinafter referred to as the "Guidance on Label Acquisition (JSM-02-A)") at the time of application regarding the handling of confidential information. If the applicant does not agree, the application shall not be accepted.
 - (3) The Label-issuing/Certification Body shall not respond to requests for revisions to the Confidentiality Agreement or requests for memorandums or other separate agreements from the perspective of ensuring impartiality.
 - (4) Upon request from the applicant, the Certification Body may conclude a non-disclosure agreement using the "Non-Disclosure Agreement for Conformance Evaluation/Assessment and Certification (for Applicant)" (Form 1-1) regarding documentation exchanged between the applicant and the Certification Body in connection with the conformance evaluation conducted by the Evaluation Body. In addition, when the Certification Body receives confidential information from a person other than the applicant (hereinafter referred to as the "discloser"), it may conclude a non-disclosure agreement with the discloser regarding the handling of confidential information in accordance with the "Non-Disclosure Agreement for Conformance Evaluation/Assessment and Certification (For Discloser)" (Form 1-2). From the perspective of ensuring impartiality, the Certification Body shall not respond to requests

for amendments to the confidentiality agreement for conformance evaluation and certification, or requests for memorandums or other separate agreements.

- (5) In conducting surveillance, the Label-issuing/Certification Body may conclude a contract with the applicant regarding the handling of confidential information exchanged in connection with surveillance, using the "Non-Disclosure Agreement for Surveillance (For Applicant)" (Form 1-3). In addition, when the Label-issuing/Certification Body receives confidential information from a discloser, it may enter the "Non-Disclosure Agreement for Surveillance (For Discloser)" (Form 1-4) with the discloser regarding the handling of confidential information. If requested by the applicant or discloser, a separate memorandum regarding confidentiality may be concluded for the non-disclosure agreement upon consultation between the applicant or discloser and both the Label-issuing/Certification Body. In such cases, in principle, the prior consent of IPA's legal advisor shall be required for the contents of the memorandum.
- (6) The Certification Body shall conclude a non-disclosure agreement with the Evaluation Body. Details shall be prescribed in the "Guidance on Approval of Evaluation Body under Labeling Scheme based on Japan Cyber-Security Technical Assessment Requirements (JSM-03-A)."
- (7) In principle, the method of concluding non-disclosure agreements in (4) to (6) above shall be by electronic contract introduced by IPA but shall be in writing if requested by the applicant.
- (8) If the contract is in writing, Operational Personnel shall send the non-disclosure agreement by a method that leaves a record of delivery (registered mail, etc.) and notify the applicant of the delivery by e-mail or other means.

4.6 Application Fee Details

- (1) Any new application fees or revisions to existing fees shall be approved by the Management Committee and decided by the Managing Director.
- (2) Application fees for certification services and issuance of conformance labels are as specified in the attached table.
- (3) If it is deemed necessary to reduce the application fee specified in (1) above due to operational or policy reasons of the Scheme, the scope of the reduction may be determined and the application fee reduced with the approval of the Managing Director. In this case, deliberation and approval by the Management Committee shall not be required.
- (4) In order to collect the application fee, Operational Personnel shall, in accordance with the draft acceptance of the application, initiate the procedures for drafting the application fee, obtain the approval of the Managing Director, and notify the applicant of the amount of the application fee.
- (5) If the application fee is not transferred by the specified date, the application shall be deemed

to have been withdrawn.

- (6) If the applicant requests an invoice, the Operational Manager shall prepare the "Invoice" (Form 1-8) and send it to the applicant.

Chapter 5: Handling of Certification and Conformance Label Issuance

5.1 Issuance of Conformance Labels Based on Self-declaration of Conformance

5.1.1 Receipt of Conformance Label Application Forms

- (1) The application documents shall be submitted in electronic format. The Label-issuing/Certification Body shall specify the specific method of submission of the documents specified in Section 5.2 of the "Guidance on Label Acquisition" (JSM-02-A) and provide it on the website of IPA.
- (2) Upon receiving the application documents, Operational Personnel shall assign an identification number in accordance with Section 4.2 (2) and store the application documents. Operational Personnel shall enter the necessary information, such as the applicant's information, the date of receipt of the application, and the identification number, in the conformance label application status management log.
- (3) Operational Personnel shall confirm the following items:
 - i) All documents specified in Section 5.2 of the "Guidance on Label Acquisition" (JSM-02-A) and any documents that should be attached to them as necessary shall be complete.
 - ii) The "Application Confirmation" (Form 2-1) shall be provided valid signature by the person responsible for the application.
 - iii) The "JC-STAR Conformance Label Application Form" (Form 2-2) shall be the latest version, properly completed, and marked "Application Accepted."
 - iv) The checklist shall have been created within 90 days prior to the application date.
 - v) In case the "Authorization Letter" (Form 2-3) is attached, the applicant's valid signature shall be provided to the authorization letter.
 - vi) If documents proving corporate status are attached, they shall satisfy the conditions specified in Section 5.2 of the "Guidance on Label Acquisition" (JSM-02-A).
 - vii) There shall be no other reasons for returning the application, such as incomplete documentation.
- (4) If any deficiencies are found as a result of (3) above, Operational Personnel shall notify the applicant of the rejection of the application under the direction of the Operational Manager, and the application documents shall be discarded.
- (5) As a result of (3) above, upon confirmation that there are no deficiencies, the application shall be deemed to have been officially accepted, and Operational Personnel shall, under the

confirmation by the Operational Manager, assign a receipt number and send a receipt notification with the receipt number to the applicant.

- (6) Operational Personnel shall add the necessary information regarding the application, such as the receipt number, the date of sending the receipt notification, or the notification date of non-acceptance, to the conformance label application status management log.

5.1.2 Acceptance of Conformance Label Application

- (1) Technical Personnel shall confirm that the checklist is in the following format:
 - i) The checklist shall be created using the latest version of the conformance requirements and assessment procedures. Checklists created using the previous version of the conformance requirements and assessment procedures shall be acceptable only if the application is received during the transition period for the previous version.
 - ii) The contents of the checklist shall not contain any obvious errors or contradictions.
- (2) Operational Personnel shall confirm the contents of the application form. If necessary, the Deputy Management System Manager or his/her assistant shall inquire about the contents of the application form to the Cyber Security Division, Commerce and Information Policy Bureau, Ministry of Economy, Trade and Industry (METI), and receive the results of the inquiry in the name of the Director of the Cyber Security Division.
- (3) If any deficiencies are found as a result of (1) or (2) above, Operational Personnel shall, under the direction of the Operational Manager, request the applicant to resubmit the necessary documents within two weeks in principle. The application will not be accepted until all deficiencies in the application documents have been corrected. If the documents are not resubmitted by the deadline, the application will be deemed withdrawn, and Operational Personnel will notify the applicant that the application has been withdrawn under the direction of the Operational Manager.
- (4) If the application is determined not to be acceptable as a result of (1) or (2) above, Operational Personnel shall notify the applicant that the application cannot be accepted under the direction of the Deputy Management System Manager or his/her assistant.
- (5) If the application is determined to be acceptable as a result of (1) or (2) above, Operational Personnel shall proceed with the application acceptance and application fee request procedures, and after approval, shall assign an acceptance number and send a "Letter of Acceptance of Application/Notification of Application Fee" (Form 2-4) to the applicant stating the acceptance number and the amount of the application fee.
- (6) Operational Personnel shall add the necessary information regarding the application, such as the acceptance number, the date of sending the "Letter of Acceptance of Application/Notification of Application Fee," or the notification date of withdrawal or non-

acceptance of the application, to the conformance label application status management log.

5.1.3 Confirmation of Payment of Application Fees

- (1) Upon receiving the "Bank Transfer Notice" (Form 2-5) from the applicant, Operational Personnel shall send it to the Finance Department on the business day prior to the scheduled transfer date and request confirmation of payment of the application fee.
- (2) If 45 days have passed since the "Letter of Acceptance of Application/Notification of Application Fee" was sent to the applicant in accordance with Section 5.1.2 (5) without any prior notification, Operational Personnel shall send a reminder to the applicant.
If there is still no response after 15 days have passed since the reminder was sent, and the Finance Department has not confirmed receipt of payment, the application shall be deemed to have been withdrawn, and Operational Personnel shall notify the applicant that the application has been withdrawn under the direction of the Operational Manager.
- (3) After the Finance Department confirms receipt of payment, Operational Personnel shall add the necessary information, such as the date of payment or the notification date of withdrawal of the application, to the conformance label application status management log.

5.1.4 Issuance of Conformance Labels

- (1) After confirmation of receipt of the payment by Finance Department, Operational Personnel shall initiate the procedure for issuing a conformance label, and after approval, assign a registered ID and create the conformance label. After creation of the label, Operational Personnel shall ask the Operational Manager to confirm that the conformance label has been created correctly.
- (2) Operational Personnel shall, in principle, set the validity period of the conformance label as two years from the date of approval in (1) above. However, if the support period is less than two years, the validity period shall be until the end of the support period.
- (3) Operational Personnel shall, under the confirmation of the Operational Manager, post product information pages corresponding to the conformance labels issued on the website of IPA.
However, if the applicant requests the publication date on the product information page by submitting the application form, a product information test page shall be posted until the specified date and shall be switched to the product information page promptly after that date.
- (4) Operational Personnel shall issue a conformance label with anti-counterfeiting measures to the applicant in an electronic format that can be confirmed by the applicant.
- (5) The Operational Manager shall organize and store the application documents and related documents pertaining to the application, documents created or acquired in connection with certification, and the conformance labels in accordance with Section 4.2 (3). Operational

Personnel shall add required information regarding the application, such as the registered ID, validity period, support period, and date of sending the conformance labels, to the conformance label application status management log.

5.2 Certification Services Based on Conformance Evaluation and Certification, as well as Conformance Label Issuance Services

5.2.1 Receipt of Conformance Label Application Forms

- (1) The application documents shall be submitted in electronic format. The Label-issuing/Certification Body shall specify the specific method of submission of the documents specified in Section 5.2 of the "Guidance on Label Acquisition" (JSM-02-A) and provide it on the website of IPA.
- (2) Upon receiving the application documents, Operational Personnel shall assign an identification number in accordance with Section 4.2 (2) and store the application documents. Operational Personnel shall enter the necessary information, such as the applicant's information, the date of receipt of the application, and the identification number, in the conformance label application status management log.
- (3) Operational Personnel shall confirm the following items:
 - i) All documents specified in Section 5.2 of the "Guidance on Label Acquisition" (JSM-02-A) and any documents that should be attached to them as necessary shall be complete.
 - ii) The "Application Confirmation" (Form 2-1) shall be provided valid signature by the person responsible for the application.
 - iii) The "JC-STAR Conformance Label Application Form" (Form 2-2) shall be the latest version, properly completed and marked "Application Accepted."
 - iv) In case the "Authorization Letter" (Form 2-3) is attached, the applicant's valid signature shall be provided to the authorization letter.
 - v) If documents proving corporate status are attached, they shall satisfy the conditions specified in Section 5.2 of the "Guidance on Label Acquisition" (JSM-02-A).
 - vi) There shall be no other reasons for returning the application.
- (4) If any deficiencies are found as a result of (3) above, Operational Personnel shall notify the applicant of the rejection of the application under the direction of the Operational Manager, and the application documents shall be discarded.
- (5) As a result of (3) above, upon confirmation that there are no deficiencies, the application shall be deemed to have been officially accepted, and Operational Personnel shall, after confirmation by the Operational Manager, assign a receipt number and send a receipt notification with the receipt number to the applicant.
- (6) Operational Personnel shall add the necessary information regarding the application, such as

the receipt number, the date of sending the receipt notification, or the notification date of non-acceptance, to the conformance label application status management log.

5.2.2 Acceptance of Conformance Label Application

- (1) Operational Personnel shall confirm the contents of the application form. If necessary, the Deputy Management System Manager or his/her assistant shall inquire about the contents of the application form to the Cyber Security Division, Commerce and Information Policy Bureau, Ministry of Economy, Trade and Industry (METI), and receive the results of the inquiry in the name of the Director of the Cyber Security Division.
- (2) If any deficiencies are found as a result of (1) above, Operational Personnel shall, under the direction of the Operational Manager, request the applicant to resubmit the necessary documents within two weeks in principle. The application will not be accepted until all deficiencies in the application documents have been corrected. If the documents are not resubmitted by the deadline, the application will be deemed withdrawn, and Operational Personnel will notify the applicant that the application has been withdrawn under the direction of the Operational Manager.
- (3) If, as a result of (1) above, the application is determined not to be acceptable, Operational Personnel shall notify the applicant that the application cannot be accepted under the direction of the Deputy Management System Manager or his/her assistant.
- (4) If, as a result of (1) above, the application is determined to be acceptable, Operational Personnel shall proceed with the application acceptance and application fee request procedures, and after approval, shall assign an acceptance number and send a "Letter of Acceptance of Application/Notification of Application Fee" (Form 2-4) to the applicant stating the acceptance number and the amount of the application fee.
- (5) Operational Personnel shall add the necessary information regarding the application, such as the acceptance number, the date of sending the "Letter of Acceptance of Application/Notification of Application Fee," or the notification date of withdrawal or non-acceptance of the application, to the conformance label application status management log.

5.2.3 Confirmation of Payment of Application Fees

- (1) Upon receiving the "Bank Transfer Notice" (Form 2-5) from the applicant, Operational Personnel shall send it to the Finance Department on the business day prior to the scheduled transfer date and request confirmation of payment of the application fee.
- (2) After the Finance Department confirms receipt of payment, Operational Personnel shall add the necessary information, such as the date of payment or the notification date of withdrawal of the application, to the conformance label application status management log.

- (3) If 45 days have passed since the "Letter of Acceptance of Application/Notification of Application Fee" was sent to the applicant in accordance with Section 5.2.2 (5) without any prior notification, Operational Personnel shall send a reminder to the applicant.
- (4) The Certification Body shall not commence certification services specified in Section 5.2.5 until the payment has been confirmed by the Finance Department.

5.2.4 Conclusion of Confidentiality Agreements

- (1) If the applicant requests the conclusion of a confidentiality agreement in relation to the certification service, Operational Personnel shall implement the procedures for the confidentiality agreement. The specific procedures shall be in accordance with Section 4.5.
- (2) Operational Personnel shall keep a copy of the confidentiality agreement concluded in a folder labeled with the applicable identification number created in Section 4.2 (2). Operational Personnel shall add necessary information, such as the date of conclusion of the confidentiality agreement, to the conformance label application status management log.

5.2.5 Implementation of Certification Services

- (1) The Technical Manager shall appoint Certifiers (including Technical Personnel who are candidates for Certifiers) for each application.
- (2) Certifiers appointed in (1) above shall submit the "Checklist for Eligibility of Certifier" (Form 1-6) to the Technical Manager.
- (3) The Technical Manager shall confirm that there are no issues with the Certifiers responsible for certification services based on the "Checklist for Eligibility of Certifier" submitted in (2) above, make a final decision on the Certifiers responsible for the application, and prepare a "Notification of Certification Work in Charge" (Form 1-7). If any issues are found, the Technical Manager shall reappoint the Certifiers.
- (4) Operational Personnel shall send a "Notification of Certification Work in Charge" to the applicant and the Evaluation Body requested by the applicant to conduct the conformance evaluation.
- (5) Operational Personnel shall keep the notification of certification work in a folder labeled with the applicable identification number created in Section 4.2 (2). Operational Personnel shall add necessary information, such as the date of sending the notification of certification services, to the conformance label application status management log.
- (6) Certifiers shall receive the "Checklist for Evaluation Services Eligibility of Evaluation Body" (Form 1-5) from the applicant and confirm that there are no issues with their responsibility for the conformance evaluation services. If any issues are found, the Certification Body, Evaluation Body, and applicant shall consult with each other to resolve the issue. If the

Certification Body makes a final decision that the issues cannot be resolved through consultation, the conformance evaluation by the Evaluation Body shall not be recognized, and the applicant shall be instructed to change the Evaluation Body.

- (7) Certifiers shall keep the "Checklist for Evaluation Services Eligibility of Evaluation Body" in a folder labeled with the applicable identification number created in Section 4.2 (2). Operational Personnel shall add necessary information, such as the date of receipt and confirmation of the "Checklist for Evaluation Services Eligibility of Evaluation Body," to the conformance label application status management log.
- (8) After receiving the Evaluation Report containing the results of the conformance evaluation from the Evaluation Body, Certifiers shall confirm the report within an appropriate period. In principle, the Evaluation Report shall be prepared using the latest version of the conformance requirements and evaluation procedures. However, if the application is received during the transition period for the old version of the conformance requirements and evaluation procedures, the Evaluation Report prepared using the old version of the conformance requirements and evaluation procedures shall be acceptable.
- (9) If Certifiers determine that there are issues with the contents of the Evaluation Report, they shall submit a "Certification Review" to the Evaluation Body and instruct them on how to respond. In addition, if they wish to provide questions or comments to help determine whether there are any issues, they may also submit a "Certification Review" to the Evaluation Body.
- (10) Certifiers may hold meetings with the applicant and the Evaluation Body as necessary to resolve issues raised in the Evaluation Report. The method of holding such meetings shall be decided in consultation with the applicant and the Evaluation Body.
- (11) Certifiers shall store confidential documents received from the applicant and Evaluation Body in a designated location accessible only to the minimum number of personnel necessary.
- (12) Certifiers shall check the contents of the Evaluation Report and, if they determine that the evaluation has been conducted appropriately using the appropriate conformance requirements and evaluation procedures and that all issues have been resolved, request the Evaluation Body to submit the final version of the Evaluation Report.
- (13) Certifiers shall prepare an "Evaluation Report Acceptance Form" (Form 1-9) and submit it to the Technical Manager.
- (14) Certifiers shall store the final version of the Evaluation Report and the Evaluation Report Acceptance Form in a folder labeled with the applicable identification number created in Section 4.2 (2). Certifiers shall add necessary information, such as the date of receipt of the final version of the Evaluation Report, to the conformance label application status management log.

- (15) The Technical Manager shall check the Evaluation Report Acceptance Form and, if there are no issues, instruct Operational Personnel to send the Evaluation Report Acceptance Form to the applicant and the Evaluation Body.
- (16) Operational Personnel shall send an Evaluation Report Acceptance Form to the applicant and the Evaluation Body.
- (17) If the certification process described in (1) to (12) above is not completed within 12 months from the date of issuance of the "Letter of Acceptance of Application/Notification of Application Fee" in Section 5.2.2, certification will not be granted, and Certifiers shall report it to the Technical Manager. Operational Personnel shall notify the applicant that certification has not been granted under the direction of the Technical Manager.
- (18) Operational Personnel shall add necessary information, such as the date of sending the Evaluation Report Acceptance Form or the notification date of non-certification, to the conformance label application status management log.

5.2.6 Issuance of Conformance Labels

- (1) Operational Personnel shall draft the procedures for issuing conformance labels, obtain approval, assign a registered ID, and create the conformance labels. After creation of the conformance labels, Operational Personnel shall ask the Operational Manager to confirm that the conformance labels have been created correctly.
- (2) Operational Personnel shall, in principle, set the validity period of the conformance label as two years from the date of approval in (1) above. However, if the support period is less than two years, the validity period shall be until the end of the support period.
- (3) Operational Personnel shall, under the confirmation of the Operational Manager, post product information pages corresponding to the conformance labels issued on the website of IPA. However, if the applicant requests the publication date on the product information page by submitting the application form, a product information test page shall be posted until the specified date and shall be switched to the product information page promptly after that date.
- (4) Operational Personnel shall issue a conformance label with anti-counterfeiting measures to the applicant in an electronic format that can be confirmed by the applicant.
- (5) The Operational Manager shall organize and store the application documents and related documents pertaining to the application, documents created or acquired in connection with certification, and the conformance labels in accordance with Section 4.2 (3). Operational Personnel shall add required information regarding the application, such as the registered ID, validity period, support period, and date of sending the conformance labels, to the conformance label application status management log.

5.3 Handling of Changes to Application Details During the Application Process

- (1) When Operational Personnel receives a "Request to Correct the Information on the Application Form" (Form 2-6) for an application that is currently being processed, and if none of the following (1) to (4) apply, Operational Personnel shall notify the applicant of the acceptance of the request for correction after the confirmation by the Operational Manager.
 - i) In the case of an application for issuance of a conformance label based on a self-declaration of conformance, if the request for correction is received before the notification of receipt is sent (Section 5.1.1 (6)), Operational Personnel shall, under the direction of the Operational Manager, notify the applicant that the application itself has been returned and request that the application be resubmitted. At this time, a set of application documents and attachments shall be discarded.
 - ii) In the case of an application for issuance of a conformance label based on a self-declaration of conformance, if the request for correction is received after the notification of receipt is sent (Section 5.1.2 (5)), Operational Personnel shall, under the direction of the Operational Manager, notify the applicant that the request for correction has not been accepted and request that the applicant follow the procedures for changing the product information, etc., after the conformance label has been issued. However, this does not apply if the content of the request for correction falls under any of the items listed in (2).
 - iii) In the case of an application for issuance of a conformance label based on conformance evaluation and certification, if the request for correction is received before the notification of receipt is sent (Section 5.2.1 (6)), Operational Personnel shall, under the direction of the Manager, notify the applicant that the application itself has been returned and request that the application be resubmitted. At this time, a set of application documents shall be discarded.
 - iv) In the case of an application for issuance of a conformance label based on conformance evaluation and certification, if the request for correction is received after the Evaluation Report Acceptance Form is sent (Section 5.2.5 (16)), Operational Personnel shall, under the direction of the Operational Manager, notify the applicant that the request for correction has not been accepted and request that the applicant follow the procedures for changing the product information, etc., after the conformance label has been issued. However, this shall not apply if the content of the request for correction falls under any of the items listed in (2).
- (2) If the changes requested in the correction request accepted in (1) above fall under any of the following, the acceptance process for the conformance label application (Section 5.1.2 for

applications for issuance of conformance labels based on self-declaration of conformance, and Section 5.2.2 for applications for issuance of conformance labels based on conformance evaluation/assessment and certification) shall be repeated. If the application has already been accepted, Operational Personnel shall notify the applicant that the application has been temporarily invalidated under the direction of the Operational Manager.

- i) Change in the applicant company
 - ii) Change in the structure of the applicant's parent company
 - iii) Change in the product manufacturing method classification from "in-house manufacturing" to "OEM/ODM manufacturing" or "combination of in-house factory manufacturing and OEM/ODM manufacturing"
 - iv) Change in the manufacturing vendor or the structure of its parent company in the case of OEM/ODM manufacturing
 - v) The classification of the firmware development and maintenance method has changed from "in-house development and maintenance" to "supplied by parts/components manufacturers."
 - vi) If the firmware is supplied by parts/components manufacturers, the structure of the company that actually develops and maintains the firmware or its parent company has changed.
- (3) If, as a result of (2) above, a request for correction is deemed acceptable for an application that has been temporarily invalidated, the process shall resume from the point at which the request for correction was received, and Operational Personnel shall notify the applicant of the lifting of the temporary invalidation. If the request for correction is deemed unacceptable, Operational Personnel shall notify the applicant that the application cannot be accepted, under the direction of the Deputy Management System Manager or his/her assistant.
- (4) If the Operational Manager determines that the changes requested in the correction request accepted in (1) above may affect the validity of the application, he/she shall consult with the Technical Manager and report to the Deputy Management System Manager or his/her assistant. The Deputy Management System Manager or his/her assistant shall confirm the details of the change and, if necessary, decide to repeat the acceptance of the conformance label application (Section 5.1.2 for applications for issuance of conformance labels based on self-declaration of conformance, Section 5.2.2 for applications for issuance of conformance labels based on conformance evaluation and certification). The method of repetition shall be in accordance with (2) above.
- (5) Operational Personnel shall store the request for correction in a folder labeled with the applicable identification number created in Section 4.2 (2) and update the contents of the application form. Operational Personnel shall add the necessary information regarding the

request for correction, such as the date of acceptance, the date of return, and the date of rejection, to the conformance label application status management log.

5.4 Handling of Withdrawal of Applications During the Application Process

- (1) When Operational Personnel receive an "Application/Withdrawal Form of Conformance Label" (Form 2-7) from the applicant, he/she shall confirm its contents. If any deficiencies are found as a result of the confirmation, the Operational Personnel shall notify the applicant of the return of the withdrawal notification after confirming with the Operational Personnel.
- (2) If no deficiencies are found as a result of (1) above, Operational Personnel shall notify the applicant of the acceptance of the Application/Conformance Label Withdrawal Form after confirmation by the Operational Manager.
- (3) Operational Personnel shall store the received Application/Conformance Label Withdrawal Form in a folder with the identification number created in Section 4.2 (2) and add the date of acceptance or the date of return, and other necessary information to the conformance label application status management log.

5.5 Handling of Disclosure of Applications During the Application Process

- (1) Upon receipt of a "Request for Publication of Products in Evaluation" (Form 2-8), Operational Personnel shall confirm its contents. If any deficiencies are found as a result of the confirmation, Operational Personnel shall notify the applicant of the return of the Form with the confirmation of the Operational Manager.
- (2) If no deficiencies are found as a result of (1) above, Operational Personnel shall notify the applicant of the acceptance of the Form and, after the confirmation by the Operational Manager, post it on the Request for Publication of "Products in Evaluation" on the website of IPA. However, if a request for publication date has been made, it shall be posted promptly after the requested date.
- (3) Operational Personnel shall store the Form received in a folder with the identification number created in Section 4.2 (2) and add the date of acceptance or date of return, etc., to the conformance label application status management log.
- (4) When an applicant requests a change in the description by resubmitting the Request for Publication of "Products in Evaluation," Operational Personnel shall confirm the contents and update the information in the "List of Products in Evaluation" on the website of IPA in accordance with the request.
- (5) When an application listed in the "List of Products in Evaluation" on the website of IPA acquires a conformance label, is withdrawn, or is rejected, Operational Personnel shall delete it from the Request for Publication of "Product in Evaluation" on the website of IPA.

Chapter 6: Handling of Changes to the Information on Conformance Labels

6.1 Handling of Changes to Product Information, etc.

- (1) Upon receipt of the "Notification/Report of Changes to Product Information" (Form 2-9), Operational Personnel shall confirm the contents and, if there are no deficiencies, notify the applicant of the acceptance of the Notification/Report of Changes.
 - i) If the confirmation reveals that the change request includes items other than those listed in JSM-02 Section 8.1 (1), Operational Personnel shall notify the applicant of the non-acceptance of the Notification/Report of Changes, under the confirmation by the Operational Manager.
 - ii) If any deficiencies are found as a result of the confirmation, Operational Personnel shall return the Notification/Report of Changes to the applicant under the direction of the Operational Manager and request the applicant that it be resubmitted within two weeks in principle. The Notification/Report of Changes will not be accepted until the deficiencies are resolved. In addition, if it is not resubmitted by the deadline, or if it is determined that it is unlikely to be accepted, the Notification/Report of Changes shall be deemed to have been withdrawn, and Operational Personnel shall notify the applicant that it has been withdrawn under the direction of the Operational Manager.
- (2) If no deficiencies are found as a result of (1) above, Operational Personnel shall update the relevant parts of the product information page on the website of IPA under the confirmation of the Operational Manager and promptly publish the changes to the notification of changes. However, if a request for publication is made, the updates shall be published promptly on or after the requested date.
- (3) Operational Personnel shall store the change/report notification received in a folder labeled with the applicable Registered ID created in Section 4.2 (3) and update the product information for the Registered ID. Operational Personnel shall add necessary information regarding the change/report notification, such as the date of acceptance, date of rejection, date of return, or date of withdrawal, to the conformance label application status management log.

6.2 Handling of Updates and Disclosure of Security Information

- (1) Operational Personnel shall check the contents of the "Notification of Update/Report of Security Information" (Form 2-10) upon receipt.
- (2) If any deficiencies are found as a result of (1) above, Operational Personnel shall return the "Notification of Update/Report" to the applicant and request that it be resubmitted within two weeks under the direction of the Operational Manager. The update/report will not be accepted until the deficiencies are corrected. If the update/report is not resubmitted by the deadline, or

if it is determined that the update/report is unlikely to be accepted, the update/report will be deemed withdrawn, and Operational Personnel will notify the applicant that the update/report has been withdrawn, under the direction of the Operational Manager.

- (3) If no deficiencies are found as a result of (1) above, Operational Personnel shall notify the applicant of the acceptance of the change or report and promptly post the relevant information on the product information page of the website of IPA under the confirmation of the Operational Manager. However, if a request for publication on a specific date has been made, the information shall be published promptly on or after that date in principle.
- (4) Operational Personnel shall store the received "Notification of Update/Report" in a folder labeled with the applicable Registered ID created in Section 4.2 (3) and update the product information for the Registered ID. Operational Personnel shall add the necessary information regarding the "Notification of Update/Report," such as the date of acceptance, date of non-acceptance, date of return, or date of withdrawal, to the conformance label application status management log.
- (5) If the content of the "Notification of Update/Report" is vulnerability information, the Operational Manager shall report it to the Technical Manager. Based on the reported content, the Technical Manager shall decide the disclosure date in accordance with Section 6.2 (3), regardless of the desired disclosure date.
- (6) The Technical Manager shall conduct an evaluation/assessment of the severity of reported vulnerability information and determine whether to conduct surveillance. If it is determined that surveillance should be conducted, the Technical Manager shall report to the Managing Director and the Management System Manager.

6.3 Handling of Product Model Number Additions

- (1) Operational Personnel shall check the contents of the "Notification Form of Additional Product Model Number" (Form 2-11) upon receipt. If the conformance label subject to this notification has expired or been revoked, Operational Personnel shall notify the applicant that this notification cannot be accepted after the confirmation by the Operational Manager.
- (2) If any deficiencies are found as a result of (1) above, such as the deletion of product model numbers, Operational Personnel shall, under the direction of the Operational Manager, return the Notification Form to the applicant and instruct them to resubmit it as necessary.
- (3) If no deficiencies are found as a result of (1) above, Operational Personnel shall, under the confirmation of the Operational Manager, update the product model number information on the relevant product information page of the website of IPA and post it promptly. However, if a request for publication date has been made, the information shall be posted promptly on or after that date.

- (4) Operational Personnel shall notify the applicant of the acceptance of the Notification Form.
- (5) Operational Personnel shall store the received Notification Form in a folder labeled with the applicable Registered ID created in Section 4.2 (3) and update the product information for the Registered ID. Operational Personnel shall add the necessary information, such as the date of acceptance, date of rejection, date of return, to the conformance label application status management log for the Notification Form.

Supplementary Provisions (March 11,2025, Jo-Se-Gi, No.192 of 2024)

This procedure shall come into effect on March 11, 2025.

Supplementary Provisions (March 4, 2026, Jo-Se-Gi, No.296 of 2025, Partial revision)

This procedure shall come into effect on March 4, 2026.

Appendix

Application Fees

Kinds of application		Fee for application, etc. (tax included.) *1, *2
Application for Conformance Label	★1/STAR-1 (Level 1)	198,000 yen
	★2/STAR-2 (Level 2)	286,000 yen
	★3/STAR-3 (Level 3)	594,000 yen
Application for Additional Model Number	★3/STAR-3 (Level 3)	49,500 yen
Application for PSTI Conformance		5,500 yen
Application for Maintenance of Conformance Label	★1/STAR-1 (Level 1)	198,000 yen
	★2/STAR-2 (Level 2)	286,000 yen
	★3/STAR-3 (Level 3)	187,000 yen
Application for Re-evaluation	★3/STAR-3 (Level 3)	506,000 yen

*1: The application fees given in the table above are the fees for one application.

*2: Application fees, once paid, will not be refunded regardless of the reason.

Forms

Forms Related to Operating Procedure

Note: Forms may be changed for application and administrative convenience.

List of Forms

Form Title	Form Number
JSM-01-A Forms	
Non-Disclosure Agreement for Conformance Evaluation/Assessment and Certification (For Applicant)	Form 1-1
Non-Disclosure Agreement for Conformance Evaluation/Assessment and Certification (For Discloser)	Form 1-2
Non-Disclosure Agreement for Surveillance (For Applicant)	Form 1-3
Non-Disclosure Agreement for Surveillance (For Discloser)	Form 1-4
Checklist for Evaluation Services Eligibility of Evaluation Body	Form 1-5
Checklist for Eligibility of Certifier	Form 1-6
Notification of Certification Work in Charge	Form 1-7
Invoice	Form 1-8
Evaluation Report Acceptance Form	Form 1-9
JSM-02-A Forms	
Application Confirmation	Form 2-1
JC-STAR Conformance Label Application Form	Form 2-2
Authorization Letter	Form 2-3
Letter of Acceptance of Application/Notification of Application Fee	Form 2-4
Bank Transfer Notice	Form 2-5
Request to Correct the Information on the Application Form	Form 2-6
Application/Withdrawal Form of Conformance Label	Form 2-7
Request for Publication of "Products in Evaluation"	Form 2-8
Notification/Report of Changes to Product Information	Form 2-9
Notification/Report of Updates to Security Information	Form 2-10
Notification Form of Additional Product Model Number	Form 2-11

Form 1-1

Non-Disclosure Agreement for Conformance Evaluation/Assessment and Certification
(For Applicant)

(Name of the applicant) (hereinafter referred to as the "Applicant") and the Information-technology Promotion Agency, Japan (hereinafter referred to as "IPA") agree that the following terms and conditions apply, when the Applicant discloses confidential information to IPA in the course of receiving services from IPA under the Labeling Scheme based on Japan Cyber-Security Technical Assessment Requirements and other incidental services (hereinafter collectively referred to as "Evaluation/Assessment and Certification Services") with respect to the application accepted by IPA on (Date: Year/Month/Day) [Reception number: _____].

(Purpose)

Article 1. The purpose of this Agreement is to provide appropriate protection for confidential information which the Applicant discloses directly or through the Evaluation Body to IPA or which comes to the knowledge of IPA in the course of providing Evaluation/Assessment and Certification Services.

(Definition of confidential information of the Applicant)

Article 2.1. Confidential information means technical or business information which the Applicant discloses directly or through the Evaluation Body to IPA or which comes to the knowledge of IPA in connection with Evaluation/Assessment and Certification Services, and which is:

- (1) above information submitted by the Applicant to IPA, such as documents, drawings, materials, and other tangible items, which clearly indicate that they are confidential and specify the scope of confidential information in a place easily visible on the tangible items, or information disclosed by the contractor to IPA by electromagnetic means specified by IPA, clearly indicating that it is confidential and specifying the scope of confidential information.
- (2) information disclosed by the Applicant to IPA orally or in form other than those prescribed by the preceding paragraph (1), identified as confidential at the time of disclosure and within thirty days after the disclosure, designated in writing as confidential.

Article 2.2. IPA shall treat any copies, modifications, or edits of the Applicant's confidential information as confidential information of the Applicant.

Article 2.3. Information that falls under any of the following items, no obligation of confidentiality applies to any information that:

- (1) is publicly available at the time of disclosure by the Applicant;
- (2) becomes publicly available without breach of this Agreement by IPA;
- (3) is already possessed by IPA prior to the time of disclosure or rightfully received by IPA without obligation of confidentiality from a third party; or
- (4) is approved by the Applicant in writing for disclosure.

(Obligation of Confidentiality)

Article 3.1. IPA shall maintain the confidentiality of the Applicant's confidential information with a

reasonable degree of care of administrator and shall not copy or disclose such information to any third party without prior written approval of the Applicant.

Article 3.2. The provisions of the Article 3.1 shall not apply to the disclosure that:

- (1) is made to persons required by law within the extent required by law when the obligation to disclose information arises based on the provisions of law; or
- (2) discussions are held regarding the revocation of the conformance label in the event that the product becomes subject to surveillance under the Labelling Scheme from the perspective of ensuring the reliability of conformance labels and it is reasonably determined that disclosure is necessary for the relevant parties to conduct such discussions. However, this shall not apply if the Applicant has clearly notified IPA of their refusal to disclose at the start of the consultation.

Article 3.3. In disclosing information pursuant to the provisions of Article 3.2 (1), IPA shall take the following measures as realistic and best possible measures that it can take as a Certification Body from the perspective of maintaining social trust in the certification scheme;

- (1) The contents of the disclosure shall be notified to the Applicant in advance or after the disclosure.
- (2) Only the parts that are legally ordered to be disclosed shall be disclosed.
- (3) The recipient of the disclosure shall be clearly informed that the disclosed information is confidential information of the Applicant.

(Restricted Use of Applicant's Confidential Information)

Article 4. IPA shall not, without prior written approval of the Applicant, use Confidential Information for purposes other than provision of Evaluation/Assessment and Certification Services.

(Liability)

Article 5. When IPA breaches any provision of this Agreement and the Applicant suffers damage as a result, the Applicant is entitled to recover ordinary and direct damages incurred, and such compensation shall be limited to the amount of such damages. By this, regardless of the legal cause, IPA shall not be liable for any indirect, consequential, incidental, special damages, lost profits, or damages that could not have been reasonably foreseen.

(Expenses for preparation of this Agreement)

Article 6. Each party shall bear its own expenses incurred for preparing this Agreement.

(Entire Agreement)

Article 7. This Agreement is the complete agreement regarding the subject matter as of the date hereof and if any inconsistency is found between this Agreement and all prior discussions, understandings, materials, proposals and communications between the parties, this Agreement shall prevail over the latter.

(Changes to the Agreement)

Article 8. Any change to this Agreement shall not be valid unless made in a document signed or an electronic contract by the Applicant and an authorized representative or deputy of IPA.

(Prohibition of transfer of rights and obligations)

Article 9. Neither party, without prior written approval of the other party, shall transfer to any third party or allow any third party to take over any rights or obligations or the whole of this Agreement.

(Period of obligation to maintain confidentiality)

Article 10.1. The confidentiality obligations of IP stipulated in these rules shall come into effect on the date on which Applicant's confidential information is first disclosed to IPA unless otherwise agreed between the Applicant and IPA, and shall expire on the day before the date that is five (5) years after the earliest of the following dates: the date of completion of Evaluation/Assessment and Certification Services, the date of withdrawal of the services, or the date of expiration or revocation of the conformance label granted based on the completion of such services.

Article 10.2. The expiration date of the conformance label specified in Article 10 shall be replaced with the new expiration date set by the extension procedure, or the date of voluntary withdrawal if an application for voluntary withdrawal of the conformance label has been made through the voluntary withdrawal procedure.

(Disposal of confidential information of the Applicant)

Article 11.1. When any of the following items apply, IPA shall promptly dispose or delete the confidential information of the Applicant at its own responsibility and render such confidential information unrecognizable and unusable.

- (1) When its purpose of use has ended.
- (2) When the confidentiality obligation period based on Article 10 ended.
- (3) When the Evaluation/Assessment and Certification Services have been completed or withdrawn before the conformance label is granted and the Applicant so requests.

Article 11.2. In cases based on Article 11.1. (3), upon agreement between the Applicant and IPA, a document certifying that the confidential information has been destroyed or deleted shall be submitted to the Applicant, or, regardless of the provisions of Article 11, the physical return of the confidential information may be substituted for destruction or deletion.

Article 11.3. Notwithstanding Article 11.1, if the Applicant is required by laws and regulations to retain confidential information for a certain period, IPA shall retain such confidential information after notifying the Applicant in advance in writing of the confidential information to be retained and the retention period. Upon expiration of the retention period, the provisions of Article 11.2 shall apply.

(Effective Term of this Agreement)

Article 12.1. The validity period of this Agreement shall be ten (10) years from the date of conclusion of the Agreement. However, if the confidentiality obligation period based on Article 10 expires before the expiration of the validity period, this Agreement shall automatically become invalid upon the expiration of the confidentiality obligation period. (Effective Term of this Agreement)

Article 12.2. If the confidentiality obligation period based on Article 10 continues beyond the validity period of this Agreement, this Agreement may be renewed with the consent of the Applicant and IPA. Procedures for renewal shall be specified separately.

(Governing Law)

Article 13. This Agreement as well as all rights and obligations of each party hereto arising under or relating to this Agreement shall be governed by and construed in accordance with the laws of Japan.

(Jurisdiction)

Article 14. Both parties agree that Tokyo District Court shall have exclusive jurisdiction as the court of the first instance over any dispute and action regarding this Agreement.

The parties hereof have caused this Agreement to be executed by creating an electronic contract file and affixing digital signatures. In this Agreement, this electronic contract file, which is electronic data, shall be the original, and the document printed from the same file shall be the copy thereof.

Date: Year/Month/Day

(Applicant):

Address

Name of Applicant

Person responsible for the application

(Signature)

Title and department

(IPA)

2-28-8 Honkomagome, Bunkyo-ku Tokyo

Information-technology Promotion Agency, Japan

Commissioner SAITO Yutaka

(Signature)

Form 1-2

Non-Disclosure Agreement for Conformance Evaluation/Assessment and Certification
(For Discloser)

(Name of the discloser) (hereinafter referred to as the "Discloser") and the Information-technology Promotion Agency, Japan (hereinafter referred to as "IPA") agree that the following terms and conditions apply, when the Discloser discloses confidential information to IPA in the course of receiving services from IPA under the Labeling Scheme based on Japan Cyber-Security Technical Assessment Requirements and other incidental services (hereinafter collectively referred to as "Evaluation/Assessment and Certification Services") with respect to the application accepted by IPA on (Date: Year/Month/Day) [Reception number: _____].

(Purpose)

Article 1. The purpose of this Agreement is to provide appropriate protection for confidential information which the Discloser discloses directly or through the Evaluation Body to IPA or which comes to the knowledge of IPA in the course of providing Evaluation/Assessment and Certification Services.

(Definition of confidential information of the Discloser)

Article 2.1. Confidential information means technical or business information which the Discloser discloses directly or through the Evaluation Body to IPA or which comes to the knowledge of IPA in connection with Evaluation/Assessment and Certification Services, and which is:

- (1) above information submitted by the Discloser to IPA, such as documents, drawings, materials, and other tangible items, which clearly indicate that they are confidential and specify the scope of confidential information in a place easily visible on the tangible items, or information disclosed by the contractor to IPA by electromagnetic means specified by IPA, clearly indicating that it is confidential and specifying the scope of confidential information.
- (2) information disclosed by the Discloser to IPA orally or in form other than those prescribed by the preceding paragraph (1), identified as confidential at the time of disclosure and within thirty days after the disclosure, designated in writing as confidential.

Article 2.2. IPA shall treat any copies, modifications, or edits of the Discloser's confidential information as confidential information of the Discloser.

Article 2.3. Information that falls under any of the following items, no obligation of confidentiality applies to any information that:

- (1) is publicly available at the time of disclosure by the Discloser;
- (2) becomes publicly available without breach of this Agreement by IPA;
- (3) is already possessed by IPA prior to the time of disclosure or rightfully received by IPA without obligation of confidentiality from a third party; or
- (4) is approved by the Discloser in writing for disclosure.

(Obligation of Confidentiality)

Article 3.1. IPA shall maintain the confidentiality of the Discloser's confidential information with a

reasonable degree of care of administrator and shall not copy or disclose such information to any third party without prior written approval of the Discloser.

Article 3.2 The provisions of the preceding paragraph shall not apply in the following cases:

- (1) is made to persons required by law within the extent required by law when the obligation to disclose information arises based on the provisions of law; or
- (2) discussions are held regarding the revocation of the conformance label in the event that the product becomes subject to surveillance under the Labelling Scheme from the perspective of ensuring the reliability of conformance labels and it is reasonably determined that disclosure is necessary for the relevant parties to conduct such discussions. However, this shall not apply if the Discloser has clearly notified IPA of their refusal to disclose at the start of the consultation.

Article 3.3 In disclosing information pursuant to the provisions of Article 3.2 (1), IPA shall take the following measures as realistic and best possible measures that it can take as a Certification Body from the perspective of maintaining social trust in the certification scheme;

- (1) The contents of the disclosure shall be notified to the Discloser in advance or after the disclosure.
- (2) Only the parts that are legally ordered to be disclosed shall be disclosed.
- (3) The recipient of the disclosure shall be clearly informed that the disclosed information is confidential information of the Discloser.

(Restricted Use of Discloser's Confidential Information)

Article 4. IPA may not, without prior written approval of the Discloser, use Confidential Information for purposes other than provision of Evaluation/Assessment and Certification Services.

(Liability)

Article 5. When IPA breaches any provision of this Agreement and the Discloser suffers damage as a result, the Discloser is entitled to recover ordinary and direct damages incurred, and such compensation shall be limited to the amount of such damages. By this, regardless of the legal cause, IPA shall not be liable for any indirect, consequential, incidental, special damages, lost profits, or damages that could not have been reasonably foreseen.

(Expenses for preparation of this Agreement)

Article 6. Each party shall bear its own expenses incurred for preparing this Agreement.

(Entire Agreement)

Article 7. This Agreement is the complete agreement regarding the subject matter as of the date hereof and if any inconsistency is found between this Agreement and all prior discussions, understandings, materials, proposals and communications between the parties, this Agreement shall prevail over the latter.

(Changes to the Agreement)

Article 8. Any change to this Agreement shall not be valid unless made in a document signed or an electronic contract by the Discloser and an authorized representative or deputy of IPA.

(Changes to the Agreement)

(Prohibition of transfer of rights and obligations)

Article 9. Neither party, without prior written approval of the other party, shall transfer to any third party or allow any third party to take over any rights or obligations or the whole of this Agreement.

(Period of obligation to maintain confidentiality)

Article 10.1. The confidentiality obligations of IP stipulated in these rules shall come into effect on the date on which Discloser's confidential information is first disclosed to IPA unless otherwise agreed between the Discloser and IPA, and shall expire on the day before the date that is five (5) years after the earliest of the following dates: the date of completion of Evaluation/Assessment and Certification Services, the date of withdrawal of the services, or the date of expiration or revocation of the conformance label granted based on the completion of such services.

Article 10.2. The expiration date of the conformance label specified in Article 10 shall be replaced with the new expiration date set by the extension procedure, or the date of voluntary withdrawal if an application for voluntary withdrawal of the conformance label has been made through the voluntary withdrawal procedure.

(Disposal of confidential information of the Discloser)

Article 11.1. When any of the following items apply, IPA shall promptly dispose or delete the confidential information of the Discloser at its own responsibility and render such confidential information unrecognizable and unusable.

- (1) When its purpose of use has ended.
- (2) When the confidentiality obligation period based on Article 10 ended.
- (3) When the Evaluation/Assessment and Certification Services have been completed or withdrawn before the conformance label is granted and the Discloser so requests.

Article 11.2. In cases based on Article 11.1. (3), upon agreement between the Discloser and IPA, a document certifying that the confidential information has been destroyed or deleted shall be submitted to the Discloser, or, regardless of the provisions of Article 11, the physical return of the confidential information may be substituted for destruction or deletion.

Article 11.3. Notwithstanding Article 11.1, if the Discloser is required by laws and regulations to retain confidential information for a certain period, IPA shall retain such confidential information after notifying the Discloser in advance in writing of the confidential information to be retained and the retention period. Upon expiration of the retention period, the provisions of Article 11.2 shall apply.

(Effective Term of this Agreement)

Article 12.1. The validity period of this Agreement shall be ten (10) years from the date of conclusion of the Agreement. However, if the confidentiality obligation period based on Article 10 expires before the expiration of the validity period, this Agreement shall automatically become invalid upon the expiration of the confidentiality obligation period.

Article 12.2. If the confidentiality obligation period based on Article 10 continues beyond the validity period of this Agreement, this Agreement may be renewed with the consent of the Discloser and IPA. Procedures for renewal shall be specified separately.

(Governing Law)

Article 13. This Agreement as well as all rights and obligations of each party hereto arising under or relating to this Agreement shall be governed by and construed in accordance with the laws of Japan.

(Jurisdiction)

Article 14. Both parties agree that Tokyo District Court shall have exclusive jurisdiction as the court of the first instance over any dispute and action regarding this Agreement.

The parties hereof have caused this Agreement to be executed by creating an electronic contract file and affixing digital signatures. In this Agreement, this electronic contract file, which is electronic data, shall be the original, and the document printed from the same file shall be the copy thereof.

Date: Year/Month/Day

(Discloser):

Address

Name of Discloser

Person responsible for the application

(Signature)

Title and department

(IPA)

2-28-8 Honkomagome, Bunkyo-ku Tokyo

Information-technology Promotion Agency, Japan

Commissioner SAITO Yutaka

(Signature)

Form 1-3

Non-Disclosure Agreement for Surveillance
(For Applicant)

(Name of the applicant) (hereinafter referred to as the "Applicant") and the Information-technology Promotion Agency, Japan (hereinafter referred to as "IPA") agree that the following terms and conditions apply, when the Applicant discloses confidential information to IPA in the course of receiving services from IPA as the Certification Body under surveillance services (hereinafter collectively referred to as "Surveillance Services") with respect to the notification implemented by IPA on (Date: Year/Month/Day) [Notification number: _____].

(Purpose)

Article 1. The purpose of this Agreement is to provide appropriate protection for confidential information which the Applicant discloses directly or through the Evaluation Body to IPA or which comes to the knowledge of IPA in the course of providing Surveillance Services.

(Definition of confidential information of the Applicant)

Article 2.1. Confidential information means technical or business information which the Applicant discloses directly or through the Evaluation Body to IPA or which comes to the knowledge of IPA in connection with Surveillance Services, and which is:

- (1) above information submitted by the Applicant to IPA, such as documents, drawings, materials, and other tangible items, which clearly indicate that they are confidential and specify the scope of confidential information in a place easily visible on the tangible items, or information disclosed by the contractor to IPA by electromagnetic means specified by IPA, clearly indicating that it is confidential and specifying the scope of confidential information.
- (2) information disclosed by the Applicant to IPA orally or in form other than those prescribed by the preceding paragraph (1), identified as confidential at the time of disclosure and within thirty days after the disclosure, designated in writing as confidential.

Article 2.2. IPA shall treat any copies, modifications, or edits of Applicant's confidential information as confidential information of the Applicant.

Article 2.3. Information that falls under any of the following items, no obligation of confidentiality applies to any information that:

- (1) is publicly available at the time of disclosure by the Applicant;
- (2) becomes publicly available without breach of this Agreement by IPA;
- (3) is already possessed by IPA prior to the time of disclosure or rightfully received by IPA without obligation of confidentiality from a third party; or
- (4) is approved by the Applicant in writing for disclosure.

(Obligation of Confidentiality)

Article 3.1. IPA shall maintain the confidentiality of the Applicant's confidential information with a reasonable degree of care of administrator and shall not copy or disclose such information to any third party without prior written approval of the Applicant.

Article 3.2 The provisions of the preceding paragraph shall not apply in the following cases:

- (1) is made to persons required by law within the extent required by law when the obligation to disclose information arises based on the provisions of law; or
- (2) discussions are held regarding the Surveillance Services in the event that the product becomes subject to surveillance under the Labeling Scheme from the perspective of ensuring the reliability of conformance labels and it is reasonably determined that disclosure is necessary for the relevant parties to conduct such discussions. However, this shall not apply if the Applicant has clearly notified IPA of their refusal to disclose at the start of the consultation.

Article 3.3 In disclosing information pursuant to the provisions of Article 3.2 (1), IPA shall take the following measures as realistic and best possible measures that it can take as a Certification Body from the perspective of maintaining social trust in the labeling scheme;

- (1) The contents of the disclosure shall be notified to the Applicant in advance or after the disclosure.
- (2) Only the parts that are legally ordered to be disclosed shall be disclosed.
- (3) The recipient of the disclosure shall be clearly informed that the disclosed information is confidential information of the Applicant.

(Restricted Use of Discloser's Confidential Information)

Article 4. IPA may not, without prior written approval of the Applicant, use Confidential Information for purposes other than provision of Surveillance Services.

(Liability)

Article 5. When IPA breaches any provision of this Agreement and the Applicant suffers damage as a result, the Applicant is entitled to recover ordinary and direct damages incurred, and such compensation shall be limited to the amount of such damages. By this, regardless of the legal cause, IPA shall not be liable for any indirect, consequential, incidental, special damages, lost profits, or damages that could not have been reasonably foreseen.

(Expenses for preparation of this Agreement)

Article 6. Each party shall bear its own expenses incurred for preparing this Agreement.

(Entire Agreement)

Article 7. This Agreement is the complete agreement regarding the subject matter as of the date hereof and if any inconsistency is found between this Agreement and all prior discussions, understandings, materials, proposals and communications between the parties, this Agreement shall prevail over the latter.

(Changes to the Agreement)

Article 8. Any change to this Agreement shall not be valid unless made in a document signed or an electronic contract by the Applicant and an authorized representative or deputy of IPA.

(Prohibition of transfer of rights and obligations)

Article 9. Neither party, without prior written approval of the other party, shall transfer to any third party or allow any third party to take over any rights or obligations or the whole of this Agreement.

(Period of obligation to maintain confidentiality)

Article 10. The confidentiality obligations of IP stipulated in these rules shall come into effect on the date on which Applicant's confidential information is first disclosed to IPA unless otherwise agreed between the Applicant and IPA and shall expire on the day before the date that is five (5) years after the date of completion of Surveillance Services.

(Disposal of confidential information of the Applicant)

Article 11.1. When any of the following items apply, IPA shall promptly dispose or delete the confidential information of the Applicant at its own responsibility and render such confidential information unrecognizable and unusable.

(1) When its purpose of use has ended.

(2) When the confidentiality obligation period based on Article 10 ended.

Article 11.2. Notwithstanding Article 11.1, if the Applicant is required by laws and regulations to retain confidential information for a certain period, IPA shall retain such confidential information after notifying the Applicant in advance in writing of the confidential information to be retained and the retention period. Upon expiration of the retention period, the provisions of Article 11.1 shall apply.

(Effective term)

Article 12. The validity period of this Agreement shall commence on the date of conclusion of this Agreement and shall continue until the end of confidentiality obligation period pursuant to Article 10.

(Governing Law)

Article 13. This Agreement as well as all rights and obligations of each party hereto arising under or relating to this Agreement shall be governed by and construed in accordance with the laws of Japan.

(Jurisdiction)

Article 14. Both parties agree that Tokyo District Court shall have exclusive jurisdiction as the court of the first instance over any dispute and action regarding this Agreement.

The parties hereof have caused this Agreement to be executed by creating an electronic contract file and affixing digital signatures. In this Agreement, this electronic contract file, which is electronic data, shall be the original, and the document printed from the same file shall be the copy thereof.

Date: Year/Month/Day

(Applicant):

Address

Name of Discloser

Person responsible for the application

(Signature)

Title and department

(IPA)

2-28-8 Honkomagome, Bunkyo-ku Tokyo

Information-technology Promotion Agency, Japan

Commissioner SAITO Yutaka

(Signature)

Form 1-4

Non-Disclosure Agreement for Surveillance (For Discloser)

(Name of the discloser) (hereinafter referred to as the "Discloser") and the Information-technology Promotion Agency, Japan (hereinafter referred to as "IPA") agree that the following terms and conditions apply, when the Discloser discloses confidential information to IPA in the course of receiving services from IPA as the Certification Body under surveillance services (hereinafter collectively referred to as "Surveillance Services") with respect to the notification implemented by IPA on (Date: Year/Month/Day) [Notification number: _____].

(Purpose)

Article 1. The purpose of this Agreement is to provide appropriate protection for confidential information which the Discloser discloses directly or through the Evaluation Body to IPA or which comes to the knowledge of IPA in the course of providing Surveillance Services.

(Definition of confidential information of the Discloser)

Article 2.1. Confidential information means technical or business information which the Discloser discloses directly or through the Evaluation Body to IPA or which comes to the knowledge of IPA in connection with Surveillance Services, and which is:

- (1) above information submitted by the Discloser to IPA, such as documents, drawings, materials, and other tangible items, which clearly indicate that they are confidential and specify the scope of confidential information in a place easily visible on the tangible items, or information disclosed by the contractor to IPA by electromagnetic means specified by IPA, clearly indicating that it is confidential and specifying the scope of confidential information.
- (2) information disclosed by the Discloser to IPA orally or in form other than those prescribed by the preceding paragraph (1), identified as confidential at the time of disclosure and within thirty days after the disclosure, designated in writing as confidential.

Article 2.2. IPA shall treat any copies, modifications, or edits of Discloser's confidential information as confidential information of the Discloser.

Article 2.3. Information that falls under any of the following items, no obligation of confidentiality applies to any information that:

- (1) is publicly available at the time of disclosure by the Discloser;
- (2) becomes publicly available without breach of this Agreement by IPA;
- (3) is already possessed by IPA prior to the time of disclosure or rightfully received by IPA without obligation of confidentiality from a third party; or
- (4) is approved by the Discloser in writing for disclosure.

(Obligation of Confidentiality)

Article 3.1. IPA shall maintain the confidentiality of the Discloser's confidential information with a reasonable degree of care of administrator and shall not copy or disclose such information to any third party without prior written approval of the Discloser.

Article 3.2 The provisions of the preceding paragraph shall not apply in the following cases:

- (1) is made to persons required by law within the extent required by law when the obligation to disclose information arises based on the provisions of law; or
- (2) discussions are held regarding the Surveillance Services in the event that the product becomes subject to surveillance under the Labeling Scheme from the perspective of ensuring the reliability of conformance labels and it is reasonably determined that disclosure is necessary for the relevant parties to conduct such discussions. However, this shall not apply if the Discloser has clearly notified IPA of their refusal to disclose at the start of the consultation.

Article 3.3 In disclosing information pursuant to the provisions of Article 3.2 (1), IPA shall take the following measures as realistic and best possible measures that it can take as a Certification Body from the perspective of maintaining social trust in the labeling scheme;

- (1) The contents of the disclosure shall be notified to the Discloser in advance or after the disclosure.
- (2) Only the parts that are legally ordered to be disclosed shall be disclosed.
- (3) The recipient of the disclosure shall be clearly informed that the disclosed information is confidential information of the Discloser.

(Restricted Use of Discloser's Confidential Information)

Article 4. IPA may not, without prior written approval of the Discloser, use Confidential Information for purposes other than provision of Surveillance Services.

(Liability)

Article 5. When IPA breaches any provision of this Agreement and the Discloser suffers damage as a result, the Discloser is entitled to recover ordinary and direct damages incurred, and such compensation shall be limited to the amount of such damages. By this, regardless of the legal cause, IPA shall not be liable for any indirect, consequential, incidental, special damages, lost profits, or damages that could not have been reasonably foreseen.

(Expenses for preparation of this Agreement)

Article 6. Each party shall bear its own expenses incurred for preparing this Agreement.

(Entire Agreement)

Article 7. This Agreement is the complete agreement regarding the subject matter as of the date hereof and if any inconsistency is found between this Agreement and all prior discussions, understandings, materials, proposals and communications between the parties, this Agreement shall prevail over the latter.

(Changes to the Agreement)

Article 8. Any change to this Agreement shall not be valid unless made in a document signed or an electronic contract by the Discloser and an authorized representative or deputy of IPA.

(Prohibition of transfer of rights and obligations)

Article 9. Neither party, without prior written approval of the other party, shall transfer to any third party or allow any third party to take over any rights or obligations or the whole of this Agreement.

(Period of obligation to maintain confidentiality)

Article 10. The confidentiality obligations of IP stipulated in these rules shall come into effect on the date on which Discloser's confidential information is first disclosed to IPA unless otherwise agreed between the Discloser and IPA and shall expire on the day before the date that is five (5) years after the date of completion of Surveillance Services.

(Disposal of confidential information of the Discloser)

Article 11.1. When any of the following items apply, IPA shall promptly dispose or delete the confidential information of the Discloser at its own responsibility and render such confidential information unrecognizable and unusable.

- (1) When its purpose of use has ended.
- (2) When the confidentiality obligation period based on Article 10 ended.

Article 11.2. Notwithstanding Article 11.1, if the Discloser is required by laws and regulations to retain confidential information for a certain period, IPA shall retain such confidential information after notifying the Discloser in advance in writing of the confidential information to be retained and the retention period. Upon expiration of the retention period, the provisions of Article 11.1 shall apply.

(Effective term)

Article 12. The validity period of this Agreement shall commence on the date of conclusion of this Agreement and shall continue until the end of confidentiality obligation period pursuant to Article 10.

(Governing Law)

Article 13. This Agreement as well as all rights and obligations of each party hereto arising under or relating to this Agreement shall be governed by and construed in accordance with the laws of Japan.

(Jurisdiction)

Article 14. Both parties agree that Tokyo District Court shall have exclusive jurisdiction as the court of the first instance over any dispute and action regarding this Agreement.

The parties hereof have caused this Agreement to be executed by creating an electronic contract file and affixing digital signatures. In this Agreement, this electronic contract file, which is electronic data, shall be the original, and the document printed from the same file shall be the copy thereof.

Date: Year/Month/Day

(Discloser):

Address

Name of Discloser

Person responsible for the application

(Signature)

Title and department

(IPA)

2-28-8 Honkomagome, Bunkyo-ku Tokyo

Information-technology Promotion Agency, Japan

Commissioner SAITO Yutaka

(Signature)

Form 1-5

Checklist for Evaluation Services Eligibility of Evaluation Body

Date: Year/Month/Day

The Evaluation body shall be impartial. The Evaluation Body shall not be subject to any undue pressure, whether financial, commercial, or otherwise, from the department responsible for the application of the product being evaluated, the engineering department, the development department, the manufacturing department, or any other department related to the product being evaluated, that could influence its technical judgment and shall be able to demonstrate this. Furthermore, the Evaluation Body shall not engage in any activities that could undermine the independence and integrity of the Evaluation Body's judgment regarding the evaluation work it performs.

This checklist is intended to ensure the impartiality, independence, and integrity of the evaluation works by confirming that the Evaluation Body has no issues regarding the following matters. The Evaluation Body shall document the results of all confirmation items and requirements in accordance with the facts.

The products and related organizations covered by this checklist are as follows.

*Relevant sections of the "JC-STAR Conformance Label Application Form" (Form 2-2) shall be transcribed.

Name of Evaluation Body	
Name of applicant company	
Name of application agency*1	
Name of applied product	
Name of actual manufacturing vendor*2	

*1: It shall be filled in when applying through an agency. If not applying through an agency, a slash or "-" shall be provided.

*2: If manufactured in-house, the name of the applicant company shall be provided. If manufactured by OEM/ODM manufacturing or in combination with OEM/ODM manufacturing, name of the OEM/ODM manufacturing vendor shall be provided.

The person responsible of the Evaluation Body listed in this checklist shall certify the impartiality, independence, and integrity of the Evaluation Body to which they belong in this checklist and is responsible for its contents.

Name of the person responsible supervisor of Evaluation Body	Signature and seal or signature (handwritten)	Date of creation

1. Evaluation Personnel

Technical Manager	
Personnel 1	
Personnel 2	
Personnel 3	
Personnel 4	
Personnel 5	
Personnel 6	

*If necessary, "-" or "Personnel" column(s) shall be provided/added as appropriate.

2. Relationship between the Evaluation Body and the application department, development department, manufacturing department, etc. of the applied product

Checkmarks shall be provided in the applicable confirmation results.

Confirmation items and requirements	Confirmation results
[Confirmation item] The corporation to which the Evaluation Body belongs shall not be the same as the corporation which application department, engineering department, development department of the applied product or other departments related to the applied product and there shall be no capital relationship that could compromise independence. *1	<input type="checkbox"/> Not the same corporation <input type="checkbox"/> No capital relationship that could compromise independence.
[Confirmation item] If the manufacture of some or all the applied products for which the application is being made is outsourced to an	<input type="checkbox"/> Not applicable (No OEM/ODM manufacturing)

OEM/ODM manufacturer, the corporation to which the Evaluation Body belongs and the corporation to which the OEM/ODM manufacturer belongs shall not be the same, and there shall be no capital relationship that could compromise independence.*¹

- Not the same corporation
- No capital relationship that could compromise independence.

*1: A corporation that holds more than one-third of the total direct and indirect shareholder voting rights of an Evaluation Body is deemed to have a capital relationship that may impair independence.

3. Relationship and influence between evaluation activities and the application department, development department, manufacturing department, etc., of the applied product

Applicable confirmation results shall be checked and the results of the confirmation of the "Requirements related to fact" for the applicable confirmation items shall be described in detail. For the demonstration of impartiality and independence, the existence of policies and procedures that satisfy ISO/IEC 17025 and the provision of evidence of their implementation are prerequisites.

Confirmation items and requirements	Confirmation results
<p>[Confirmation item] The Evaluation Body shall not have any responsibility or obligation regarding the operations of the corporation to which the application department, engineering department, development department, manufacturing department, or other departments related to the applied product belongs.*²</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Not responsible/obligated <input type="checkbox"/> Responsible/obligated (Describe below.)
<p>[Requirement related to fact] (If the above responsibility or obligation exists) The Evaluation Body shall demonstrate impartiality and independence such that its responsibilities or obligations regarding the business activities of the corporation to which the departments responsible for the application, engineering, development, manufacturing, or other departments related to the application product belong do not influence the evaluation conducted by the Evaluation Body in any way.</p>	
<p>[Confirmation item] The Evaluation Body shall not have any financial relationship with the corporation to which the departments responsible for the application, engineering, development, manufacturing, or other departments related to the application product belong*², except for those related to compensation for evaluation.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> No relationship exists <input type="checkbox"/> Relationship exists (Describe below.)

<p>[Requirement related to fact] (If a relationship exists as described above) Except for compensation related to evaluation, the Evaluation Body shall be able to demonstrate that there are no financial transactions related to evaluation activities, such as budgets, between the Evaluation Body and the corporation to which the departments responsible for the application, engineering, development, manufacturing, or other departments related to the applied product belong.</p>	
<p>[Confirmation item] If the manufacture of some or all the application products is outsourced to an OEM/ODM manufacturer, the Evaluation Body shall not have any responsibility or obligation regarding the business activities of the corporation to which the OEM/ODM manufacturer belongs.*2</p>	<p><input type="checkbox"/> Not applicable (No OEM/ODM manufacturing)</p> <p><input type="checkbox"/> Not responsible/obligated <input type="checkbox"/> Responsible/obligated (Describe below.)</p>
<p>[Requirement related to fact] (If the above responsibility or obligation exists) The responsibility or obligation of the Evaluation Body related to the business activities of the corporation to which the OEM/ODM manufacturer belongs shall be demonstrated to be impartial and independent, and not to influence evaluation of the Evaluation Body.</p>	
<p>[Confirmation item] If the manufacture of some or all the applied products is outsourced to an OEM/ODM manufacturer, the Evaluation Body shall not have any financial relationship with the corporation to which the OEM/ODM manufacturer belongs*2, except for those related to the consideration for evaluation.</p>	<p><input type="checkbox"/> Not applicable (No OEM/ODM manufacturing)</p> <p><input type="checkbox"/> No relationship exists <input type="checkbox"/> Relationship exists (Describe below.)</p>
<p>[Requirement related to fact] (If the above relationship exists) Except for compensation related to evaluation, it shall be possible to demonstrate that there are no financial transactions related to evaluation activities, such as budgets, with the corporation to which the OEM/ODM manufacturer belongs.</p>	

*2 The corporation to which a department or agency belongs refers to all departments and bodies of that corporation.

4. Relationship and influence between evaluation activities and support work for the application department, design department, development department, etc., of the applied product

Check marks shall be provided to the applicable confirmation results and, if applicable, the confirmation results for the "Requirement related to fact" shall be described in detail.

Note that the demonstration of impartiality and independence is based on the existence and provision of evidence of policies and procedures that comply with ISO/IEC 17025.

Confirmation items and requirements	Confirmation results
<p>[Confirmation item] The Evaluation Body or the corporation to which the Evaluation Body belongs, or the evaluation personnel, shall not provide application support or support for engineering, development, evaluation, etc. for the applied products.</p>	<p><input type="checkbox"/> Not provided. <input type="checkbox"/> Provided (Describe below.)</p>
<p>[Requirement related to fact] (If the above support is provided) The personnel, facilities, etc., of the department providing application support for the applied product or support for engineering, development, evaluation, etc., shall be able to demonstrate that they do not influence the evaluation work.</p>	
<p>[Confirmation item] The Evaluation Body shall not share any direct administrators who may have a commercial, financial, or other influence on the evaluation with the department that provides application support or design, development, evaluation, or other support for the applicant product.</p>	<p><input type="checkbox"/> Not shared <input type="checkbox"/> Shared (Describe below.)</p>
<p>[Requirement related to fact] (If the above administrator is shared) It shall be possible to demonstrate the impartiality and independence of the administrator with regard to the evaluation, such that the administrator does not exert any commercial, financial, or other influence on the evaluation.</p>	

Form 1-6

Checklist for Eligibility of Certifier

Date: Year/Month/Day

I hereby report the following relationships among the applicant company, Evaluation Body, and Evaluation Personnel regarding the products for which certification has been applied for.

Applicant's name		Registered ID	
Acceptance No.			
Applied product name			
Applicant company name			
Application agency name*1			
Actual manufacturing vendor name*2			
Evaluation Body			
Evaluation Personnel			
Certifiers and their current and past relationships with the applicant company and manufacturing vendors			
Certifiers and their current and past relationships with the Evaluation Body and evaluation personnel			

Remarks	
---------	--

*1: It shall be filled in if applying through an agency. If not applying through an agency, a slash or "-" shall be provided.

*2: If manufacturing in-house, name of the applicant company shall be provided. If manufacturing through OEM/ODM manufacturing or in combination with OEM/ODM, name of the OEM/ODM manufacturing vendor shall be provided.

Form 1-7

Notification of Certification Work in Charge

Date: Year/Month/Day

Name of Applicant:

Title/Department

Name of person responsible for application:

Name of Evaluation Body:

Name of Technical Responsible Person:

IT Security Technology Evaluation Dept.,
IT Security Center,

Information-Technology Promotion Agency, Japan (IPA)

Name of Technical Manager:

I hereby notify you of the person in charge of the certification work (certification team member) for the application for the JC-STAR conformance label based on conformance evaluation and certification. The certification process must be completed by the certification deadline. If the certification process is not completed by the deadline, certification will not be granted. Additionally, the certification process can only be commenced after payment of the application fee has been confirmed.

Acceptance No.	
Applied product name	
Applicant company name	
Application agency name	
Evaluation Body	

Certification team member name	
Certification period expiration date	Year/Month/Day
Remarks	

Form 1-8

Date: Year/Month/Day

Invoice

<i>Name of applicant company or application agency</i>
--

Information-technology Promotion Agency, Japan (IPA)
Bunkyo Green Court Center Office
2-28-8 Honkomagome, Bunkyo-ku, Tokyo, 113-6591
Registered ID: T5010005007126
Billing Date: Year/Month/Day

We hereby request payment for the following.

Amount requested: _____ yen

Transaction Date	Transaction Details	Unit Price	Qty	Amount

Applicable to 10%	Applicable amount (tax included)		Consumption tax	
	Grand total		Consumption tax	

Payment shall be made within 60 days of the billing date.
Note that you will be responsible for the bank transfer fee.

Bank Transfer to: Mizuho Bank, Ltd.
Branch: Head Office
Account type: Ordinary
Account No: 6852427
Account name: Information-technology Promotion Agency Japan
(Jōhō Shori Suishin Kikō)

Form 1-9

Evaluation Report Acceptance Form

Date: Year/Month/Day

Name of Applicant:

Title/Department

Name of person responsible for application:

Name of Evaluation Body:

Name of Technical Responsible Person:

IT Security Technology Evaluation Dept.,
IT Security Center,
Information-Technology Promotion Agency, Japan (IPA)
Name of Technical Manager:

I hereby report that I have confirmed and certified the contents of the Evaluation Report as follows in accordance with the application for the JC-STAR Conformance Label based on conformance evaluation and certification.

Acceptance No.	
Applied product name	
Applicant company name	
Application agency name	
Evaluation Body	
Certification team member name	
Acceptance date of Evaluation Report	Year/Month/Day
Remarks	