

[English Translation]

Note: This is an English translation for the convenience of users. The Japanese version is the only official text.

Arbitration Center Rules

Enforcement: April 14, 1995

Amendment: February 26, 2008

February 14, 2012

(Establishment of Arbitration Center)

Article 1 The Association establishes "Dai-Ichi Tokyo Bar Association Arbitration Center" (hereinafter referred to as "Arbitration Center") for the purpose of prompt resolution of civil disputes.

(Scope of Disputes)

Article 2 The scope of disputes to be referred to Arbitration Center shall be civil disputes in general.

(Business)

Article 3 Arbitration Center shall conduct the following businesses.

- (1) Conduct arbitration and settlement
- (2) Conduct public relations activities of the businesses performed by Arbitration Center
- (3) Conduct businesses necessary for realizing the purpose of Arbitration Center

(Operation)

Article 4 Arbitration Center shall be established in the Dai-Ichi Tokyo Bar Association Building (hereinafter referred to as "Building") and shall be administered by President.

2. Operation of Arbitration Center shall be conducted by the Arbitration Center **Steering Committee** (hereinafter referred to as "Committee").

3. President may delegate part of businesses of Arbitration Center to Legal Counseling Center and any other organizations at the request of the Committee.

(Duties of the **Steering Committee**)

Article 5 The Committee shall conduct the following affairs and any other affairs related to operation of Arbitration Center.

(1) Review of the reasonableness of the case to be referred to the arbitration before commencement of arbitration.

(2) Determination of remunerations (including actual expenses)

for arbitrators, persons to be arbitrators and assistants to arbitrators.

(3) Establishment of the detailed regulations.

(Candidates for Arbitrators)

Article 6 President shall nominate the candidates for arbitrators as follows upon hearing the opinions of the Committee.

(1) Lawyer, Arbitrator: to be nominated from among the lawyers who have been registered for more than ten (10) years. In the number of years of registration, the years of service as judges and prosecutors shall be included.

(2) Non-lawyer, Arbitrator: to be nominated from among those who are not lawyers and have expertise, academic knowledge and experience or are well-acquainted with legal affairs.

(3) A person who was recommended by the Committee as having similar qualification to the items above.

2. The Committee shall prepare the list of candidates for arbitrators (hereinafter referred to as "List") and shall always keep the List at Arbitration Center.

3. The List shall be amended every two (2) years.

(Arbitrator)

Article 7 Arbitrators shall be appointed from the List by the Committee or the parties, except for the cases where special arbitrators are appointed under paragraph 2.

2. Only for individual arbitration case, a person deemed to be appropriate by the Committee may be appointed as a special arbitrator. In such an event, the special arbitrator is not required to be registered in the List.

3. Arbitrators shall carry out the arbitration procedures in accordance with the Arbitration Procedures Rules.

4. To special arbitrators, provisions for arbitrators of each rule of these Rules and the Arbitration Procedures Rules, etc., shall apply to the extent they are consistent with the nature of special arbitrator.

(Assistants to Arbitrators)

Article 8 Upon request from the parties or arbitrators, or if it is deemed to be necessary, the Committee may appoint assistants to arbitrators from among lawyers, academic experts, persons well-acquainted with professional knowledge or legal affairs.

2. Assistants to arbitrators shall conduct investigation and reports necessary for resolution of the arbitration cases and assist arbitrators.

(Arbitration Practice)

Article 9 Arbitrators shall independently carry out the arbitration procedures in accordance with the arbitration Procedures Rules and after conclusion of the case, the Arbitrator shall submit the report to Arbitration Center, with the document describing the results of arbitration cases, including the Written Arbitration Award, etc.

(Administrative Office)

Article 10 Administrative office of Arbitration Center shall be established in the Association.

2. Administrative office staff shall conduct reception affairs, call-up affairs, arrangement and retention of case records, delivery affairs, accounting and any other necessary affairs.

(Documents to be kept)

Article 11 The following documents shall be kept at Arbitration Center.

- (1) List of candidates for arbitrators
- (2) Arbitration case acceptance list
- (3) Various forms for arbitration procedures, including Written Application for Arbitration

- (4) Mandatory Agreement on arbitration case
- (5) Report of arbitration case
- (6) Copy of report of delivery, copy of Written Arbitration Award and copy of settlement agreement
- (7) Accounting books
- (8) Any other documents necessary for treatment of arbitration cases

(Retention of Case Records)

Article 12 Arbitration Center shall retain the records of arbitration and settlement procedures for twenty (20) years in accordance with the Rules for Retention of Records of the Dai-Ichi Tokyo Bar Association.

(Management of Personal Information, etc.)

Article 13 Arbitration Center shall properly manage the personal information contained in the records of arbitration and settlement procedures under the Rules for Protection of Personal Information of the Dai-Ichi Tokyo Bar Association and any other provisions for personal information.

2. Out of the information of corporations contained in the records of arbitration and settlement procedures, the information which is not publicly disclosed shall be managed

in a similar manner to the preceding paragraph of personal information.

(Acceptance of Arbitration Case)

Article 14 Acceptance of application for arbitration case shall be from 10:00 a.m. to 4:00 p.m. every day, except for Sundays, holidays and Saturdays.

2. The acceptance hours under the preceding paragraph may be changed from time to time in accordance with the instructions of the Committee.

(Place and Time for Arbitration Session, etc.)

Article 15 Arbitration Session, Settlement Session and Preparation Session shall be held in the Building or the place designated by the Committee; provided, however, that in case of in need of on-site investigation or similar cases, it shall be the place designated by the arbitrator.

2. Time of Arbitration Session, Settlement Session and Preparation Session in the Building shall be from 10:00 a.m. to 4:00 p.m. every day, except for Sundays, holidays and Saturdays; provided, however, that if it is particularly necessary, it may be held at the time designated by the arbitrator.

(Mandatory Agreement with Arbitrator)

Article 16 Arbitration Center shall enter into a Mandatory Agreement on arbitration case with the appointed arbitrators for the arbitration case.

(Arbitration Fee)

Article 17 Arbitration fee shall be in accordance with the Rules for Arbitration Fees separately determined.

(Remunerations for Arbitrators, etc.)

Article 18 Arbitration Center shall pay remunerations to arbitrators, persons to be arbitrators and assistants to arbitrators according to the rules separately determined.

(Special Procedures)

Article 19 Procedures for the cases requiring special confidentiality, procedures for the cases involving foreign nationals and foreign languages and any other cases requiring special procedures shall be in accordance with the rules separately determined.

Supplementary Provision

These Rules shall be in effect as of the date of public notice with the approval of the Japan Federation of Bar Associations.

Supplementary Provision

Amendments of Article 2 through Article 19 shall be in effect as of April 1, 2008 with the approval of the Japan Federation of Bar Associations.

Supplementary Provision

Amendments of Article 6, paragraph 1 and Article 11 shall be in effect as of the date of approval of the Japan Federation of Bar Associations (February 16, 2012).