

Guidelines Pertaining to Request for Production of Statistics, etc., by Entrustment (Provisional translation)

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June 30, 2016

Ministry of Health, Labour and Welfare

Part 1 Definition of Terms

The terms used in these Guidelines are defined as follows:

- The term **“Production of statistics, etc., by entrustment”** (hereinafter referred to as **“Custom-Made Aggregation”**) means that, pursuant to Article 34 of the Statistics Act (Act No. 53 of 2007; hereinafter referred to as the “Act”) and based on entrustment by researchers, corporations, etc., the Ministry of Health, Labour and Welfare (hereinafter referred to as the “MHLW”) produces statistics or conducts statistical research by using questionnaire information from statistical surveys conducted by the MHLW.
- The term **“production of statistics”** means that statistics other than those originally intended by the aforesaid statistical surveys are produced through aggregation by using questionnaire information.
- The term **“statistical research”** means research conducted by using questionnaire information based on a statistical method.
- The term **“statistical product”** means deliverables such as statistical charts produced by the MHLW through Custom-Made Aggregation.
- The term **“requester”** means the person who requests Custom-Made Aggregation.
- The term **“agent”** means the person to whom the requester issues a document evidencing the former's authority of representation, such as a power of attorney, and who is authorized to conduct the request procedures for Custom-Made Aggregation on behalf of the requester. For the purpose of these procedures, an act conducted by the agent will be deemed as an act conducted by the requester.

Part 2 Requirements for Use

1. Requirement of use purpose

Use of Custom-Made Aggregation may be permitted when it is found that the use will contribute to the development of academic research or higher education, and when the use meets all of the following requirements according to purpose.

<When it is found that the use will contribute to the development of academic research>

- The statistical product is should be used for research.
- The results of research conducted with the statistical product are should be published, or the statistical product as well as an outline of processes leading to results of research conducted with such product are should be published.

<When it is found that the use will contribute to the development of higher education>

- The statistical product is should be used directly for the purpose of higher education in a university or a technical college defined in Article 1 of the School Education Act (Act No. 26 of 1947).
- The contents of higher education conducted with the statistical product are should be published.

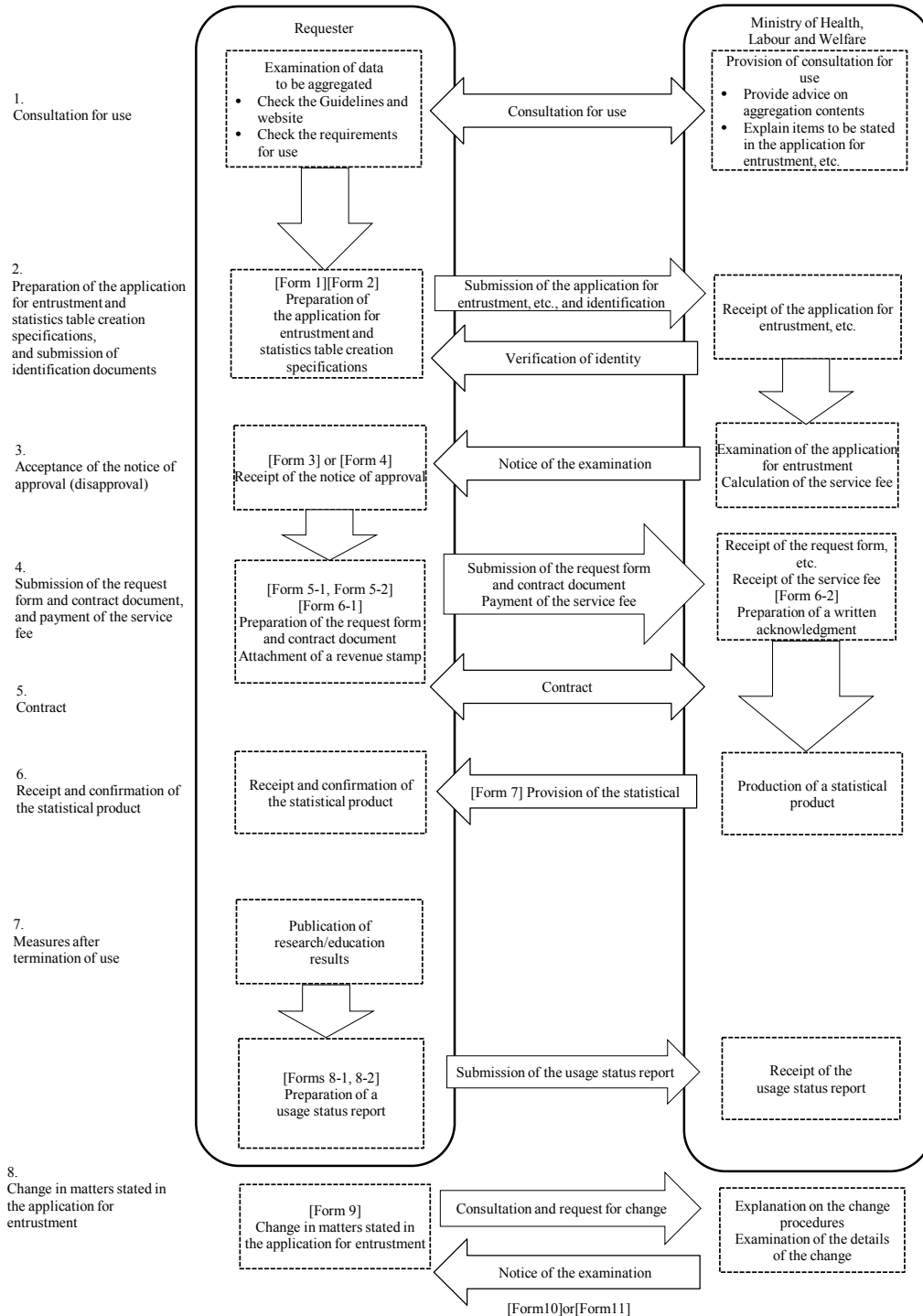
2. Scope of requesters

The following persons/entities are examples of the requesters who satisfy the requirements for use described above.

- Researchers who belong to universities or other institutions having the purpose of conducting research, or such institutions
- Persons who engage in research at think tanks or other similar institutions, or such institutions
- Persons who do not belong to an organization but nevertheless engage in research
- Instructors who provide lectures or other education at higher education institutions such as universities, or such institutions
- Administrative organs or local governments

Part 3 Request Procedures

[Flow of Request Procedures]



1. Consultation for use

The website below explains the objective of this service, details of Custom-Made Aggregation conducted by the MHLW, and requirements for use. Please make sure that you read the details on the web page before you consult us concerning the use of the service.

On the website, you can find various forms necessary for request procedures, and examples of information to be entered in such forms. Download and use them as appropriate.

The website of the Ministry of Health, Labour and Welfare:

(<http://www.mhlw.go.jp/toukei/itaku/order.html>)

(Top page of the Ministry of Health, Labour and Welfare

→ Statistical information/White papers

→ Various statistical surveys

→ For statistical information users

→ Custom-Made Aggregation/Provision of anonymized data

→ Custom-Made Aggregation (Production of statistics, etc., by entrustment)

When you intend to make a request for Custom-Made Aggregation, consult us in advance in order to avoid any inadequacy in documents or non-compliance with requirements for use and to expedite examination and other procedures pertaining to necessary documents.

Japanese is the only language you can use for consultations.

As a general rule, the contents or specifications of statistics to be produced cannot be changed once the request is approved. Please make sure that you sufficiently examine and arrange the contents of the request at the stage of consultation for use.

[Contact Information]

Room No. 15, 21F, Central Government Building No. 5,

1-2-2 Kasumigaseki, Chiyoda-ku,

Tokyo 100-8916

Examination and Analysis Office

to the Director-General for Statistics and Information Policy,

Ministry of Health, Labour and Welfare, Japan

(Tel) 03-5253-1111 (Extension 7391)

(Fax) 03-3595-1608

(Email) nijitekiryoyou@mhlw.go.jp

Business hours: 9:30–12:00, 13:00–18:15

(excluding Saturdays, Sundays, holidays, and year-end and New Year holidays)

When you consult us on use of the service, we will check with you the following matters and necessary documents.

- Confirmation of your proper understanding of contents posted on the website and the objective of the service
- How to enter information in necessary documents, and provision procedures
- Requirements pertaining to the purpose of use and users
- Conditions that must be accepted, and matters that must be observed by the users
- Hearing on the details of the request, and the request's compatibility with the agreed standards
- Amount of the service fee
- Possibility that expected results may not be acquired due to confidentiality measures to be implemented
- Possible cases where the production of a similar statistical product has already been entrusted to the MHLW by other requesters

2. Preparation of the application for entrustment and statistics table creation specifications, and submission of identification documents

(1) Documents necessary for the application for entrustment

Enter necessary information in the “application for production of statistics, etc., by entrustment” (Form No. 1; hereinafter referred to as the “application for entrustment”) and the “statistics table creation specifications” (Form No. 2), and submit these forms to the responsible office by hand or mail, together with the applicable “identification document” (see (4) on p. 8), “documents evidencing contribution to the development of academic research (or higher education)” (see (2)(x) p. 7), and a “return-mail envelope”* (see (5) on p. 9).

* A return-mail envelope is not required if you would like to receive your notice of approval (disapproval) by email.

(2) How to enter information in the application for entrustment

(i) Name, affiliation/job title, contact information, etc., of the requester or agent

Enter the requester's name, date of birth, address, affiliation/job title, and contact information (including location, telephone number and email address).

In the case where a corporation or other organization makes the application for entrustment and has designated a representative or administrator, enter the name of the corporation or organization and the representative's or administrator's name, affiliation/job title, and contact information (including location, telephone number and email address).

In the case where the requester is an administrative organ or local government, enter its name and location including those of the responsible division/section, and the name, job title and contact information (including location, telephone number and email address) of the head of the responsible division/section.

(ii) Titles and years of statistical surveys related to the questionnaire information to be used

Check(✓mark) the titles and years of statistical surveys whose availability for Custom-Made Aggregation is announced on the website of the MHLW, and enter the titles and years of the relevant statistical surveys in the application.

(iii) Purpose of use of the statistical product, and other relevant items

A. Category of Use

Choose and check either “research use” or “higher education purpose.” When you choose “higher education purpose,” enter in the brackets the names of the university, graduate school, department, faculty, etc., that will use this service.

B. Title

Research use: Enter the title of the research (e.g., “Research related to ●●”).

Higher education purpose: Enter the title of the course subject (e.g., “Seminar (III) on ●●”).

C. Purpose/Significance

Research use: Describe the usefulness of the research, such as the significance of the research within a specific research field or society (e.g., the availability of the research for others, which is expected from the significance of the research in its scientific field, and from publishing research results).

Higher education purpose: Enter the general objective of the class.

D. Contents

Research use: Describe the specific contents of the research and how the statistical product will be analyzed.

Higher education purpose: Specifically describe the contents of the course subject, and the necessity and method of using the statistical product in the course subject.

E. Schedule of the research or course subject

Research use: Enter the research schedule (including the research completion time).

Higher education purpose: Enter the schedule of the course subject (including the days of week and period).

(iv) All purposes of use

Enter all the purposes of use of the statistical product.

If research results are to be published as printed material, or to be used for another ancillary purpose, describe such publication or use as a purpose of use.

If, at the time when you submit the application in the middle of your research, you cannot specifically list the seminars, workshops, research conferences, or other meetings that are held periodically or non-periodically at universities, academic societies, etc., , list those meetings at which your attendance is expected.

(v) Publication method

Check (✓mark) all publication methods that apply.

Enter the scheduled time of publication for each planned publication.

Research use: With regard to the publication of research results, or the statistical product as well as an outline of processes leading to results of research conducted with such product, list the names and activities of academic societies and conferences at which such publication is planned to take place (limited to cases of general academic research), and the names of academic journals, organizational papers, and/or specialized magazines in which such publication is planned to take place (limited to publicly available journals, etc.), and other means of continuous publication (including website addresses).

Higher education purpose: Enter such a statement as, "the fact that a lecture was conducted with the relevant thesis or statistical product will be announced on the website of the university, relevant laboratory, etc., or in a commonly available business report of the university, etc."

(vi) Contents and specifications of the statistical product

Make sure to attach the statistics table creation specifications (see (3)), and therein specify in detail the forms and specifications of statistical charts so that the contents of the statistical product become clear to understand. Where necessary, separately prepare reference material describing points to note with respect to production of the statistical product, which include points concerning aggregation processes and the definitions of terms. Attach such material to the application.

(vii) Preferred date for receiving the statistical product

Enter the month and year in which you wish to receive the statistical product.

(viii) Method of receiving the statistical product

Check (✓mark) the method that you wish to use: email, mail or delivery by hand. If you wish to use mail or delivery by hand, please select the medium that you would like to receive.

(ix) Past records of provision

Check (✓ mark) the applicable box, according to whether or not you received in the past any anonymized data, Custom-Made Aggregation, or questionnaire information; where you received such information/service in the past, enter the name of the ministry, etc., that provided you with the information/service.

(x) Other necessary matters

Enter the titles of documents evidencing contribution to the development of academic research (or higher education), if there are any, and attach their copies to the application.

[Examples of documents evidencing contribution to the development of academic research (or higher education)]

- If you are affiliated with or enrolled at an organization, a document evidencing the affiliation or enrollment (e.g., certificate of employment or school certificate)
- Notice of decision on the granting of a research subsidy (e.g., the Science Research Subsidy from the Ministry of Education, Culture, Sports, Science and Technology, and the Science Research Subsidy from the Ministry of Health, Labour and Welfare)
- List of books and papers written by the requester and users
- Educational program (syllabus)
- Documents showing that the relevant research, etc., has been entrusted by a public organization (e.g., entrustment specifications)

Enter the title of any other attached document if any.

(3) How to enter information in the statistics table creation specifications

(i) Titles and years of statistical surveys to be used

Enter the same titles and years as those stated in “1. Titles and years of statistical surveys related to the questionnaire information to be used” in the “application for entrustment.”

(ii) Title

Enter the titles of statistical charts to be produced.

Example: “Table No. 1: Sex and age class × Number of persons living in the same household”

(iii) Cross-tabulation and aggregation subjects

With regard to the top and side of each table, different types of tables, and aggregation subjects, enter the names of the items subject to aggregation among those listed in the “aggregation specifications” and “lists of classifications” posted on the website (cross-tabulation may not be conducted depending on items).

(4) Identification document

When the application is made, your identity will be verified; present or submit to the responsible office an identification document that is valid as of the date of application for entrustment. If an agent makes the application, identification documents for both the requester and the agent will be required. When the original of an identification document or a certificate of registered matters is presented by a visit to the responsible office, the MHLW will make a duplicate copy of it.

When submitting an identification document or a certificate of registered matters by mail, please also submit a duplicate copy of it.

(i) If the requester is an individual:

If the requester is an individual whose domicile is in Japan, he/she is required to submit, on the application date, a document issued by one of the government authorities and by which his/her name, date of birth and address can be confirmed (hereinafter referred to as an "identification document"); such document, which must be prior to its expiration date, includes "driver's license," "health insurance card," "individual number card" (including "basic resident register card"; hereinafter the same applies), "residence card," and "special permanent resident certificate."

If the requester's domicile is outside Japan, submit the "passport" or "driver's license" issued by the relevant foreign government, etc.

(ii) If the requester is a corporation or other organization located in Japan

If the requester is a "corporation or other organization" (hereinafter referred to as a "corporation, etc.") located in Japan, and if the corporation, etc., has designated a representative or administrator (except in the case of administrative organs and local governments), a "certificate of registered matters," or a "certificate of registered seal," prepared with respect to the corporation, etc., within six months before the application date must be submitted.

If a corporation, etc., located outside Japan makes an application, it must submit a document issued by a government organ of the country where the corporation, etc., is located and by which the status of the corporation, etc., can be confirmed in the same manner as the "Japanese certificate of corporate registered matters."

Where necessary, a corporation, etc., may also be required to present or submit a document evidencing that its liaison person belongs to it.

		Documents Necessary for Application	Examples
Individual	By Visit	Identification document (original)	- Driver's license - Health insurance card - Individual number card - Residence card - Special permanent resident certificate etc.
	By mail	Identification document (copy)	(For those whose domicile is outside Japan) - Passport - Driver's license etc.
Corporation or other organization whose address is in Japan	By Visit	Certificate of registered matters of the corporation, etc. (original)	- Certificate of registered matters - Certificate of registered seal
	By mail	Certificate of registered matters of the corporation, etc. (copy)	
Corporation or other organization whose address is outside Japan	By Visit	An alternative document to the certificate of registered matters (original)	An alternative document to the certificate of registered matters, which is issued by the government of the country in which the corporation or organization is located etc.
	By mail	An alternative document to the certificate of registered matters (copy)	

*1 Where the original of an identification document is presented upon a visit, the Examination and Analysis Office will make a copy of the document.

*2 In the case of the agent's visit, an identification document of the agent and a power of attorney (must be the original) are required.

(5) Return-mail envelope

Please submit one "return-mail envelope"* that will be used to send to you the "notice of approval of production of statistics, etc., by entrustment" (Form No. 3; hereinafter referred to as the "notice of approval") or the "notice of disapproval of production of statistics, etc., by entrustment" (Form No. 4; hereinafter referred to as the "notice of disapproval"). A return-mail envelope is not required if you would like to receive your notice of approval, etc., by email.

* Write the name and address of the requester or agent on the "return-mail envelope," and put a sufficient "Japanese postage stamp" on it. If the application is made from outside Japan and it is difficult to obtain a "Japanese postage stamp," submit the necessary number of international postal reply coupons (do not put the "international postal reply coupons" on the return-mail envelope, as the responsible office will exchange the coupons with a "Japanese postal stamp").

(6) Handling of user information

The information stated in the "application for entrustment" will be kept at the MHLW for the purpose of managing users, and will be reported by the Minister of Health, Labour and Welfare to the Minister of Internal Affairs and Communications pursuant to Article 55 of the Act.

When the penalty described in "Part 4 Measures against improper use" (see p. 17) is imposed, information related to such imposition will be shared among relevant ministries and agencies.

3. Receipt of the notice of approval/disapproval

Based on the "application for entrustment" and related documents submitted by the requester, the MHLW will examine the application. The requester will be notified of the result of the examination through the notice of approval (disapproval) enclosed in the "return-mail envelope," as a rule within 21 days from the date on which the MHLW accepted the "application for entrustment" (if you request, you will be notified by email).

(1) If the application is approved:

Through the "notice of approval," the MHLW will notify the requester of the amount of the service fee, the scheduled time of provision, the payment due date for the service fee, and the submission deadline date for the "request form" (Form No. 5-1 or 5-2).

When notifying the successful requester, the "request form," the "contract for production of statistics, etc., by entrustment" (Form No. 6-1; hereinafter referred to as the "contract document"), and the "contract terms and conditions for production of statistics, etc., by entrustment" (Appendix of Form No. 6-1; hereinafter referred to as the "terms and conditions") will also be enclosed in order to check whether the requester wishes to omit the preparation of a contract document. (See 4(2) on p. 11)

(2) If the application is disapproved:

The MHLW will send to the requester the notice of disapproval stating the reason for disapproval.

The Administrative Complaint Investigation law (Act No. 160 of 1962) does not apply to the service described in these Guidelines.

4. Submission of the request form and contract document, and payment of the service fee

When receiving the notice of approval, the requester is required to prepare the "request form" and the "contract document," and submit these documents along with two "return-mail envelopes" (see * of (5) in "2. Preparation of the application for entrustment and statistics table creation specifications, and submission of identification documents" on p. 9) to be used to send the "contract document" and the "notice of provision of the statistical product" (Form No. 7; hereinafter referred to as the "notice of provision") to the responsible office, no later than the due date indicated in the "notice of approval," as stated in (1) to (3) below. Note that if the "request form" and "contract document" are not submitted, or the service fee is not paid by using a revenue stamp no later than the due date, the "notice of approval" will become invalid.

(1) Request form

This form differs according to purpose of use; enter necessary items in the form that is appropriate for your purpose of use.

(2) Contract document

If you agree to the terms and conditions attached to the notice of approval, you may be able to omit the preparation of a contract document in some cases.

For details, please ask the responsible office.

If the preparation of a contract document is omitted, the "written acknowledgement of production of statistics, etc., by entrustment" (Form No. 6-2; hereinafter referred to as the "a written acknowledgement") will be sent.

It is possible to receive the "a written acknowledgement" by email. If you choose to receive the "a written acknowledgement" and the "notice of provision" by email, no return-mail envelope is necessary.

- When a contract document is to be prepared:

Place your name and seal on two copies of the "contract document" and put a "revenue stamp" according to the contract amount (meaning the service fee here) as defined in the Stamp Tax Act (Act No. 23 of 1967) on the upper right corner of one of the two copies of the "contract document" (this revenue stamp is required in addition to the revenue stamp that is to be affixed to the request form to pay the service fee). Then, place a cancellation mark on the revenue stamp.

If the contract amount (service fee) is less than 10,000 yen, no revenue tax is imposed on the contract document and thus no revenue stamp is required to be affixed under the Stamp Tax Act.

(3) Payment of the service fee

Put a revenue stamp in the amount specified in the “notice of approval” on the designated space of the “request form” prepared under (1) above. Do not place a cancellation mark on this revenue stamp.

The service fee cannot be paid in cash.

[Reference: How to calculate the service fee]

The total of (i) to (iii) are the service fee.

(i) 5,900 yen per hour required for Custom-Made Aggregation

(ii) Storage media

CD-R: 100 yen per disk × Necessary quantity

DVD-R: 120 yen per disk × Necessary quantity

(iii) Postage if sent by mail

Note: 1) If you are to receive the statistical product by email, the storage media (ii) and postage (iii) will not be required.

2) No postage (iii) will be charged if you are to come to the office to receive the statistical product.

5. Contract

(1) The establishment of a contract

The contract will be concluded when the MHLW places its seal on the two copies of the “contract document” after receipt of the “request form” submitted by the requester under 4. above, and confirmation of the revenue stamp affixed (or concluded when the request form is received in the case where the preparation of a contract document has been omitted). After the conclusion of the contract, the MHLW will return one copy of the “contract document,” or the “a written acknowledgement,” by using the return-mail envelope (it is possible to receive the “a written acknowledgement” by email).

(2) Cancellation of contract

If, due to an unavoidable reason on the part of the requester, it becomes necessary for the requester to cancel the application after the establishment of the contract, inform the responsible office accordingly. The contract may be canceled only when an agreement is reached between the MHLW and the requester or agent through discussion.

The requester is required to submit the “application for cancellation of contract for production of statistics, etc., by entrustment” (Form No. 12). After approving the cancellation, the “notice of approval of cancellation of the contract for production of statistics, etc., by entrustment” (Form No. 13) along with the request form with a revenue stamp affixed thereto will be returned.

(3) Cancellation of contract due to a reason attributable to the requester’s fault

If the MHLW finds that the requester has made a false statement in the “application for entrustment,” etc., has committed a dishonest act, or otherwise has committed a fault, and that it is appropriate to cancel the contract, the MHLW will cancel the contract.

The MHLW will cancel the contract by providing the requester with the “notice of cancellation of contract for production of statistics, etc., by entrustment” (Form No. 14). The request form with a revenue stamp affixed thereto will not be returned.

6. Receipt and confirmation of the statistical product

No later than the scheduled time of provision indicated in the “notice of approval,” the MHLW will provide the requester with the “notice of provision” and the “statistical product.”

If the provision is likely to be delayed due to a natural disaster or other unavoidable reasons, the responsible office will immediately notify the requester.

(1) Receipt

The requester will receive the product by way of the method described in “5. Method of receiving the statistical product” in the “application for entrustment.” If you have not received the statistical product even after the scheduled time of provision elapsed, immediately contact the responsible office.

(2) Inspection

The statistical product will be created in CSV format, and will be protected by encryption, setting up a password and taking other measures. If you have problems such as that you are not able to read data in the storage medium or to decode an encrypted file, you should inform the responsible office within 14 days from the receipt of the statistical product (the requester will be notified of the password through an email sent to the email address entered in the application for entrustment).

(3) Matters to be heeded with regard to use of the statistical product

- (i) As questionnaire information is based on answers from the subjects of statistical surveys, logical consistency may not be found between items.
- (ii) Results will not always be as the requester expected because the accuracy of results may not be sufficient depending on the statistical product requested by the requester and because necessary confidentiality measures will be implemented for the statistical product.
- (iii) No exercise of copyrights or other similar rights will be allowed for the statistical product you receive.
- (iv) The use of this service will be on a contract basis, and will not be covered by The Administrative Complaint Investigation law (Act No. 160 of 1962).
- (v) If you find any error in, or question as to, the statistical product that you received, contact the responsible office.

7. Measures after termination of use

(1) Publication of results

According to the schedule and method of publication stated in the “application for entrustment,” publish the results of the research, or the implementation status of higher education, which was conducted with the statistical product. At the time of publication, clearly indicate that the published results are based on the statistical product and are different from those produced and published by the MHLW (Example: These results are based on the statistical product provided by the MHLW as Custom-Made Aggregation related to “○○ survey”).

If the publication method stated in the “application for entrustment” cannot actually be used (such as when the planned publication of an article in an academic journal is not taking place because the article could not pass a peer review, or when publication cannot be implemented as planned), and therefore a new publication method is to be used, submit the “application for addition of a purpose of use or for change in stated matters” (Form No. 9; hereinafter referred to as the “application for change”) to the responsible office before the publication.

(2) Submission of a usage status report

Submit to the responsible office a “usage status report” (Form No. 8-1 or 8-2), giving an outline of research results (including the publication of such results) within three months after the publication of such results in the case of use for research use, or stating the implementation status of education within three months after the completion of such education in the case of use for higher education purposes.

If it is difficult to show research results or education contents due to an unavoidable reason such as the death of the requester, the dissolution of the corporation, or the termination of the research project, the requester or agent must submit to the responsible office a “usage status report” specifying the reason for not showing the results.

Note that the affiliation and name of the requester, the titles of statistical surveys, the title of the research or higher education, and/or other relevant information stated in the submitted usage status report may be published on the MHLW's website, etc.

8. Change in matters stated in the application for entrustment

If, due to the requester's own circumstance, there is any change in matters stated in the "application for entrustment," implement the following procedures.

(1) Non-substantial change

If change related to the requester only falls within any of the following categories, inform such change to the responsible office by email or fax (no particular form is designated for this notice of change).

- Change of the name of the requester's organization due to organizational change, consolidation, or other similar reasons
- Change of the requester's job title due to promotion or advancement
- Change of the requester's address or contact information
- Change of the requester's family name

When making the application described in (2) or (3) below, submit a return-mail envelop (see * of (5) in "2. Preparation of the application for entrustment and statistics table creation specifications, and submission of identification documents" on p. 9) together with necessary documents (except for the case of (2) (i)).

(2) Addition of a purpose of use, or change of the contents and specifications of the statistical product to be produced

In principle, it is not permitted to use the statistical product for any purpose other than the purpose of use stated in the "application for entrustment" or to change the contents or specifications of the statistical product to be produced.

If you would like to make a change, consult with the responsible office and take the following procedures.

However, this provision will not apply once the statistical product itself (e.g., a spreadsheet created as part of Custom-Made Aggregation) has been published as a research result, education content, etc., by the requester, since the product has consequently become available to the general public in the same manner as public statistical data published.

(i) If change is made before the MHLW issues the notice of approval:

Contact the responsible office and submit the "application for entrustment" and documents required by the MHLW.

(ii) If change is made after the MHLW has issued the notice of approval (and before the submission of the "request form" to the responsible office and the payment of the service fee):

If change is made after the MHLW has approved the application for entrustment, and before the submission of the "request form" to the responsible office and the payment of the service fee, take the procedures for addition or change by using the form, "application for change." Please also submit "statistics table creation specifications" (Form No. 2) together with the "application for change," if the change is made to the contents or specifications of the statistical product to be produced.

The MHLW will examine whether the addition of a purpose of use and the reason for such addition are appropriate or not, or whether the change of contents and specifications of the statistical product is possible or not, and will give notice of the examination result by sending the "notice of approval of application for addition of a purpose of use or for change of stated matters" (Form No. 10; hereinafter referred to as the "notice of approval of change") or the "notice of disapproval of application for addition of a purpose of use or change of stated matters" (Form No. 11; hereinafter referred to as the "notice of

disapproval of change”).

If the MHLW approves the application for change, it will issue to the requester the “notice of approval of change”; then, the requester is required to affix a revenue stamp in the amount specified in the notice to the “request form” and submit the form to the responsible office.

(iii) If change is made after the conclusion of the contract:

If change is required in matters stated in the “application for entrustment,” etc., after the contract has been concluded with the MHLW, contact the responsible office and take the required procedures.

The flow of procedures will be as follows: first, the already-concluded contract will be canceled as described in (2) of “5. Contract”; then, the requester will be required to once again submit the “application for entrustment,” etc., and the “request form,” and pay the service fee; subsequently, the MHLW will send back to the requester one copy of the newly concluded “contract document” by using the return-mail envelope.

(iv) If change is made to publication methods:

If all of the publication methods stated in the “application for entrustment” become unavailable for use (such as when the planned publication of an article in an academic journal consequently is not taking place because the article could not pass peer review), and therefore a new publication method is to be used, contact the responsible office and submit the “application for change.”

If the MHLW approves the new publication method, it will issue to the requester the “notice of approval of change”; if it disapproves, it will issue the “notice of disapproval of change” to the requester. Upon receiving the MHLW’s approval, the requester must publish results by using the new publication method.

(3) Other changes

If any changes other than those described in (1) or (2) above arise, contact the responsible office and implement change procedures by using the “application for change.”

Part 4 Measures against Improper Use

Article 13 of the Enforcement regulations of the Statistics Act (Enforcement regulations No. 145 of 2008 of the Ministry of Internal Affairs and Communications; hereinafter referred to as the “Enforcement regulations”) sets forth the following.

1. Usage status reports must be submitted.
2. Any statistical product must not be used or provided to third parties for any purpose other than the approved purpose of use (except where the head of the relevant administrative organ agrees otherwise).
3. Research results, etc., or the implementation status of higher education must be published.

If it is found that a user of the statistical product or a person concerned therewith has committed any violation of Article 13 of the Enforcement regulations or any contractual breach, they will be required to take corrective measures and will be subject to a penalty with respect to future applications (prohibition of service use for a certain period of time, etc.). For details, see the “terms and conditions.”