

## How to Fill in the Application for Certification and Use of the Eco Mark (Form 2)

Application forms and other documents attached should be produced with A4 or A3 size sheets, as far as possible. The forms and documents must be printed out by a printer or filled in with a black ballpoint-pen or other types of pen. (pencils are unavailable.)

### Form 2 (page 1)

Form 2 page 1 April 2007

Note: Columns marked with an asterisk \* may be left blank.

Company No.*	Receipt No.*	—	Certification No.*
Category No.*	Application fee*	/ /	Date of arrival* / /

**Application for Eco Mark Certification and Usage**  
To: Eco Mark Office, Japan Environment Association

Date of submission	, 200X		
Applicant (Company name)	Seal		
Contact information  * Please indicate information on a person whom we can contact about application.	Address: Zip code:		Fill in only when the contact person belongs to a company other than the applicant company.
	Company name		
	Department: Position:		
	Name		
	TEL - - (Ext: )	FAX - -	
	E-mail:		
How to get "Eco Mark News"	<input type="checkbox"/> Mail <input type="checkbox"/> E-mail <input type="checkbox"/> Both		
Payment of application fees for product certification	<input type="checkbox"/> Already paid by bank transfer * The application is suspended unless you have paid fees by bank transfer.		
Eco Mark certification for other products	Have you ever received Eco Mark certification for any other product? <input type="checkbox"/> No → Attach "Registration of Applicant Information and a Person in Charge of Certification Fee Payment" (form3-1) and "Report of Sales of an Eco Mark Product, and Notification of the Designation of the Reporting Period" to this application form. <input type="checkbox"/> Yes		

I hereby apply for certification and use of the Eco mark according to Section 8, Chapter 3 of the Guidelines for Eco Mark Program Implementation:

1. Applicable Eco Mark product category (No.)	No. _____ Eco Mark product category _____
2. Product brand name (product name)	_____

Put a (square) company seal here.

Fill in here only when you are in behalf of the applicant.

Enter the person in charge who is directly handling the application for this matter. (The Eco Mark Office will send documents and other important information to the person in charge.)

"Eco Mark News," which offers the latest Eco Mark information, will be sent to applicants (companies) that have received certification. Select that method of transmission.

Unless you have ever received Eco Mark certification for any other product, or if this is the first application you make, complete a "Registration of Applicant Information and a Person in Charge of Certification Fee Payment" and attach it to this application.

Enter a correct "Product Category" and its "No." in reference to the "Eco Mark Product Certification Criteria".

An application must be prepared in accordance with product categories specified in the Certification Criteria. An independent application is required for each brand unless otherwise specified in the Certification Criteria. You should refer to "Eco Mark Product Certification Criteria", a separate volume, when filling in an application. If you intend to place the product on a product list that you will submit to an international organization or any of the similar institutions, you must also write the name in English.

#### CHECK POINT

- Have you placed a seal in the "applicant" column?
  - Unless you have ever received Eco Mark certification for any other product, have you attached "Registration of Applicant Information and a Person in Charge of Certification Fee Payment" to this application?
  - Have you correctly filled in "1. Applicable Eco Mark product category"?
- (You can confirm product categories at <http://www.ecomark.jp>)

Form 2 (page 2)

Form 2 page 2

3. Model name		
4. Certification No. of the application product	Fill in only if the product for which you are making an application has already been certified (when, for example, you have the product re-certified in place of an old version of the product.)	
5. Retail price and Shipments Quantity	Retail price ¥ _____ / _____ (unit) (If there are two or more retail prices, write them on a separate sheet.)	Shipments Quantity a year _____ / _____ (unit)
6. Date of commencement of sales	Date:	
7. Manufacturing plant where the application product is finished, and its address <small>(If two or more plants are used, write them on a separate sheet.)</small>	Name of plant:	
	Zip code:	
	Address:	
	Telephone:	
	Relation with the applicant: <input type="checkbox"/> In-house plant <input type="checkbox"/> Contract production plant <input type="checkbox"/> Others ( ) Mark an appropriate box with ■.	
8. Description of the application product (use, etc)	Example: Ball-point pen	
9. Requirements of materials used and their labeling for Eco Mark Certification		
Name of materials specified	Whether used or not (Yes or No)	Method of proof when it is used and it is written on a label
Flame Retardant	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No	Certification documents and testing results
Antibacterial Agent	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
Biodegradable plastic	<input type="checkbox"/> No <input type="checkbox"/> Yes / <input checked="" type="checkbox"/> Not written on a label <input type="checkbox"/> Yes / <input type="checkbox"/> Written	When it is written on a label, submit results of tests carried out according to the specification and report the content of the label.
Note 1) If an application product falls under a category which has an article of standards similar to any of the specifications mentioned above, the article has priority.		
Note 2) These specifications shall accord to those in conformity with the proviso of Section 7, Chapter 3 of the "Guidelines for Eco Mark Program Implementation." The specifications can be confirmed in the "Guidebook to Application for Eco Mark", a pamphlet, or on the website (URL: <a href="http://www.ecomark.jp">http://www.ecomark.jp</a> )		
10. About the Law on Promoting Green Purchasing		
Applicable to designated procurement items <input type="checkbox"/> Yes / <input type="checkbox"/> No Line item _____		
Applicable to evaluation Criteria <input type="checkbox"/> applicable / <input type="checkbox"/> Not applicable <input type="checkbox"/> Partially applicable		
The designated procurement by the Law on Promoting Green Purchasing items can be confirmed on the website (URL: <a href="http://www.env.go.jp/policy/hozen/green/g-law/kihonhoushin.html">http://www.env.go.jp/policy/hozen/green/g-law/kihonhoushin.html</a> )		
11. Laws and standards related (name and number)		
12. Attached documents, certifications (Mark documents attached to this application form with ■.)		

Enter all the model names of the application product (model numbers of a type of product of different sizes, colors, etc.) If you have to write a large number of model names (numbers), you may list them on a separate sheet (free format) attached to this application. Then, you must clearly write, "See a list attached." If you intend to place the product on a product list that you will submit to an international organization or any of the similar institutions, you must also write the name in English.

Enter the place where the product is actually manufactured.

Concisely write what the product is and what it is used for.

Write whether a flame retardant, an antibacterial agent, or biodegradable plastic is used and whether it is written on a label. This requirement is also applied to packaging, addition to products.

The use of flame retardants, antibacterial agents, and biodegradable plastic and their labeling is specified on the basis of results of examinations carried out by the Eco Mark Office in conformity with what accords to the Section 7, Chapter 3 of the "Guidelines for Eco Mark Program Implementation."

According to the specification mentioned above, if an antibacterial agent is used or antibacterial treatment is applied to a product, it shall not be certified as an Eco Mark product. It may be certified as an Eco Mark product, however, if the Eco Mark Committee for Product Certification judges that antibacterial treatment is necessary for the product due to its purpose of use.

Check in the Ministry of the Environment website if the products are applicable to designated procurement items under the Law on Promoting Green Purchasing. If you are not certain, please leave blank.

Write laws and standards related, if any. When there is no such laws or standards, write "Nothing to report."

CHECK POINT

- Have you entered all the model names in "3. Model name"?
- Have you marked the relation with the applicant in "7. Manufacturing plant where the application product is finished, and its address"?
- Have you written use of the product and other points in "8. Description of the application product"?
- If the product conflicts with any of the "9. Requirements of materials used and their labeling for Eco Mark Certification", have you attached necessary documents to this application?
- If you fill in the "10. Laws and standards related (name and number)", have you written correct symbols, numbers and other items?

## Form 2 (page 3)

Form 2 page 3

- Attached certificates
- Certifications, test results and other documents written in the attached certificates
- Eco Mark display plan

### 13. contact info for inquiries about purchasing of application product

It is the contact info for inquiries about purchasing of application product opened on the Eco Mark website (<http://www.ecomark.jp>) after a product is granted an Eco Mark certification.

- Same as the contact information (Page 1) An individual name is not opened to the public.
- Set separately (Please describe concretely. Ex. Customer service representative)

Contact to:

Division

Address

TEL

FAX

URL

E-mail (main)

Date:

Date of disclosure commencement

Enter only if you especially need it. Usually, information is announced and revised after a use agreement is entered into.

### 14. Photo of the application product

(A color photo or something showing appearance of the product must be attached for each model, in principle. Catalogs can be substituted.)

[Paste a color photo or other here.]

The e-mail address is a contact of consumers.

If you have specific date scheduled for disclosure such as press release, please specify. Otherwise, we will open the information soon after concluding Eco Mark Utilization Contract.

Photo

- Submit all the attached documents and certificates that you have marked.
- As certifications attached are prepared for each product category, you must mark boxes that apply and submit the documents.
- Forms of documents and certifications attached, as well as attached certificates, some of which are excluded, are prepared. You must have official seals put on all of the documents attached. If the documents are issued by the applicant, you must submit the originals. If a third party issues a document (data) that is necessary for you to make application, a duplicate can be submitted. The duplicate, however, must have an image of the issuer's official seal on it.
- If a document attached is written in any language other than Japanese, you must submit the original document and its Japanese translation.
- The Eco Mark display plan must show where on the product you put an Eco Mark if you receives an Eco Mark certification and enter into an agreement. A rough plan may be submitted if it depicts how the mark is displayed. The Eco Mark Office uses the plan to confirm the display.
- Forms of attached certificates and certifications are prepared on the website. You can download them.

- Make sure to put a photo with a company name and product name on the back. You may put a photo cut out from a catalog. When the product has a large number of models, the catalog itself can be attached.
- If the product has yet to be finished, a design drawing or a plan must be pasted. (Photos must be glued. Adhesive tape, staplers or any other tool cannot be used. Catalogs and other documents attached need not be pasted.)
  - If the product is paper, a sample paper (a A4 size sheet) can be attached, instead of a photo.
  - If the product is cloth, a sample cloth put on a A4 size pasteboard can be attached, instead of a photo.

### CHECK POINT

- Have you firmly pasted a color photo or another material that shows outlines of the product?

Form 2 (page 4)

Form 2 page 4

Application for Certification and Use of the Eco Mark

**List of Bank Transfers for Application (application for two or more categories included)**

To: Eco Mark Office, Japan Environment Association

Date of application:			
Applicant (Company name):			
Submission No.	Product brand name	Category No.	Receipt No.*
1			
2			
3			
4			
5			
6			
7			

Application fee for Eco Mark product certification  
 Number of applications [application(s)] × Certification application fee {¥21,000 (¥1,000 consumption tax included) / application} = Total [¥ \_\_\_\_\_]

Request for bank transfer (duplicate)

\* When you make application for two or more products, you can pay fees by bank transfer at a time. A duplicate of the request for bank transfer must be attached.

\* If payment is carried out electronically, you must attach a certificate issued by a person in charge of accounting matters of your company.

\*Columns marked with an asterisk\* may be left blank.

Transfer to:

Name of account holder:	Japan Environment Association
Name of Bank:	Hibiya Branch, Sumitomo Mitsui Bank
Saving Account:	No.8094013
Amounts of transfer:	¥21,000 per sheet of "Application for Certification and Use of the Eco Mark"
(Application fee for product certification: ¥20,000 and Consumption tax: ¥1,000)	
Name of payer:	Name of applicant (company)

\* Transfer charges must be paid by the applicant.

If you make two or more applications at a time, Submission No.2 and following boxes must be filled in. Two or more applications are made not when application is made for several models of product, but when more than one sheet of Application for Certification and Use of the Eco Mark are filed simultaneously.

Calculate and write application fees for Eco Mark product certification you must pay for the number of applications you make (see the explanation above) to make sure of the amount of fees you must transfer through a bank.

A duplicate of a bank transfer request must be pasted or attached in the box designated. If payment is made electronically, you can substitute a bill or a slip issued by the company to verify the transfer.

**CHECK POINT**

- Have you prepared all the four sheets of "Form 2" application?
- Have you entered all the necessary information on page 4 and pasted a (duplicate of) bank transfer request, a bill, or a slip?
- Have you completed all the sheets of the Application for Certification and Use of the Eco Mark you file?

**Registration of Eco Mark Product Information** (optional submission)

When a product is granted an Eco Mark certification and an Eco Mark use agreement for the product is entered into, information of the product is announced on the Eco Mark website (<http://www.ecomark.jp>). If you enter items shown below **in Japanese**, the information is also posted and revised at any time. Whether this form is submitted or not, however, the name of the applicant company, certification No., product brand name, and model name are automatically disclosed after the use agreement is entered into, or after the date of disclosure commencement, if any.

\* The information can be registered even after the certification if you visit the website and send an e-mail.

Product brand name	
Company name	
Key word 1	
Key word 2	
Key word 3	
Key word 4	
Key word 5	
Product information (within 200 characters)	
Date of disclosure commencement	Date: Enter only if you especially need it. Usually, information is announced and revised after a use agreement is entered into.

Please entry "Key word" from general nouns

Remarks of Eco Mark Office

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Key words you register are used for free term search and displayed in the retrieval results. **You can see examples below for reference and register 5 or less generalized proper nouns. Company names, trade names, trade marks and other proper nouns, and phrases including conjunctions cannot be registered.**

- Product group or sector it belongs to (correction tape, blouson, fire extinguisher, etc.)
  - Materials used, etc. (recycled plastic, waste wood, recycled PET fiber, chemical recycle, PET bottle, glass cullet, etc.)
  - Environment-friendliness (energy-saving design, design for recycling, etc.)
- You can make sure of key words you have registered on a list on the website.

You can describe features of the product within 200 characters. The description should be mainly about environment-friendliness of the product, such as types of recycled materials and the rate of the reused substance in the product. You must not write advertisements of your company or anything that lacks direct relation to the product.

**CHECK POINT**

- "Registration of Eco Mark Product Information" may be submitted at the discretion of the applicant company.
- The product information is announced on the Eco Mark website (<http://www.ecomark.jp>) after Eco Mark certification is granted (a use agreement is entered into). The information you write is posted and revised at any time.
- Whether this form is submitted or not, the name of the applicant company, certification No., product brand name, and model name are automatically disclosed after the use agreement is entered into, or after the date of disclosure commencement, if any.**
- The information can be registered and revised at any time even after the certification if you visit the website and send an e-mail.
- If the information you write contains an inappropriate expression or anything that might cause invite misunderstanding, you will be perhaps asked to correct it.

If you have other certified products already, this form is not necessary.

**Registration of Applicant Information and  
a Person in Charge of Certification Fee Payment (Form3-1)**

With the application filed for the Eco Mark product certification, I hereby submit an application for registration of the applicant information and the person in charge of the certification fee payment.

Date of Application	Date: 200__	
Applicant (Company name)		
	Representative	Name:
Headquarter	Zip code: Address:	
	Phone (main) - -	
	URL: http://	
	E-mail: @	
Contact the person in charge of the payment of Eco Mark usage fees  *The person in charge of the certification fee payment is the one who annually submits a sales report and pays the usage fees.	Zip code: Address:	
	Division: Position:	
	Name	
	Telephone number (Extension) - -	FAX - -
	E-mail:	
How to get "Eco Mark News"	<input type="checkbox"/> Mail <input type="checkbox"/> E-mail <input type="checkbox"/> Both	
Type of business, etc.  (Items marked with * are optional, but your response to the questions would be appreciated.)	Capital: ¥	
	Type of business:	
	Number of employees: employees (as of (month) (year) 200__)	
	Gross sales: ¥ (accounting period ending in (month) (year) 200_ ) (including sales of goods and services other than Eco Mark products)	
	Number of domestic branches (sales offices): *	Number of domestic and overseas establishments: (factories, laboratories, etc.) *
	ISO 14001*:	<input type="checkbox"/> Certified <input type="checkbox"/> Not certified
	ISO 9000*:	<input type="checkbox"/> Certified <input type="checkbox"/> Not certified

Written by the Eco Mark Office		
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Put the same name of applicant "How to Fill in the Application for Certification and Use of the Eco Mark (Form2)"

Put name of a person who has representative authority.

The contact person in charge of payment is not necessarily a person in charge of accounting if he/she belongs to the company and can take care of this matter with responsibility.

Our latest information provision means "Eco Mark News" will be provided to you. Select how to receive it.

Fill in as much as possible.

If you have other certified products already, this form is not necessary.

**Report of (Estimated) Sales (Shipments) of an Eco Mark Product, and Notification of the Designation of the Reporting Period (Form 3-2)**

**\* This document must be submitted only if:**  
 (1) This is the first application you make for an Eco Mark product certification; or  
 (2) You have already entered into an Eco Mark use agreement, but this is the first application you make for an Eco Mark product certification on and after April 1, 2005.

I hereby, in compliance with Section 10 and 11, Chapter 4 of the Guidelines for Eco Mark Program Implementation, swear the statement below to be true and correct in terms of calculation of certification fees for the Eco Mark product.

Date of submission	
Applicant (company name)	Seal
Swore by (representative)	Seal of representative
Product brand name	
Representative model	

\* If you file applications of two or more products on a single day, you must submit this document for each of the products.

■ Annual sales (shipments) of the application product

Annual sales (shipments) of the application product	_____ yen	<input type="checkbox"/> Annual sale of the latest reporting period <input type="checkbox"/> Estimated sales Mark either of the boxes with ■.
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■ Designation of the Reporting Period

Reporting Period	I hereby notify that our company designates as a reporting period a term of one (1) year starting on (year) (month) (day)* and, on the basis of sales earned during the period, calculates fees for the payment period (one (1) year). Thereafter, a term of one year beginning on the same day of the same month each year is designated as a reporting period
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\* It would be convenient if you designate as a "reporting period" (one year), sales during which must be declared each year, a term of 12 months before the date of application sales during which are easy to grasp, such as an accounting period.  
 \* In principle, the reporting period must be designated in a way that the last day of the period is not less than two months and not more than twelve months before the expected date of commencement of the Eco Mark use contract, even when an estimation is used because the product is yet to be launched.  
 \* The reporting period must not be changed once it is set.  
 \* You are strongly recommended to confirm the reporting period you set here because it is also written in an "Agreement concerning payment of Eco Mark Certification fees and Related Affairs".

Put an official seal here, as well as a (square) company seal.

Write the annual sales of the application product. If the product has already been put on sale and the sales have been recorded, you must declare actual sales of the latest reporting period. If it has not yet been launched on the market of its sales cannot be grasped, estimated annual sales must be written.  
 When the product has only been sold for less than one year, an estimate must be calculated through dividing sales recorded during the reporting period by the number of days it has been sold and multiplying the quotient by 365 or the number of days the Eco Mark is used if the Mark is only used for less than one year during the following payment period.  
 \* You must carry out the calculation according to the "Guidebook to Application for Eco Mark" or the website.

Carefully read notes marked with \* before you enter a reporting period.  
 Details of the reporting period are described in the "Guidebook to Application for Eco Mark" and on the website.

**CHECK POINT**

- Does this application come under either of the requirements for submission of "Report of (Estimated) Sales (Shipments) of an Eco Mark Product, and Notification of the Designation of the Reporting Period"?
- If you file certification applications of two or more products at a time, have you attached this document to each of the applications?
- Have you marked either of the boxes at Annual sale / Estimated sales of the latest reporting period?
- Does the reporting period you have set satisfy conditions of the notes marked with \*?