

Guidance on Security Requirements Conformance Assessment/Certification and Label Acquisition Applications (tentative)

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Guidance on Security Requirements Conformance Assessment/Certification and Label Acquisition Applications

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Chapter 1. Purpose

The purpose of the “Guidance on Security Requirements Conformance Assessment/Certification and Label Acquisition Applications” (hereafter referred to as “this Guidance”) is to explain the necessary procedures that applicants acquire and maintain conformance labels in the Labeling Scheme based on Japan Cyber-Security Technical Assessment Requirements (hereafter referred to as “this Scheme”), which is implemented by the Information-technology Promotion Agency, Japan (hereafter referred to as “IPA”) as the Certification Body.

Chapter 2. This Scheme

Refer to the “Labeling Scheme based on Japan Cyber-Security Technical Assessment Requirements (JC-STAR) Scheme Document (JSS-01)” (hereinafter referred to as “Scheme Documents (JSS-01)”) for the rules of this Scheme.

In addition, refer to the rules and regulations, such as “Requirements for Security Requirement Conformance Assessment/Evaluation, Certification and Label Acquisition (JSM-02)” (hereinafter referred to as “Requirements for Label Acquisition (JSM-02)”).

The following shows the website of this Scheme for reference:

<https://www.ipa.go.jp/security/jc-star/index.html>

Chapter 3. Terms

Terms used in this Guidance correspond to those terms used in the Requirements for Label Acquisition (JSM-02).

Chapter 4. Preparation before Applying for Conformance Labels

This chapter explains what the applicant should understand before applying to acquire conformance labels.

4.1 Languages to be Used

In principle, the language to be used in the application documents and procedures prepared by the applicant shall be Japanese. In unavoidable cases, English may be used (except when Japanese is specified), however, make sure that you have a system in place to respond to inquiries in Japanese. Applications for conformance labels cannot be submitted with documents written in languages other than Japanese or English.

In addition to the original documents, a Japanese or English translation must be submitted if the attached documents, such as documents certifying the legal entity, are not in either Japanese or English. Note that if either the Japanese or English translation is not submitted, the application for acquiring conformance labels will not be accepted.

4.2 Acquiring the Latest Information on Applying for Conformance Labels

- (1) Reference information on the application and procedures for acquiring conformance labels
Refer to the “Application Process” page on the Scheme’s website for information on how to apply and complete the application process.
<https://www.ipa.go.jp/security/jc-star/shinsei/index.html>
- (2) Forms
A list of forms to be used in the application can be found in the “Appended Table” section of this Guide.
The latest version of the forms to be used in the application is available in the “Application Process” page and “JSM-02-A Form Download” in the “Rules and Regulations” page above. The applicant is requested to download the latest version of the form according to the procedures and prepare the documents to be submitted by referring to the relevant entry examples and notes.
Note that applications submitted without using the latest version of the form may be returned.
- (3) Requirements and procedures
Thoroughly review the Label Acquisition Requirements (JSM-02) and each item in this guide.
- (4) Subject to acquire a conformance label
Confirm that the IoT product for which the applicant wishes to acquire a conformance label meets the requirements for “IoT products” covered by this scheme as defined in the basic rules of the scheme (JSS-01). If the product does not meet the requirements, application for a conformance label is unacceptable.
- 5) Conformance requirements, assessment procedures, etc.
There are four levels of conformance requirements: common conformance requirement and assessment procedures for conformance requirements for IoT products to meet as a minimum-security function for IoT products to address minimum threats (STAR-1), and step-by-step conformance requirement and assessment procedures for conformance requirements for IoT products to address threats set by the characteristics of each product type (STAR-2, STAR-3 and STAR-4). The conformance label under this Scheme is issued by the IPA based on the results of the self-conformance assessment conducted by the applicant, in accordance with the STAR-1 or STAR-2 Conformance Requirements and Assessment Procedures, as described in the conformance checklist. In addition, the conformance labels awarded through conformance assessment and certification are issued by the IPA based on the implementation of conformance evaluation by a third-party evaluation body and certification by the IPA, in accordance with the STAR-3 or STAR-4 Conformance Requirements and Assessment Procedures. Check the latest conformance requirements, assessment procedures, and assessment guides for the level the applicant is trying to achieve carefully. Check the frequently asked questions, guidance, and supplementary information as well.
Note that the conformance requirements, assessment procedures and assessment guides for the previous version can continue to be used after the new version is published, provided that applications are made within the grace period specified for that version.
After the grace period has expired, applications using the previous version will no longer be accepted, so in that case follow the assessment requirements, assessment procedures and assessment guides for the new version.

4.3 Items Required to Apply for Conformance Labels

Prior to applying to obtain a conformance label, the applicant shall prepare the followings:

(1) Determination of the level of conformance to be achieved by the conformance label to be acquired

The applicant needs to determine the level to achieve with the conformance label to be acquired. Note that the documents you need to prepare differ depending on whether you are applying for a conformance label based on a self-conformance declaration (STAR-1 or STAR-2) or based on a conformance assessment and certification (STAR-3 or STAR-4).

(2) Preparation of application forms, etc.

The applicant shall prepare an application form at that includes the necessary information to apply to acquire a conformance label. Prepare and submit any supplementary materials as necessary. A letter of attorney from the applicant is required when applying on behalf of the applicant. Note that we cannot accept applications on your behalf if you do not have a valid power of attorney.

(3) For applications for Declaration of Self-Conformance (STAR-1, STAR-2)

1) Create a checklist

The applicant conducts its own conformance assessment and creates a checklist for the IoT product that is to receive the conformance label, in accordance with the conformance requirements and assessment procedures corresponding to the determined level.

2) Creation and storage of evidence

The applicant must create and store supporting documents, evaluation results, device check results reports, etc., in order to be able to explain the validity of the contents of the checklist during surveillance, etc. Note that the evidence must be kept for the validity period of the Conformance Label. If it is found that the evidence has not been kept even though the Conformance Label is still valid, this will be grounds for revocation of the Conformance Label.

(4) For applications for conformance assessment and certification (STAR-3, STAR-4)

1) Selection of Evaluation Body

a) Applicant shall select an evaluation body that conducts conformance assessments for the IoT product that is to be labeled as compliant, in accordance with the conformance requirements and evaluation procedures corresponding to the determined level.

In this case, from the perspective of ensuring the fairness and independence of the conformance assessment, it is necessary to select a third-party evaluation body from among the “JC-STAR Evaluation Bodies” listed on the “Details of the Security Labeling Scheme (JC-STAR)” page of this Scheme's website, which has no vested interest in either the applicant or the IoT product vendor of the IoT product.

b) In the case of a conformance assessment that also serves as a trial assessment for the approval of an evaluation body, the evaluation body can be selected even before approval, subject to the following restrictions:

- Applications for the acquisition of the conformance label will only be accepted after the relevant evaluation body has applied for approval to the IPA.
- Conformance labels will only be issued after the relevant evaluation body has been approved by the IPA. If the evaluation body is not approved by the IPA, no conformance label will be issued.

- c) Note that the conformance label will not be issued if the certification body withdraws its approval during this evaluation.
- 2) Preparation of property to be offered for conformance assessment
- The applicant must prepare the IoT product for evaluation to be provided to the evaluation body no later than the start of the conformance evaluation.
- a. The applicant agrees with the evaluation body on the items to be acquired, the quantity, and the timing of the provision of the items.
The person responsible for the application for acquisition shall be the “person in charge of the application” and should establish a system to provide information necessary for conformance assessment and certification to the evaluation body and the certification body, and to handle on-site inspections. Especially in cases where the applicant and the IoT product vendor are different, the applicant and the IoT product vendor should agree in advance on the properties to be provided for conformance assessment and on site inspections, etc.
 - b. With regard to properties provided for conformance evaluation that are not under the administrator's control of the applicant, it is necessary to obtain prior agreement on the provision of these properties from the parties involved in development, manufacturing, delivery, etc., regardless of whether they are internal or external.
 - c. The validity period of the “Letter of Acceptance of Application/Notice of Application Fee” (Form 2-4) is 12 months. Since the conformance evaluation must be completed within the validity period of the acceptance certificate, complete the acquisition application procedure after conformance that the property to be provided for conformance evaluation has been provided.

Chapter 5. Preparation of Applications to Acquire Conformance Labels

This chapter describes what the applicant must do to prepare for an application to obtain a conformance label.

5.1 Requirements for Acquiring Conformance Labels

The applicant must agree to the following requirements in order to apply for a conformance label. Note that failure to agree to these requirements will result in the rejection of the application for a conformance label.

(1) Agreement to Confidentiality Rules

(i) The handling of confidential information shall be in accordance with the provisions of the “Organization and Operational Manual for Certification Body and Label-issuing Body under Labeling Scheme based on Japan Cyber-Security Technical Assessment Requirements (JSM-01)” (hereinafter referred to as “Operational Manual (JSM-01)”).

(ii) The applicant is required to agree to the “Confidentiality Rules” set forth in the Appendix. The applicant is deemed to have agreed to the “Confidentiality Policy” by checking the “Agree to Confidentiality Policy Checkbox” on the application form to acquire a conformance label.

If the applicant does not agree to the confidentiality agreement, he/she may not apply to obtain a conformance label.

(iii) When applying for a conformance label (STAR-3, STAR-4) based on conformance assessment

and certification, the applicant shall additionally conclude the “Operating Procedure for Label-issuing Services under Labeling Scheme based on Japan Cyber-Security Technical Assessment Requirements (JSM-01-A)” (hereinafter referred to as “Procedure for Label-issuing Services (JSM-01-A)”) upon his/her request when conducting a conformance assessment.

In the event that a party other than the applicant (e.g., a contractor for development, manufacturing, delivery, etc., or a supplier of parts or infrastructure software included in the assessment target, etc.) needs to provide the provided property for assessment (including on-site assessment), such party may conclude a confidentiality agreement with the IPA through the applicant.

Details of these procedures are defined in the Procedure for Label-issuing Services (JSM-01-A).

(2) Support during the validity period of the conformance label

(i) For products that have obtained a conformance label (hereinafter referred to as “label-acquired products”), appropriate corrective action must be taken for security defects or vulnerabilities that are discovered after the label has been obtained, within the validity period of the conformance label. Appropriate corrective action refers to measures to resolve the discovered defects or vulnerabilities and includes measures such as providing software/firmware update files and replacing products.

(ii) If a serious vulnerability is detected in a product that has obtained a label within the validity period of the conformance label, the applicant may be required to implement corrective measures within the deadline specified by the IPA. If the applicant receives such a request, he/she is obliged to take appropriate corrective action within the specified deadline.

(iii) As a general rule, support for corrective actions for identified defects or vulnerabilities should be provided free of charge. However, for products that require a maintenance contract that includes support for security issues and vulnerabilities, support is considered to be provided by entering into the relevant maintenance contract. In this case, it is also acceptable to have a paid maintenance contract. In the case of a product that requires a purchase contract to be signed in order to be purchased, or a product that does not require a direct maintenance contract with the user (such as a product used exclusively for rental or leasing), the applicant must be aware of all users of the product in question, and a contract or other document clearly stating the support conditions must be exchanged and agreed upon, and the support conditions, including paid and unpaid support, can be decided between the parties.

(iv) In the application form, specify the support termination date in (iii). If the support termination date is within 2 years, the validity period of the conformance label will be until the support termination date.

(v) If the end of support is more than two years in the future and has not yet been determined, check the “Checkbox for Conformance Label Validity Period.” In this case, the support period will automatically be treated as the support period in (iii) for the validity period of the conformance label. Therefore, note that if the end of support has not yet been determined and it is not possible to confirm that it will be more than two years in the future, it will not be possible to apply for a conformance label.

- (vi) Note that if the IPA notifies you of a period for correcting security defects or vulnerabilities, and you fail to take corrective action within that period, you may be subject to having your conformance label revoked.
- (3) Compliance with domestic laws and regulations and other standards related to cyber security
This Scheme is implemented under the supervision of the Ministry of Economy, Trade and Industry (METI). If necessary, the IPA may inquire with METI regarding the compliance of the contents of the application with the standards of domestic laws and regulations related to cyber security and may take necessary actions based on the results of such inquiry.
- (4) Cooperation in Surveillance
In order to ensure the reliability of this Scheme, the IPA will conduct surveillance of labeled products as necessary. Upon receipt of a notice of surveillance, the applicant must cooperate as necessary to ensure smooth implementation of the surveillance conducted by the IPA. Refusal to cooperate in the surveillance will result in immediate revocation of the conformance label.
- (5) Retention of evidence (limited to STAR-1 or STAR-2)
In the case of an application for a conformance label based on a declaration of self-conformance (STAR-1, STAR-2), the applicant must keep relevant documents, assessment reports, device checks, and other evidence to support the contents of the checklist during the validity period of the label of conformity in order to be able to provide evidence for the validity of the checklist contents in the event of surveillance, etc. The evidence such as evaluation reports, actual equipment test result reports, etc. must be kept to support the checklist during the validity period of the label of conformity. When conducting surveillance, etc., the IPA may request the submission of such evidence.
- (6) Cooperation in site visits by the evaluation body (limited to STAR-3 or STAR-4)
In the case of applying for a conformance label (STAR-3, STAR-4) through a conformance evaluation and certification, there may be a site visit by the evaluation body. If a site visit is carried out, you must cooperate as necessary to ensure that the evaluation body's evaluation can be carried out smoothly. Check with the evaluation body regarding matters related to site visits.

5.2 Submission of Documents Required for Application to Acquire Conformance Labels

The applicant is required to prepare and submit the following documents to the IPA to apply for conformance labels. Follow the submission procedure described on the “Application Procedures” page of the scheme's website.

- (1) Confirmation of Application for Conformance Label
Prepare an “Application Confirmation” (Form 2-1) in the name of the person responsible for the application, using one of the following methods. In the case of an application on behalf of the applicant, prepare a Confirmation of Application in the name of the person responsible for the application of the organization on behalf of the applicant.
- Digital signature using a digital certificate (in the name of the organization responsible for the application)
 - Name and seal of the person responsible for the application
 - Signature of person responsible for application (self-signed)
- (2) Application for JC-STAR Conformance Label (Form 2-2, hereinafter referred to as “Application”)

Refer to the “How to fill out the application form” on the “Application Procedures” page of this Scheme's website and fill out the following items. Note that you are using the most recent version of the application form, as it may be updated.

In addition, keep the following points in mind when submitting your application:

- The form must be filled out in Japanese.
- The contents of the items specified as “to be made public on the website” or “to be made public on the website” in the application form or application procedure, and documents attached to the application form as necessary in relation to such items, will be posted on the website maintained by the IPA when the conformance label is issued.

If the desired date for inclusion in the List of Labeled Products is indicated, the product will be listed as soon as possible after such desired date.

- For the purpose of the proper operation and management of this scheme, the application form and accompanying documents may be shared with the Cyber Security Division, Commerce and Information Policy Bureau, Ministry of Economy, Trade and Industry, within the scope of the confidentiality agreement.
- In principle, prepare attached documents in PDF format; if you have difficulty using PDF files, consult with the IPA in advance.

(3) Documents proving corporate status

When an application is filed without a corporate ID number, a certified copy of the corporate registry or other document that certifies the corporate status is required. When attaching a certified copy of the corporate registration, etc., all of the following requirements must be met:

- Submit a certificate of registered matters of the company or corporation or an equivalent document.
- The document must be within 6 months of the date of issue and must be the most recent.
- For overseas corporations, a tax payment certificate issued by a public institution can be substituted.
- If the original description of the submitted documents, such as official documents certifying the juridical personality, is not in either Japanese or English, the applicant is required to submit a Japanese or English translation in addition to the original. If either the Japanese or English translation is not submitted, the application will not be accepted.

(4) Checklist (only in case of application for the conformance label (STAR-1, STAR-2) based on a declaration of self-conformance)

The applicant will conduct his/her own conformance assessment and prepare a conformance checklist for the IoT product for which the conformance label is to be acquired, in accordance with the conformance requirements and assessment procedures corresponding to the level for which the applicant is applying.

For each conformance label for which the applicant is applying, thoroughly review the most recent conformance requirements, assessment procedures, and assessment items in the Assessment Guide that apply to the level for which the applicant is applying. In addition, review the FAQs, guidance, and supplementary information.

The conformance requirements, evaluation procedures, and evaluation guide of the previous version may be continued to be used after the new version is issued, provided that the application is submitted within the grace period specified in the version. After the grace period, applications

using the previous version will not be accepted, so in that case follow the conformance criteria for conformance requirements, assessment procedures, and evaluation guide for the new version.

(5) Power of attorney

When a representative (hereafter referred to as the “representative applicant”) who has been delegated the authority to apply by the applicant carries out the actual application process for procedures such as applying for a conformance label, it is necessary to submit the “Authorization Letter” (Form 2-3) from the applicant who has delegated the authority (hereafter referred to as the “Consignor”).

The power of attorney must be certified with one of the following documents in the name of the Consignor:

- Electronic signature using an electronic certificate (in the name of the applicant's organization)
- Name and seal of the person entrusted with the application
- Signature of the applicant's consignor (self-signed)

When an application is filed on behalf of the applicant, the confirmation of application shall be made in the name of the applicant's representative.

5.3 Application Fee

- (1) Upon receiving a notice of acceptance of an application for a conformance label from the IPA, the applicant is required to remit the application fee specified in the notice (in principle, the amount specified in the separate table of JSM-01-A, “Procedure for Label-issuing Services”). When transferring the fee, indicate the “Receipt Number” indicated in the notice of acceptance before the name of the payer.
- (2) The applicant is required to submit the “Bank Transfer Notice” (Form 2-5) to the IPA at least two business days prior to the scheduled transfer date. Note that if the “Bank Transfer Notice” is not submitted or the acceptance number is not indicated in the name of the transferor, confirmation of payment of the application fee will occur, and it will take time to complete the confirmation.
- (3) Once the application fee has been paid, it is non-refundable for any reason. The IPA is under no obligation to begin work on issuing a conformance label until payment of the application fee has been confirmed.

Chapter 6. Procedures for Applying for Conformance Labels

This chapter describes the procedures to be followed after an application for obtaining a conformance label is accepted, and furthermore, to obtain the label. Receipt is made in two stages: “receipt” and “acceptance.”

If the application is conducted by an applying agent, read “applicant” as “applying agent” as appropriate.

6.1 Applying/Acquiring Conformance Labels based on the Declaration of Self-conformance

- (1) In order to demonstrate that the IoT product for which the label of conformance is to be obtained meets the required security requirements, the applicant shall conduct his/her own conformance assessment and prepare a checklist in accordance with the STAR-1 or STAR-2 conformance requirements and assessment procedures.

If necessary, the applicant may request an evaluation body or assessment body to conduct the assessment.

- (2) The applicant applies for a JC-STAR conformance label to the IPA by the method specified by the IPA, together with the JC-STAR conformance checklist application form, the checklist prepared in (1) above (however, the checklist must have been prepared within 90 days before the application date), and the required supporting documents (see 5.2). Note that although no evidence is required to submit the conformance checklist, the applicant is obliged to keep the evidence during the validity period of the conformance label (see 5.1).
- (3) Upon receipt of the set of documents submitted in (2) above, the IPA will send the applicant a receipt notification letter with a "receipt number." When contacting the IPA with questions, etc., be sure to clearly indicate the receipt number. Note that at this stage, the application has not yet been accepted.
- (4) The IPA, together with the METI, will perform the necessary verification procedures on the set of documents submitted in (2) above, and will send the application back to the applicant if any of the contents are incomplete. If the applicant does not resubmit the documents within 2 weeks, the application will be deemed withdrawn by the applicant.
- (5) If the application is determined to be acceptable, The IPA will issue a "Letter of Acceptance of Application/Notification of Application Fee" (Form 2-4) with an "Acceptance Number" to the applicant. On the other hand, if the application is determined to be unacceptable, the application will be rejected and the process will be terminated.
- (6) Upon receipt of the application acceptance letter and application fee notice, the applicant must pay the application fee in the amount indicated in the said notice within 60 days (see 5.3). If payment is not made within 60 days of receipt of the notice from the IPA without prior notice, the application will be deemed withdrawn by the applicant.
- (7) Upon confirmation of payment of the application fee, the IPA will issue a conformance label to the applicant for the IoT product to be applied for. The applicant is responsible for administrating the issued conformance label. The conformance label may be used for promotional purposes in addition to being attached to the IoT product, etc., in accordance with the conditions for use of conformance labels in Chapter 7. However, note that the copyright of the conformance label is owned by the IPA.
- (8) Upon issuance of the conformance label, the information in the section designated as "public" in the set of documents submitted in (2) above will be posted on the product information page of the website managed by the IPA. However, if the applicant has indicated a desired date for posting on the List of Labeled Products, the information will be posted promptly after the desired date. The applicant should confirm that there are no errors in the posted information.

6.2 Applying/Acquiring Conformance Labels based on the Conformance Assessment/Certification

- (1) The applicant shall select an evaluation body that conducts conformance assessments in accordance with the STAR-3 or STAR-4 Conformance Requirements and Assessment Procedures to demonstrate that the IoT product for which they are seeking conformance labeling meets the required security requirements (see 4.3).

- (2) The applicant submits an application form for a JC-STAR conformance label, together with the required supporting documents (see 5.2), to the IPA by the method specified by the IPA.
- (3) Upon receipt of the set of documents submitted in (2) above, the IPA will send the applicant a receipt notification letter with a “receipt number.” When contacting the IPA with inquiries, be sure to clearly indicate the receipt number. Note that at this stage, the application has not yet been accepted.
- (4) IPA, together with METI, will perform the necessary verification procedures on the set of documents submitted in (2) above, and will send the application back to the applicant if any of the contents are incomplete. If the applicant does not resubmit the documents within 2 weeks, the application will be deemed withdrawn by the applicant.
- (5) If the application is determined to be acceptable, IPA will issue a “Letter of Acceptance of Application/Notification of Application Fee” (Form 2-4) with an "Acceptance Number" to the applicant. On the other hand, if the application is determined to be unacceptable, the application will be rejected and the process will be terminated.
- (6) Upon receipt of the application acceptance letter and application fee notice, the applicant must pay the application fee in the amount indicated on the notice (see 5.3). Note that the certification process will not begin until the prescribed application fee has been transferred.
- (7) As the applicant has agreed to the “Confidentiality Agreement” specified in the application form, the applicant's confidential information will be handled in accordance with the agreement. However, upon request from the applicant, an additional “Non-Disclosure Agreement for Conformance Assessment and Certification (for Applicant)” (Form 1-1) can be concluded (see 5.1).
- (8) The applicant should request the evaluation body to conduct a conformance evaluation, together with a copy of the Letter of Acceptance of Application and Notice of Application Fee and the property provided for the conformance evaluation. Upon completion of the request to the evaluation agency, the evaluation agency will issue “Evaluation Body Evaluation Service Eligibility Checklist” (Form 1-5) and submit said checklist to the IPA.
- (9) Check the contents of the “Notice of Certification Work” (Form 1-7) that will be sent by the IPA.
- (10) An official conformance evaluation by an evaluation body under this Scheme can be started after the date of issuance of the Letter of Acceptance and Notification of Application Fee. In principle, the latest version of the applicable assessment criteria for conformance requirements, assessment procedures, and assessment guide as of the date of issuance of the relevant acceptance letter will be used for the conformance assessment. Previous versions of the conformance requirements, assessment procedures, and assessment guides may continue to be used as long as the date of issuance of the acceptance letter is within the grace period specified in that version.
- (11) If the IPA determines that there are any issues with the evaluation body in charge of the conformance evaluation services based on the checklist submitted in (8), the IPA will hold consultations with the evaluation body and the applicant in order to resolve the issues, and the applicant is requested to agree to the consultations.

If the IPA ultimately determines that the issues cannot be resolved through consultations, the conformance decision will not be made, and the applicant will be instructed by the IPA to change the evaluation body. In such a case, the applicant must decide whether to change the evaluation body or withdraw the application.

- (12) If the evaluation body finds any issues during the conformance evaluation process, the evaluation body will publish a report of findings to the applicant. The applicant is expected to promptly resolve the problems described in the report.
- (13) In connection with the certification process, the IPA may request a meeting with the applicant and the evaluation body, if necessary. The applicant is requested to respond to such requests without delay. The timing, format, and other matters necessary for the meeting to be held will be decided through consultation between the IPA, the applicant, and the evaluation body.
- (14) Upon completion of the conformance evaluation, the evaluation body submits a “Conformance Evaluation Report” to the IPA. Upon completion of the certification process by the certification body based on the Conformance Evaluation Report, the IPA will send an Evaluation Report Acceptance Form to the applicant and the evaluation body. If the certification process is not completed within 12 months from the date of issuance of the Letter of Acceptance of Application and Notification of Application Fee, the application will be rejected as non-certifiable.
- (15) Upon completion of the certification process, the IPA will issue conformance label(s) to the applicant for the IoT product to be certified. The applicant is responsible for administrating the issued conformance labels. The conformance labels may be used for promotional purposes in addition to being affixed to the IoT product, etc., in accordance with the Conditions of Use of Conformance Labels in Chapter 7. However, note that the copyright of the conformance labels is owned by the IPA.
- (16) At the same time as the conformance label(s) is/are issued, the information in the sections of the documents submitted in (2) that have been designated as “public” will be posted on the product information page of the website managed by the IPA. However, if the applicant has indicated a desired date for posting on the List of Products Acquired Conformance Labels, the information will be posted promptly after the desired date. The applicant should confirm that there are no errors in the posted information.

6.3 Handling of Changes in the Application Form during the Application Process

- (1) If any corrections or changes are made to the information on the JC-STAR conformance label application, the applicant should take the following actions depending on the status of the application and acquisition of the conformance label:
 - (i) No changes can be made to the information on the application form before the receipt letter (6.1 (3) or 6.2 (3)) has been sent. In that case, withdraw the application and reapply.
 - (ii) No changes can be made to the information on the application form after the issuance of a letter of acceptance of application and notification of application fee for an application for a conformance label based on a declaration of conformity (6.1 (5)) or after the acceptance of a conformity assessment report for an application for a conformance label based on a conformance assessment and certification (6.2 (13)). After the issuance of a conformance label, follow the procedures described in Section 8.1, “Procedures for changing product information/other information.”
 - (iii) During periods not covered by (i) and (ii) above, changes can be made to the information on the application form. The applicant is requested to submit the “Request to Correct the Information on the Application Form” (Form 2-6) to the IPA. However, depending on the changes, the necessary verification procedures (6.1 (4), 6.2 (4)) may have to be redone. Note

that even if the application was once accepted, it may become unacceptable as a result.

- (2) Notwithstanding (1) above, if any of the following applies, the applicant should promptly submit the Request to Correct the Information on the Application Form. In this case, the necessary verification procedures (6.1 (4) and 6.2 (4)) needs to be redone. Note that even if the application was once accepted, it may become unacceptable as a result.
 - (i) Change of the applicant
 - (ii) Change in the composition of the applicant's parent company
 - (iii) The product manufacturing method has been changed from “in-house manufacturing” to “OEM/ODM manufacturing” or “a combination of in-house manufacturing and OEM/ODM manufacturing.”
 - (iv) Change in the structure of the manufacturing vendor or its parent company in the case of OEM/ODM manufacturing.
 - (v) Classification of firmware development and maintenance method changed from “performed solely by in-house development and maintenance departments” to “handled by receiving supplies from manufacturers of parts and components.”
 - (vi) If the parts/components are supplied by the manufacturers, the structure of the company that actually develops and maintains the firmware, or its parent company has changed.
- (3) If the applicant wishes to correct or change any of the submitted attachments other than the JC-STAR conformance label application, the applicant should submit the Request to Correct the Information on the Application Form to the IPA, together with a list of changes (in any format) and the replacement or revised version of the relevant document(s).

6.4 Withdrawal of a Pending Application

The applicant is required to submit the “Application/Conformance Label Withdrawal Form” (Form 2-7) to the IPA for the application withdrawal procedure. An application can be withdrawn at any time.

6.5 Handling of Publication of Pending Applications

- (1) In the case of a conformance label application based on conformance assessment and certification, if the applicant wishes to be listed in the “List of Applications under Certification” on the IPA's website, the applicant should submit the “Request for Listing of Applications under Certification” (Form 2-8) to the IPA.
- (2) After notification of receipt of the application, the application will be promptly placed on the “List of Applications under Certification.”
However, if the applicant wishes to request a publication date, set a desired publication date within the period from two weeks to one month after the application date, and enter the desired publication date on the “Request for Listing of Applications under Certification.” The application will be published as soon as possible after the requested date.
- (3) If the applicant wishes to change the information on the “Request for Listing of Applications under Certification,” the applicant shall resubmit the “Request for Listing of Applications under Certification.” Clearly indicate the changes when resubmitting.

Chapter 7. Conditions of Use of Conformance Labels

- (1) Under the terms and conditions of use set out in (2), applicant may affix the conformance label to the casing of the IoT device, include it in the user manual that is packaged with the device, include it in manuals and other documents, and use it free of charge in posters, pamphlets, websites, press releases, documents, slides, etc. for the purpose of promoting the relevant IoT device.
- (2) The terms and conditions for the use of conformance labels are set forth below:
 - a. Do not use a conformance label for any IoT products other than those for which a conformance label has been issued (limited to the product model number listed on the product information page of the website managed by the IPA). Even if a conformance label is not used, the explanation that may mislead such as “has obtained a conformance label” or “is equivalent to a product that has obtained a conformance label” shall not be used.
 - b. Do not make any untrue representation or explanation that may mislead the public into believing that the quality and safety of the relevant IoT product is certified or guaranteed. Examples include (but are not limited to) the followings:
 - The IoT product provides complete security.
 - The IoT product was found not to be vulnerable.
 - The IoT product has received official endorsement.
 - The IoT product can be used safely in any usage environment.
 - c. When describing this Scheme or the conformance label, the description should convey the significance of this Scheme or the conformance label without misunderstanding, as in the following examples:
 - Indicates that the Conformance Label has been issued in accordance with the provisions of the “Labeling Scheme based on Japan Cyber-Security Technical Assessment Requirements (JC-STAR).”
 - Conformance labels indicate conformance with established conformance requirements.
 - Ensure that IoT products have the level of security features that the applicant wishes to have in advance.
 - No guarantee of complete and total security.
 - d. The conformance label has not expired or been revoked.
 - e. If the applicant is using a conformance label at the time it expires or is revoked, discontinue its use. In particular, the use of such labels in the promotion of products through electronic means, such as on websites or electronic brochures, shall be discontinued immediately. However, this does not compel the recall of products that have already been manufactured and shipped, pre-printed brochures, etc.
 - f. The use of conformance labels shall be limited to the simple enlargement or reduction of the label within a legible range. The label must not be scaled up or down by changing the ratio of length to width, use of colors other than those specified, reversed, rotated, deformed, hidden, combined or overlapped with other marks, or any other processing or modification that may impair the unity, independence or visibility of the label as a conformance label.
 - g. Do not use this Scheme or the conformance label in any other way that may damage the credibility of the scheme or the conformance label.
- (3) If the IPA confirms that any of the conditions of use in (2) is violated, the IPA will instruct the applicant to take corrective action, and the applicant must correct the problem within the specified

period. If the correction is not made, the label of conformance will be revoked.

Chapter 8. Application Procedures after Acquiring Conformance Labels

8.1 Procedures for changing product information/other descriptions

- (1) The applicant shall submit the “Notification/Report of Changes to Product Information/Other Information” (Form 2-9). Prepare the documents to be attached to the Notification/Report of Changes to Product Information/Other Information as PDF files in principle. If the applicant has difficulties using PDF files, consult with the IPA in advance.
- (2) If there are any deficiencies in the documents submitted in (1) above, the IPA will send the documents back to the applicant. If the applicant does not resubmit the documents within two weeks, or if it is determined that the change/report is not likely to be accepted, the change/report will be considered withdrawn.
- (3) Upon receipt of such update/report, the applicant will be notified by the IPA of its acceptance.
- (4) If there are any changes to the information on the product information page of the website managed by the organization, the relevant sections will be changed and posted promptly. However, if a publication date is specified, the information will be posted promptly after the specified date. The applicant should check that the posted changes are correct.

8.2 Procedures for updating/describing security information

- (1) The applicant shall submit the “Notification/Report of Updates to Security Information (Form 2-10).” Prepare the documents to be attached to the Notification/Report of Updates to Security Information as PDF files in principle. If the applicant has difficulties using PDF files, consult with the IPA in advance.
- (2) If there are any deficiencies in the documents submitted in (1) above, IPA will send the documents back to the applicant. If the applicant does not resubmit the documents within two weeks, or if it is determined that the update/report is not likely to be accepted, the update/report will be considered withdrawn.
- (3) Upon receipt of such change/report, you will be notified by the IPA of its acceptance.
- (4) If there is any information on the product information page of the website managed by the IPA that corresponds to the content of the notification, that information will be posted promptly. In addition, if a publication date is specified, in principle, the information will be posted promptly after the specified date. However, this does not apply if the IPA determines that early dissemination is necessary. The applicant should check that the updated content posted is correct.
- (5) When vulnerability information is reported in (1) above, the IPA will assess the severity of the vulnerability information and decide whether to conduct surveillance. If the IPA decides to conduct surveillance, the IPA will notify the applicant and the applicant must follow the instructions.

8.3 Procedure for adding product model numbers

- (1) The applicant shall submit “Notification Form of Additional Product Model Number” (Form 2-11). Prepare the documents to be attached to the Notification/Report of Updates to Security

Information as PDF files in principle. If the applicant has difficulties using PDF files, consult with the IPA in advance.

- (2) If there are any deficiencies in the documents submitted in (1) above, the IPA will send the documents back to the applicant. If the applicant does not resubmit the documents within two weeks, the notification form will be considered withdrawn.
- (3) Upon receipt of such notification report, the applicant will be notified by the IPA of its acceptance.
- (4) The product model number information on the product information page of the website managed by the IPA will be changed and posted promptly. However, if a publication date is specified, the information will be posted promptly after the specified date. The applicant should check that the posted changes are correct.

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

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

Attachment

Labeling Scheme based on Japan Cyber-Security Technical Assessment Requirements Confidentiality Agreement

(General Provisions)

Article 1: The Information-technology Promotion Agency, Japan (hereinafter referred to as “IPA”) shall perform the duties of a certification body and a label issuing body related to the Labeling Scheme based on Japan Cyber-Security Technical Assessment Requirements (hereinafter referred to as “this Labeling Scheme”) and the duties incidental thereto (hereinafter collectively referred to as “the Duties”), the following provisions shall apply to the handling of the content of the application forms submitted by the applicant and his/her authorized representative (hereinafter referred to as the “Applicant”), as well as any documents attached or submitted as necessary during the application process.

(Definition of confidential information)

Article 2: In this Agreement, “confidential information” refers to the contents of the application form submitted by the Applicant in relation to the services, and any documents attached or submitted as necessary during the application process. However, the contents of items specified as “to be published on the website” or “to be published on the website” in the above application form or in documents attached/submitted as necessary during the application process in relation to said items, shall be excluded from confidential information from (1) the time of completion of the issuance of the conformance label, or (2) the time of inclusion in the List of products acquired conformance labels on the desired date if the desired date is specified in the application form, respectively.

2. The IPA will treat any copies, alterations or compilations of confidential information as confidential information.
3. The following information is excluded from confidential information:
 - (i) Information that is already publicly known at the time of application.
 - (ii) Information that becomes publicly known after application, without the intent or negligence of the IPA.
 - (iii) Information that the IPA has obtained by itself or from a third party with legitimate authority, regardless of whether it was before or after the application, without any obligation to maintain confidentiality.
 - (iv) Those for which disclosure has been consented to in writing by the Applicant.

(Confidentiality Obligation)

Article 3. The IPA shall maintain the confidentiality of confidential information with the care of a good administrator, and shall not disclose it to any third party other than the Cyber Security Division of the Commerce and Information Policy Bureau of the Ministry of Economy, Trade and Industry, which is the supervisory division of this Labeling Scheme, without obtaining the prior written consent of the Applicant, etc.

2. The provisions of the preceding paragraph shall not apply, in cases where the obligation to disclose arises based on the provisions of laws and regulations, and where the disclosure is made to persons specified by laws and regulations within the scope specified by laws and regulations.

3. In disclosing information in accordance with the preceding paragraph, the IPA will take the following measures as realistic and best possible measures that it can take as the Certification Body, from the perspective of maintaining public trust in the labeling scheme:

- (i) Disclose only the information that has been legally ordered to be disclosed.
- (ii) Clearly indicate to the party to which the information is disclosed that the information to be disclosed is confidential.

(Purpose of Use of Confidential Information)

Article 4: The IPA shall not use the Confidential Information for any purpose other than the Services without the prior written consent of the Applicant, nor shall it allow the Cyber Security Division of the Commerce and Information Policy Bureau of the Ministry of Economy, Trade and Industry to use it.

(Compensation for Damages)

Article 5: In the event that the Applicant incurs damage as a result of the IPA breaching this Agreement, the IPA shall be liable for compensation for only the Applicant's actual, ordinary, and direct damages, and shall be liable for compensation up to this amount. As a result, regardless of the legal cause, the IPA shall not be liable for any indirect, derivative, incidental, special damages, lost profits, or damages that could not be foreseen, etc. that may be incurred by the Applicant.

(Period of obligation to maintain confidentiality)

Article 6: The obligations of the IPA stipulated in these rules shall come into effect on the date that the IPA receives the application form and any attached documents submitted by the Applicant, and shall expire on the day before the date that is 10 years after the earliest of the following dates: the date of completion of the Duties, the date of withdrawal of the Duties, or the date of expiration or revocation of the conformance label granted by the Duties.

2. In the case of the provision of the preceding paragraph, if a new expiration date is set through the extension procedure, it shall be read as the new expiration date. In addition, if an application for a voluntary withdrawal date is made through the voluntary withdrawal procedure for the conformance label, it shall be read as the voluntary withdrawal date.

(Destruction of Confidential Information, etc.)

Article 7. When any of the following items applies, the IPA shall promptly destroy or erase the confidential information at its own responsibility, and make it impossible to recognize or use the confidential information:

- (i) When the purpose of use has ended.
- (ii) When the period of confidentiality obligation based on Article 5 has expired.

2. Notwithstanding the preceding paragraph, if the retention of confidential information for a certain period of time is mandated by law, etc., IPA will continue to retain the relevant confidential information and the retention period after notifying the Applicant, etc. in advance in writing, and when the retention period has expired, it will follow the preceding paragraph.

(Governing Law)

Article 8: This Agreement, and all rights and obligations of each party arising from or in connection with this Agreement, shall be governed by and construed in accordance with the laws of Japan.

(Court of Jurisdiction)

Article 9: The Tokyo District Court shall be the court of first instance with exclusive jurisdiction for any litigation related to this Agreement.

(Changes to this Agreement)

Article 10: The IPA may change this Agreement with a reasonable period of notice in the following cases in light of social conditions, technological trends, etc.

(i) When the change to this Agreement does not cause substantial disadvantage to the Applicant, etc.

(ii) When the change to this Agreement does not contradict the spirit of the Terms and Conditions and is reasonable in light of the necessity of the change, the reasonableness of the content after the change, and other circumstances related to the change.

2. The effective date of the revised Agreement shall be indicated in the notice prescribed in the preceding paragraph. Furthermore, the actions and words of the IPA in accordance with these Terms of Use shall be deemed lawful under the revised Agreement.

Appended Table

List of Forms

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

Forms

Forms for Security Conformance Assessment/Certification and Label Acquisition Application

The forms listed in Appended Table are listed below.

Note: For data on forms used by the Applicant in this guide,
the information will be posted on the IPA website.

«JSM-02-A Forms»

<https://www.ipa.go.jp/security/jc-star/kitei.html>

Forms may be changed for application and administrative convenience.

Therefore, make sure to use the latest version of the forms.

“Sample forms” are also available that provide important notes and additional information on completing the forms.

Refer to the sample forms when confirming contents and completing forms.

Form 2-1

Application Confirmation

Year/Month/Day

To: Chairman SAITO Yutaka
Information-technology Promotion Agency, Japan

I hereby confirm that I am applying for a JC-STAR conformance label as described in the JC-STAR Conformance Label Application Form in accordance with the “Security Conformance Assessment/Certification and Label Acquisition Application” (JSM-02).

Name of the applied product (*1):
Name of applicant company (*1):
The name of the company to which the person responsible (*2) for this application procedure (*3) belongs:
Information on the person responsible (*2) for the application process for this application: Affiliation and position of the person responsible for the application: Name of the person responsible for the application: Contact information of the person responsible for the application (Tel. no., E-mail):
Information on the person actually in charge of this application procedure (*4): Department and title of the person in charge: Name of the contact person: Contact person's contact information (Tel. no., E-mail):

Signature of the person responsible (*2) for this application procedure (*5)

- (*1): The information must be the same as the information for “applied product” and “applicant company” on the “JC-STAR Conformance Label Application Form.” If different, this proxy form will not be accepted.
- (*2): The person responsible for the application of the company that actually performs the application procedures.
- In the case of an application on behalf of the applicant, enter the name of the person in charge of the application for the “**Applying Agent.**”
- (*3): In the case of an application on behalf of the applicant, the information of the “Applying Agent” on the Letter of Authorization and the “Applying Agent” on the “JC-STAR Conformance Label Application Form” must be the same as that of the “Applying Agent.”
- (*4): The information must be the same as that of the “Applicant” (or “Applying Agent” in the case of an application on behalf of the applicant) on the “JC-STAR Conformance Label Application Form.”
- (*5): Use one of the following signature methods: “electronic signature using an electronic certificate (in the name of the organization of the person responsible for the application),” “name and seal of the person responsible for the application,” or “signature (self-signed) of the person responsible for the application.”

JC-STAR Conformance Label Application Form

The “JC-STAR Conformance Label Application Form” shall be prepared as a dedicated sheet for filling in the following items in order to properly apply for a JC-STAR conformance label.

1. Information about the applicant company/applicant
 - Conformance requirement/version to be applied for
 - Product category
 - Name and corporate number of the applicant company (13 digits)
 - Location of the headquarters of the applicant company (name of prefecture/country/region)
 - Information about the parent company of the applicant company
 - Name of the parent company of the applicant company
 - Location of the headquarters of the parent company of the applicant company (name of prefecture/country/region)
 - Applicant's Name
 - Applicant's affiliation/position
 - Applicant's phone number and e-mail
 - Name and corporate number of the applying agency (13-digit)
 - Location of the head office of the applying company (name of prefecture/country/region)
 - Name of Applying Agent
 - Affiliation and position of the application representative
 - Phone number and e-mail of applying agent

2. Product Information
 - Main users of the applied product
 - Type of the applied product
 - Name of the applied product
 - Product model number of the applied product
 - Relevance to the product that have already acquired conformance label
 - Name of the vendor manufacturing the applied product
 - Country or region of the manufacture of the applied product
 - Classification of the manufacturing method of the applied product
 - Actual manufacturing vendor's company name and corporate number (13 digits)
 - Actual manufacturing vendor headquarters location (prefecture/country/region)
 - Information about the actual manufacturing vendor's parent company
 - Name of the actual manufacturing vendor's parent company
 - Location of the actual manufacturing vendor's parent company headquarters (prefecture /country/region)
 - Support period for the applied product
 - Firmware name and version name of the applied product
 - Classification of the firmware development/maintenance method for the applied product
 - Name of the company that develops/maintains the actual firmware

- Information about the parent company of the company that actually develops /maintains the firmware
 - Name of the parent company of the company that develops/maintains the actual firmware
 - Location of the headquarters of the parent company of the company that performs the actual firmware development/maintenance (name of prefecture/country/region)
 - Status of acquiring conformance labels for parts and components
 - Outline of the applied product
 - Website (URL) of the applied product
 - Contact person (for the applied product or for the applicant company)
 - Contact person for reporting defects and vulnerabilities (for the applied product or for the applicant company)
 - Website (URL) where the vulnerability disclosure policy (for the product or applicant company) is posted
 - Technical standards conformity certification number, etc. based on the Telecommunications Business Act for the product being applied for (Design Certification number for the Technical Conformity [T] Mark or Technical Standards Conformance Certification number for the [A] Mark)
 - Certificates and certification numbers for cyber security related certifications other than JC-STAR (CC certification, CSA certification, etc.) for the applied product(s)
 - Preferred date of inclusion of the applied-for product on the List of products acquired conformance labels
3. Information on conformance assessment
- Assessment Method
 - Name of the company to which the assessor belongs
 - Name of the assessor
 - Assessor's affiliation/position
 - Assessment completion date (within 90 days prior to application date)
4. Confirmation of application details and agreement/confirmation of regulations, terms and conditions
- Items that must be agreed upon or confirmed in order to submit an application

Form 2-3

Authorization Letter

Year/Month/Day

To: Chairman SAITO Yutaka
Information-technology Promotion Agency, Japan

Name of applicant company (*1)
Affiliation/position of application delegate
Signature of the person authorized to apply (*2)

I have read the “Labeling Scheme based on Japan Cyber-Security Technical Assessment Requirements (JC-STAR) Scheme Document (JSS-01)”, “Requirements for Security Requirement Conformance Assessment/Evaluation, Certification and Label Acquisition (JSM-02)”, and “Guidance on Security Requirements Conformance Assessment/Certification and Label Acquisition Applications (JSM-02-A)” that are applied to the “Labeling Scheme based on Japan Cyber-Security Technical Assessment Requirements (JC-STAR)” published on the website managed by your organization, having understood the contents, I hereby delegate the authority described in the details of the delegation to the applying agent as follows:

Examples of delegation content:

1. To perform all procedures related to the application for a JC-STAR conformance label for “entering the product name for which the Applicant is applying for a delegation.”
2. To agree to a confidentiality agreement and to execute a confidentiality and nondisclosure agreement in the name of the applicant's agent below.
3. To make changes or corrections to an application after a conformance label has been issued.
4. To perform all procedures related to the application for the extension of the validity period of the conformance label.
5. To withdraw the label of conformance.

Name of the applying agent (*3):

(*1): The information must be the same as the information for “applicant company” on the “JC-STAR Conformance Label Application Form.” If different, this proxy form will not be accepted.

(*2): Use one of the following signature methods: “electronic signature using an electronic certificate (in the name of the organization of the applicant's delegate),” “name and seal of the applicant's delegate,” or “signature (self-signed) of the applicant's delegate.”

(*3): The information must be the same as that of the “Applying Agent” on the “JC-STAR Conformance Label Application Form.” If different, this proxy form will not be accepted.

Letter of Acceptance of Application/Notice of Application Fee

Year/Month/Day

Applicant Name

Affiliation, Title

Name of person responsible for application

Information-technology Promotion Agency, Japan
 Security Center Technical Evaluation Department
 In charge of JC-STAR

We have reviewed the complete set of application documents for the JC-STAR conformance label application of [Receipt No.:] and hereby notify you that the application has been accepted.

Therefore, use the following receipt number in future procedures.

Receipt Number: _____

In addition, upon acceptance of your application, you will be asked to pay an application fee as follows. Contact us if you require an invoice billing statement.

Amount billed: _____ yen

Bank transfer to: Mizuho Bank, Ltd.

Branch: Head Office

Account type: Ordinary

Account No: 6852427

Account Name: Information-technology Promotion Agency, Japan
 (joho shorisuishin kiko)

Notes for bank transfers:

- Enter "Receipt Number" in front of the remitter's name (or in the remarks column).
- Submit the "Bank Transfer Notice" (Form 2-5) to IPA at least two business days prior to the scheduled transfer date.
 Failure to submit the form may delay the confirmation of the transfer.
- Transfer the funds within 60 days from the date of issuance of this acceptance.
 If no payment is received after 60 days without prior notice, the application will be treated as withdrawn.
- Note that you will be responsible for the bank transfer fee.

Bank Transfer Notice

Year/Month/Day

Information-technology Promotion Agency, Japan
 Security Center Technical Evaluation Department
 In charge of JC-STAR

Name of applicant company (*1)
 Applicant's affiliation/position (*1)
 Name of applicant (*1)

We hereby inform you that we plan to make the transfer as follows:

Remitter's name:

Scheduled date of transfer: Year/Month/Day

Total amount to be transferred: yen

(Breakdown of transfers)

Receipt number to be transferred	Amount

(*1): In the case of an application on behalf of the applicant, enter the information of the applying agent in the "Applying Agent" section.

Request to Correct the Information on the Application Form

Year/Month/Day

Information-technology Promotion Agency, Japan
 Security Center Technical Evaluation Department
 In charge of JC-STAR

Name of applicant company (*1)
 Applicant's affiliation/position (*1, *2)
 Name of applicant (*1, *2)

I hereby request you to make the following corrections to the information on the following application form.

[Current notification details]

1. Name of the applied product	
2. Receipt number or acceptance number	
3. Contact information (Tel. no., E-mail) of the Applicant (*1, *2):	

(*1): The information must be the same as that of the “Applicant” (or “Applying Agent” in the case of an application on behalf of the applicant) on the “JC-STAR Conformance Label Application Form.” If the information is different, the application will not be accepted.

(*2): If the applicant changes, fill in the information of **the previous** applicant. Fill in the new applicant's information in the amendment details.

[Reason for the corrections]

Indicate the reason for the corrections. (Separate sheets may be attached.)

[Correction details]

Select item(s) for correction from below.

<ul style="list-style-type: none"> <input type="checkbox"/> Product Category <ul style="list-style-type: none"> ▪ Information on the applying agent ▪ Product type <input type="checkbox"/> Product model number <ul style="list-style-type: none"> ▪ Support period <input type="checkbox"/> Status of acquiring conformance labels for parts and components <ul style="list-style-type: none"> ▪ Product URL ▪ Vulnerability Reporting Contact <input type="checkbox"/> Technical standards conformity certification number <input type="checkbox"/> Others 	<ul style="list-style-type: none"> ▪ Applicant (contact person) contact information ▪ Main users of the product ▪ Product name <input type="checkbox"/> Relevance to products that have received a label of conformance <input type="checkbox"/> Firmware name/version name <ul style="list-style-type: none"> ▪ Product Overview ▪ Inquiries ▪ Vulnerability disclosure policy URL ▪ Other Certification Numbers
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The following corrections are subject to re-processing.

<ul style="list-style-type: none"> <input type="checkbox"/> Change of Applicant Company <input type="checkbox"/> Change of country or region of manufacture <input type="checkbox"/> Change in actual manufacturing vendor <input type="checkbox"/> Change in classification of firmware development and maintenance methods <input type="checkbox"/> Change in parent company information for the company that develops and maintains firmware 	<ul style="list-style-type: none"> <input type="checkbox"/> Change of parent company information of the applicant company <input type="checkbox"/> Change of manufacturing method classification <input type="checkbox"/> Change in parent company information for the actual manufacturing vendor <input type="checkbox"/> Change in the company that develops/maintains the firmware
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Provide specific details of the corrections below, and underline to make the corrections clear. (Separate sheet may be attached.) Note that some items may not be able to be changed, and additional documents may be required.

Form 2-7

Application/Conformance Label Withdrawal Form

Year/Month/Day

To: Chairman SAITO Yutaka

Information-technology Promotion Agency, Japan

I hereby notify you that we wish to withdraw our application for following product(s) for the reasons stated in (3) below.

Name of the applied product (*1):	
Name of applicant company (*1):	
Type of application (Select applicable items and enter numbers.)	
<input type="checkbox"/> Application for JC-STAR conformance label	<input type="checkbox"/> Receipt number or acceptance number:
<input type="checkbox"/> Application for extension of validity period of conformance label <input type="checkbox"/> Application for re-evaluation of conformance label <input type="checkbox"/> Withdrawal of conformance label	<input type="checkbox"/> Registered ID:
Reason for withdrawal:	
Name of the company (*3) to which person responsible (*2) for the application for this procedure belongs:	

<p>Information on the person responsible (*2) for the application for this procedure:</p> <p>Department and title of the person responsible for the application:</p> <p>Name of the person responsible for the application:</p> <p>Contact information of the person responsible for the application (Tel no., E-mail):</p>
<p>Information on the person who actually performs this procedure (*4):</p> <p>Department and title of the person in charge:</p> <p>Name of the contact person:</p> <p>Contact person's contact information (Tel no., E-mail):</p>
<p>Signature of the person responsible (*2) for the application of this procedure (*5)</p>

- (*1): The information must be the same as that of the “applied product” and “applicant company” on the “JC-STAR Conformance Label Application Form.” If the information is different, the application will not be accepted.
- (*2): The person responsible for the application of the company that actually performs the application procedures. In the case of an application on behalf of the applicant, enter the name of the person in charge of the application for the “**Applying Agent**.”
- (*3): In the case of an application on behalf of the applicant, it must be the same as the information of the “Applying Agent” on the Authorization Letter and the “Applying Agent” on the “JC-STAR Conformance Label Application Form.”
- (*4): The information must be the same as that of the “Applicant” (or “Applying Agent” in the case of an application on behalf of the applicant) on the “JC-STAR Conformance Label Application Form.”
- (*5): Use one of the following signature methods: “electronic signature using an electronic certificate (in the name of the organization of the person responsible for the application),” “name and seal of the person responsible for the application,” or “signature (self-signed) of the person responsible for the application.”

Form 2-8

Request for Listing of Applications under Certification

Year/Month/Day

Information-technology Promotion Agency, Japan
 Security Center Technical Evaluation Department
 In charge of JC-STAR

Name of applicant company (*1)
 Applicant's affiliation/position (*1)
 Name of applicant (*1)

We request that the following product(s) be listed on the “List of applications under certification” on the website managed by IPA as follows.

Desired date of release: None • Year/Month/Day

* Application period for requests for a specific release date:
 1 month to 2 weeks prior to the desired open date.

[Currently reported details]

1. Name of the applied product	
2. Receipt number or acceptance number	
3. Applicant's name (*1) contact information (Tel no., E-mail):	

(*1): The information must be the same as that of the “Applicant” (or “Applying Agent”) in the case of an application on behalf of the applicant) on the “Application for JC-STAR Conformance Label Form.” If the information is different, this request form will not be accepted.

Information to be published:

- Application receipt date
- Name of the applicant company
- Name of the applying product
- Level of conformance requirement under application
- Inquiries

Form 2-9

Notification/Report of Changes to Product Information/Other Information

Year/Month/Day

Information-technology Promotion Agency, Japan
 Security Center Technical Evaluation Department
 In charge of JC-STAR

Name of applicant company (*1)
 Applicant's affiliation/position (*1, *2)
 Name of applicant (*1, *2)

We hereby report the following changes to the product information for the following product that has acquired conformance label.

[Information on the product has acquired a conformance label]

1. Name of the product acquired the conformance label	
2. Registered ID	
3. Applicant's name (*1, *2) contact information (Tel no., E-mail):	

(*1): The information must be the same as that of the “Applicant” (or “Applying Agent”) in the case of an application on behalf of the applicant) on the “Application for JC-STAR Conformance Label Form.” If the information is different, this request form will not be accepted.

(*2): If the applicant changes, fill in the information of **the previous** applicant. Fill in the new applicant's information in the amendment details.

[Reason for change]

Indicate the reason for the change. (Separate sheets may be attached.)

Desired date of release: None ▪ Year/Month/Day

***For public release (Notify us one month to two weeks prior to the date you wish to open to the public.)**

[Details of change]

Select item(s) for change from below.

- Applicant (contact person) contact information
- Main users of the product
- Product name
- Status of acquiring conformance labels for parts and components
- Product URL
- Vulnerability Reporting Contact
- Technical standards conformity certification number
- Others
- Information on the applying agent
- Product type
- Support period
- Product overview
- Inquiries
- Vulnerability disclosure policy URL
- Other certification numbers

The following changes cannot be made with this notification.

- Adding product model number
- Change of Applicant Company
- Change of country or region of the manufacture
- Change in actual manufacturing vendor
- Change in classification of firmware development/maintenance methods
- Change in parent company information for company that develops/maintains firmware
- Reporting of vulnerability-related information
- Firmware version update information
- Change of parent company information of the applicant company
- Change of manufacturing method classification
- Change in parent company information for the actual manufacturing vendor
- Changes in firmware development/maintenance company
- Reporting of security information you wish to make known

Provide specific details of the corrections below, and underline to make the corrections clear. (Separate sheet may be attached.) Note that some items may not be able to be changed, and additional documents may be required.

Form 2-10

Notification/Report of Updates to Security Information

Year/Month/Day

Information-technology Promotion Agency, Japan
 Security Center Technical Evaluation Department
 In charge of JC-STAR

Name of applicant company (*1)
 Applicant's affiliation/position (*1)
 Name of applicant (*1)

We hereby report the following changes to the security information for the following product that has acquired conformance label.

[Information on product that has acquired a conformance label]

1. Name of the product acquired the conformance label	
2. Registered ID	
3. Applicant's name (*1) contact information (Tel no., E-mail):	

(*1): The information must be the same as that of the “Applicant” (or “Applying Agent”) in the case of an application on behalf of the applicant) on the “Application for JC-STAR Conformance Label Form.” If the information is different, this request form will not be accepted.

[Reason for update/report]

Select an update/report item from below.

- Provision of firmware version update information (vulnerability-aware firmware information). (*To be disclosed)
- Security information that you wish to make known via the product information pages of IPA website. (* To be disclosed)
- Reporting of vulnerability-related information
- Reporting of other security-related matters

Desired date of release: None • Year/Month/Day

* For public release (Notify us one month to two weeks prior to the date you wish to open to the public. However, if IPA decides that early release is necessary, it may be released regardless of the desired release date.)

Provide specific details of the update/report and underline any changes so that the changes are clear. (Separate sheets may be attached.) Note that you may be required to submit additional documentation for some items.

Notification Form of Additional Product Model Number

Year/Month/Day

Information-technology Promotion Agency, Japan
 Security Center Technical Evaluation Department
 In charge of JC-STAR

Name of applicant company (*1)
 Applicant's affiliation/position (*1)
 Name of applicant (*1)

We hereby notify you that we have added the following product model number to the product that has acquired the following conformance label.

[Information on product that has acquired a conformance label]

1. Name of the product acquired the conformance label	
2. Registered ID	
3. Applicant's name (*1) contact information (Tel no., E-mail):	

(*1): The information must be the same as that of the “Applicant” (or “Applying Agent”) in the case of an application on behalf of the applicant) on the “Application for JC-STAR Conformance Label Form.” If the information is different, this request form will not be accepted.

[Product model number to be added]

Desired date of release: None - Year/Month/Day
 * For public release (Notify us one month to two weeks prior to the date you wish to open to the public.)

Be specific about the product model number(s) to be added and underline any changes so that the changes are clear. (Separate sheets may be attached.)

Note: Product model numbers cannot be deleted. If you wish to delete a product model number, you will need to reapply for a conformance label.