

Explanation Note for GI Application Process

This document summarizes GI Applicant Guideline, mainly prepared for Japanese applicant, written in Japanese.

June, 2019

MAFF

Ministry of Agriculture, Forestry and Fisheries

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1. Application Overview

1-1 Application Process • Publication Notice

1 Application Process

(1) Rule of Application

As a general rule, one application for each classification that product belongs.

[Exception]

In case the same name is used for products that belong to different classifications, and those products are recognized as a series of products by the consumers since those products have consistent characteristics, and the application is made by the same applicant group.

⌞ ※The classification is based on the provision of Article 3, Paragraph (2) of the GI Act. See next page for the detailed classification. ⌋

(2) Method and Place of Submission

Submit one original copy to the Intellectual Property Division of MAFF by mail or in-person

【Place of submission】

Intellectual Property Division, Food Industry Affairs Bureau

Ministry of Agriculture, Forestry and Fisheries of Japan

1-2-1 Kasumigaseki, Chiyoda-ku, Tokyo 100-8950, Japan

Tel: +81-3-3502-8111 (ext. 4284)

From 10am to 12am and from 1pm to 5pm except weekends, holidays, year-end and New year holidays

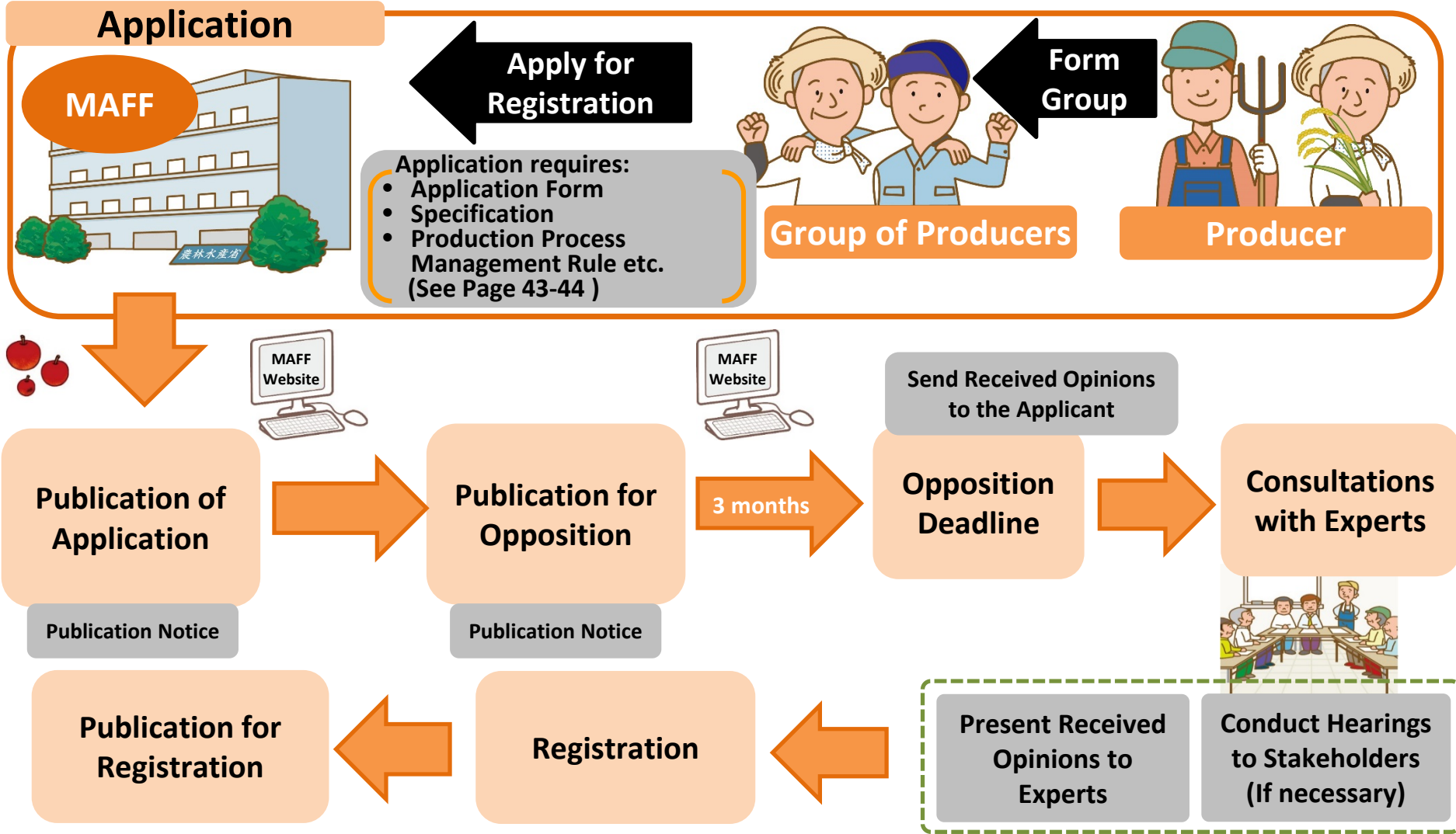
2 Publication Notice

MAFF publishes the fact of an application on MAFF's website after the application is submitted, and also publishes the submitted application on the website for opposition after the examination .

1-2 Classification of Products

<p><u>1. Products of Agricultural Origin</u></p> <ul style="list-style-type: none"> • Cereals (Rice, Wheat, Millet, Beans etc.) • Vegetables (including Mushrooms, Mountain Vegetables) • Fruit • Other Products of Agricultural Origin (Sugar cane, Hops, Konjac roots etc.) 	<p><u>5. Processed Products of Agricultural Origin</u></p> <ul style="list-style-type: none"> • Dry Ingredients (Flour, Cornstarch etc.) • Processed Grains (Noodles etc.) • Bean Preparations (Tofu etc.) • Processed Vegetables (Pickles etc.) • Processed Fruit (Dried Japanese persimmon etc.) • Beverages other than alcoholic beverages (Tea Leaf etc.) • Other Processed Products of Agricultural Origin (Konjac etc.) 	<p><u>8. Seasonings</u></p> <ul style="list-style-type: none"> • Miso • Soy Sauce • Sugar • Spice etc. 	<p><u>12. Plants for Ornamental Purposes</u></p> <ul style="list-style-type: none"> • Potted Plant • Cut Flower • Flowering Trees • Shrubs etc. 	<p><u>17. Feedstuffs</u></p> <ul style="list-style-type: none"> • Vegetable Feed • Animal-Based Feed etc.
<p><u>2. Fresh Meat</u></p> <ul style="list-style-type: none"> • Beef • Pork • Poultry Meat (including Offal Meat etc.) etc. 	<p><u>6. Processed Products of Livestock Origin</u></p> <ul style="list-style-type: none"> • Processed Meat Products (Ham, Sausage, Bacon etc.) • Dairy Products (Processed Milk, Fermented Milk, Cheese, Ice Cream etc.) • Processed Egg Products (Mayonnaise etc.) etc. 	<p><u>9. Oils and Fats</u></p> <ul style="list-style-type: none"> • Olive Oil • Butter etc. 	<p><u>13. Industrial Crops</u></p> <ul style="list-style-type: none"> • Dye Crop (Safflower etc.) • Fiber Crop (Rush etc.) • Leaf Tobacco etc. 	<p><u>19. Essential Oils</u></p> <ul style="list-style-type: none"> • Peppermint Oil • Lavender Oil etc.
<p><u>3. Other Livestock Products</u></p> <ul style="list-style-type: none"> • Milk Products (Raw Milk, Milk etc.) • Avian Eggs (Chicken Egg etc.) • Offal Meat other than Poultry Meat etc. 		<p><u>10. Bread and Confectionery</u></p> <ul style="list-style-type: none"> • Bread (Sliced Bread, Yeast Doughnuts, Bread Crumbs) • Confectionery (Biscuits, Rice Confectionery, Candies etc.) 	<p><u>14. Woods and Bamboo Materials</u></p> <ul style="list-style-type: none"> • Woods • Bamboos etc. 	<p><u>20. Charcoals</u></p> <ul style="list-style-type: none"> • Hard Charcoal • Soft Charcoal etc.
<p><u>4. Products of Aquatic Origin</u></p> <ul style="list-style-type: none"> • Fish (including raw fish egg) • Shellfish (Clam, Snail) • Other Products of Aquatic Animal Origin (Squid, Octopus, Shrimp, Crab etc.) • Seaweed (Raw Brown Seaweed etc.) 	<p><u>7. Processed Products of Aquatic Origin</u></p> <ul style="list-style-type: none"> • Processed Fish Products (Dried Sea Cucumber etc.) • Processed Seaweed Products (Salted Brown Seaweed etc.) etc. 	<p><u>11. Other Foodstuffs</u></p> <ul style="list-style-type: none"> • Foodstuffs that do not fall under No.1 to No.10 above 	<p><u>15. Fish for Ornamental Purposes</u></p> <ul style="list-style-type: none"> • Goldfish • Nishikigoi(Carp) • Tropical Fish etc. 	<p><u>21. Tatami Rush</u></p> <ul style="list-style-type: none"> • Rush Tatami Facing • Shichitoui Tatami Facing etc.
			<p><u>16. Pearls</u></p> <ul style="list-style-type: none"> • Pearl 	<p><u>22. Raw Silk</u></p> <ul style="list-style-type: none"> • Domestic Silkworm Silk • Wild Silkworm Silk

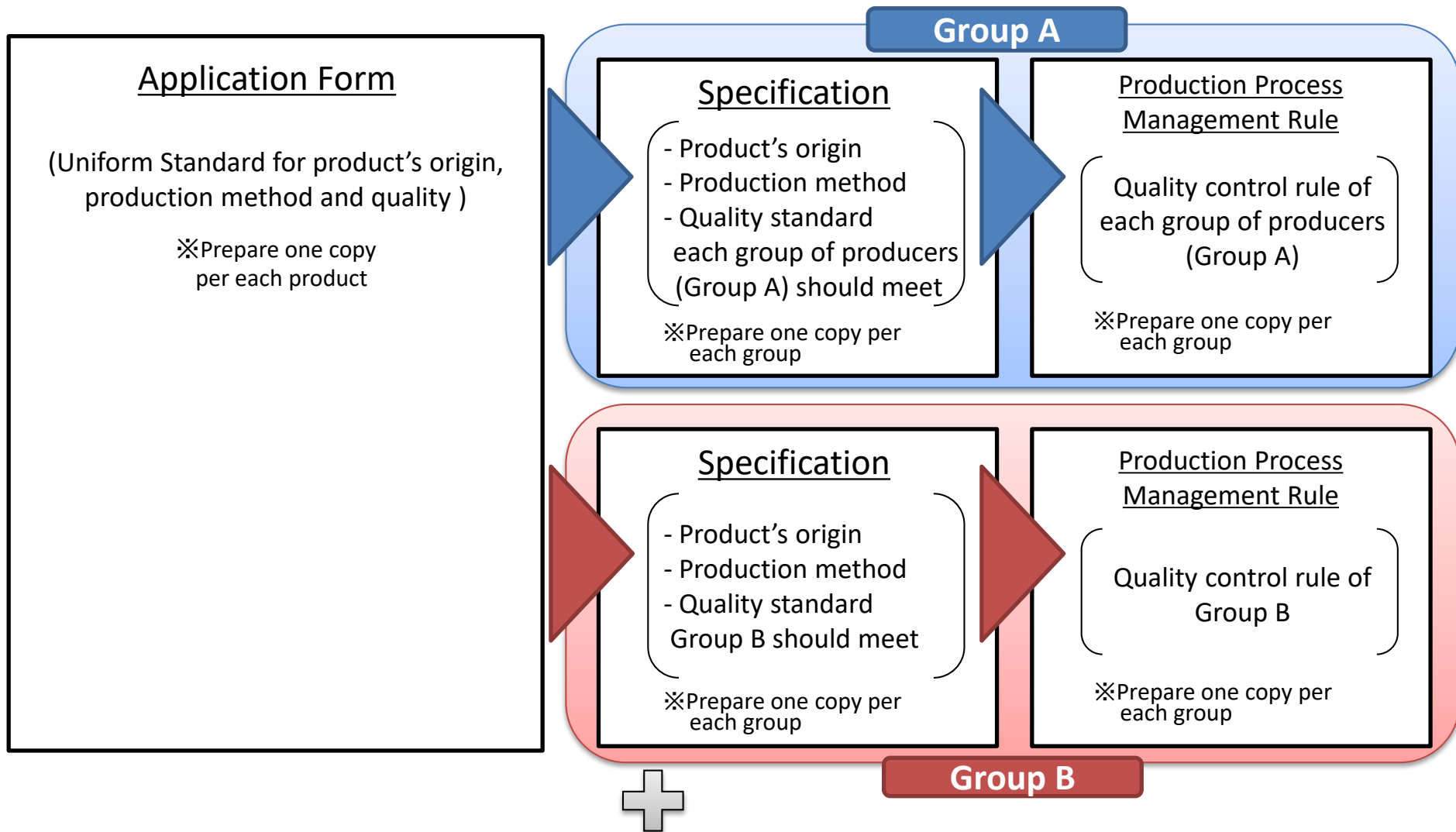
1-3 Registration Procedure



- MAFF may request correction to the applicant if insufficiencies were found in their application.
 - MAFF GI examiners may conduct site investigation and ask for correction of the application if necessary.
-
- After the registration, 90,000 yen is required for GI registration as a Registration and License Tax. The payment should be paid at the Bank of Japan or the tax offices in Japan within a month from the date of registration. After the payment, the registrant needs to submit the original receipt to Intellectual Property Division of MAFF.

1-4 Required Documents for Application

◆ Required documents for application must be written in Japanese.



Other Required Documents

A document proving that the group is "Group of Producers" stipulated in Article 2, Paragraph (5) of the GI Act, documents proving that the applied product is Specific Agricultural Forestry and Fishery Product and Foodstuff defined by Article 2, Paragraph (2), and a photo of the applied product etc

2. Application Form

2-1 Application Form

◆Application must be made based on the form designated by the GI Act.

【Original (Japanese)】

【English translation】

特定農林水産物等の登録の申請

Application for registration of Specific Agricultural, Forestry and Fishery Product and Foodstuffs

農林水産大臣 殿

To the Minister of Agriculture, Forestry and Fisheries

年 月 日

yy/mm/dd

特定農林水産物等の名称の保護に関する法律(以下「法」という。)第7条第1項の規定に基づき、次のとおり登録の申請をします。

I hereby apply for registration pursuant to the provision of Article 7, Paragraph (1) of the Act for Protection of Names of Specific Agricultural, Forestry and Fishery Products and Foodstuffs (hereinafter referred to as "the Act").

(この申請書を提出する者)

(The person who submits this Application)

申請者(1に記載) 代理人(以下に記載)

Applicant group (fill in section 1) Agent (fill in below)

住所(フリガナ):(〒)

Domicile (phonetic): (zip code)

氏名又は名称(フリガナ): 印

Name of the agent (phonetic): (seal)

法人の場合には代表者の氏名及び役職:

If the agent is a judicial person, the name and the position of its representative:

電話番号:

Phone number:

1 申請者

1 Applicant group

(1)単独申請又は共同申請の別

(1) Application submitted by a group of producers or a joint application submitted by several groups of producers

単独申請 共同申請

Single application Joint application

(2)名称及び住所並びに代表者(又は管理人)の氏名

(2) Name of the group, its domicile or residence, and the name of its representative, etc.

住所(フリガナ):(〒)

Domicile (phonetic): (zip code)

名称(フリガナ): 印

Name of the applicant group (phonetic): (seal)

代表者(又は管理人)の氏名及び役職:

Name and position of its representative:

ウェブサイトのアドレス:

Website address:

(3)申請者の法形式:

(3) Legal status of the applicant group:

2 農林水産物等が属する区分

2 Classification of the applied product

区分名:

Classification:

区分に属する農林水産物等:

Detailed Classification:

Continued next page

2-1 Application Form

(Detailed explanation for the parts is provided later (Page 12-24).)

3 農林水産物等の名称
名称(フリガナ):

4 農林水産物等の生産地
生産地の範囲:

5 農林水産物等の特性
(説明)

6 農林水産物等の生産の方法
(説明)

7 農林水産物等の特性がその生産地に主として帰せられるものであることの理由
(説明)

8 農林水産物等がその生産地において生産されてきた実績
(説明)

9 法第13条第1項第4号ロ該当の有無等

(1) 法第13条第1項第4号ロ該当の有無

申請農林水産物等の名称は、法第13条第1項第4号ロに

該当する

商標権者の氏名又は名称:

登録商標:

指定商品又は指定役務:

商標登録の登録番号:

商標権の設定の登録及び存続期間の満了の年月日(当該商標権の存続期間の更新登録があったときは、当該商標権の存続期間の更新登録及びその存続期間の満了の年月日についても記載する。):

該当しない

3 Name(s) of the applied product

Name (phonetic):

(2-2)

4 The place of Production of the applied product

The area of the place of Production:

(2-3)

5 Characteristics of the applied product

(Description)

(2-4)

6 The method of Production of the applied product

(Description)

(2-5)

7 Ground for the characteristics of the applied product to be essentially attributable to the place of production

(Description)

(2-6)

8 Record of production of the applied product in the place of production

(Description)

(2-7)

9 Clarification as to whether the name of the applied product falls under Article 13, Paragraph (1), Item(iv)(b) and Paragraph (2) of the Act

(1) Falling under Article 13, Paragraph (1), Item(iv)(b) of the Act

The name of the applied product is

Correspond to said article

Name of holder of trademark right:

Registered trademark:

Designated goods or designated services:

Registration number of the trademark:

Registration date and expiration date of a trademark right (and

registration date and expiration date of a renewal of the trademark right duration, if there has been the renewal):

Not correspond to said article

Continued next page

2-1 Application Form

(2) 法第13条第2項該当の有無((1)で「該当する」欄にチェックを付した場合に限る。)

法第13条第2項第1号に該当

【専用使用権】

- 専用使用権は設定されている。
専用使用権者の氏名又は名称:
専用使用権者の承諾の年月日:
- 専用使用権は設定されていない。

法第13条第2項第2号に該当

【商標権】

商標権者の承諾の年月日

【専用使用権】

- 専用使用権は設定されている。
専用使用権者の氏名又は名称:
専用使用権者の承諾の年月日:
- 専用使用権は設定されていない。

法第13条第2項第3号に該当

【商標権】

商標権者の承諾の年月日

【専用使用権】

- 専用使用権は設定されている。
専用使用権者の氏名又は名称:
専用使用権者の承諾の年月日:
- 専用使用権は設定されていない。

10 連絡先(文書送付先)

住所:

宛名:

担当者の氏名及び役職:

電話番号:

ファックス番号:

電子メールアドレス:

(2) Falling under Article 13, Paragraph (2) of the Act (limited to the case where the box of "correspond to said article" is checked in 9(1))

The name of the applied product is

Correspond to Article13, Paragraph (2), Item (i) of the Act

【 Exclusive right to use the trademark right 】

- Exclusive right to use is established
Name of the licensee of the exclusive right to use:
Date of approval by the licensee on this application for the registration:

Exclusive right to use is not established

Correspond to Article13, Paragraph (2), Item (ii) of the Act

【 Trademark right 】

- Date of approval by the holder of trademark right:
【 Exclusive right to use the trademark right 】
 Exclusive right to use is established
Name of the licensee of the exclusive right to use:
Date of approval by the licensee on this application for the registration :

Exclusive right to use is not established

Correspond to Article13, Paragraph (2), Item (iii) of the Act

【 Trademark right 】

- Date of approval by the holder of trademark right:
【 Exclusive right to use the trademark right 】
 Exclusive right to use is established
Name of the licensee of the exclusive right to use:
Date of approval by the licensee on this application for the registration :

Exclusive right to use is not established

10 Contact point (address to send necessary documents by MAFF)

Domicile: (zip code)

Name:

Name of the person who is responsible for this application and his/her position:

Phone number:

Fax number:

E-mail address:

2-1 Application Form

[添付書類の目録]

申請書に添付した書類の「□」欄に、チェックを付すこと。

- 1 明細書
- 2 生産行程管理業務規程
- 3 代理人により申請する場合は、その権限を証明する委任状等の書類
- 4 法第2条第5項に規定する生産者団体であることを証明する書類
 - (1) 申請者が法人(法令において、加入の自由の定めがあるものに限る。)の場合は、登記事項証明書
 - (2) 申請者が法人((1)に該当する場合を除く。)の場合は、登記事項証明書及び定款その他の基本約款
 - (3) 申請者が法人でない場合は、定款その他の基本約款
- 5 外国の団体の場合は、誓約書
- 6 法第13条第1項第1号に規定する欠格条項に関する申告書
- 7 法第13条第1項第2号ハに規定する経理的基礎を有することを証明する書類
書類名:
- 8 法第13条第1項第2号ニに規定する必要な体制を整備していることを証明する書類
書類名:
- 9 申請農林水産物等が特定農林水産物等に該当することを証明する書類
書類名:
- 10 申請農林水産物等の写真
- 11 法第13条第1項第4号ロに該当する場合には、商標権者等の承諾を証明する書類
- 12 前記3から9まで及び11の書類が外国語で作成されている場合には、翻訳文

[List of Attached Document]

You shall properly check the boxes “□” corresponding to the document attached to the application.

- 1 Specification
- 2 Production Process Management Rule
- 3 If the application is submitted by an agent, document such as power of attorney to certify the agent’s authority
- 4 Document proving that the group is a group of producers as specified in Article 2, Paragraph (5) of the Act
 - (1) A certificate of registered information in case where the applicant group is a judicial person (limited to those that are supposed to guarantee the freedom of enrollment by the laws)
 - (2) A certificate of registered information and an article of incorporation or other memorandums of association in case where the applicant group is a judicial person (excluding cases set forth in (1) above)
 - (3) An article of incorporation or other memorandums of association in case where the applicant group is not a judicial person
- 5 If the applicant for registration is a foreign organization, a written pledge stating that it meets the requirements provided in Article 1, Item (ii) of the Regulation
- 6 Report relating to disqualification prescribed in Article 13, Paragraph (1), Item (i) of the Act
- 7 Document proving that the group has a sufficient financial basis to conduct accurate and smooth Production Process Management as prescribed in Article 13, Paragraph (1), Item (ii)(c) of the Act
Document title:
- 8 Document proving that a system necessary to ensure fair conduct of Production Process Management is found as prescribed in Article 13, Paragraph (1), Item (ii)(d) of the Act
Document title:
- 9 Document proving that the applied product is Specific Agricultural, Forestry and Fishery Product and Foodstuff as defined in Article 2, Paragraph (2) of the Act
Document title:
- 10 A photo of the applied product
- 11 Document proving the consent by the holder of the trademark right or of the exclusive right to use in case falling under where Article 13, Paragraph (1), Item (iv)(b) of the Act
- 12 In case where the attached documents stipulated in sections 3 to 9 and 11 above are written in foreign language, Japanese translations thereof

2-2 Application Form (Name)

◆ State the name of the product pertaining to the application. In the "phonetic" column, describe how to read the name in katakana characters (Japanese syllabary).

(i) Several names can be stated if all the names are acknowledged as the name of the product.

【Example of description: Application Form 2-2】

When the two names, ○○みかん (○○ mandarin) and ○○△△みかん (○○△△ mandarin) are both acknowledged as the name of the product

3 Name(s) of the applied product

Name (phonetic) : ○○みかん (マルマルミカン)、
○○△△みかん (マルマルサンカクサンカクミカン)

(ii) The product name can be described in multiple notations by using foreign languages.
(If the product is intended for export from Japan, the name used for export may also be stated.)

【Example of description: Application Form 2-2】

3 Name(s) of the applied product

Name (phonetic) : ○○牛 (マルマルウシ)、 ●●BEEF

Note: Roman characters are used for the part ●● to describe ○○.

Note in the examples are for explanatory reasons, and not stated in the actual Application Form

(iii) Attach a document proving that the name has been used for referring to the product applied for registration.

2-3 Application Form (Place of Production)

◆ Describe the area of the place of production using the name of administrative districts so that the area is clearly acknowledged.

(i) 【Example of description: Application Form 2-3】

✓ **Good example**

4 The place of Production of the applied product

The area of the place of Production : △△ City, ○○ Prefecture, and XX Town, □□ City,
○○ Prefecture

Note: △△ City of ○○ Prefecture and XX Town of □□ City, ○○ Prefecture are adjacent.

× **Bad example (Producing area is unclear)**

4 The place of Production of the applied product

The area of the place of Production : △△ City, ○○ Prefecture and **the neighboring area**

(ii) If using the name of the past administrative districts, state when the name was used as an administrative name.

【Example of description: Application Form 2-3】

In case □□ City merged with △△ City, and the current name of the administrative district is △△ City

4 The place of Production of the applied product

The area of the place of Production : □□ City, ○○ Prefecture **as of dd/mm/yy's** name of
administrative district

(iii) In case the applicant does not use the name of an administrative district, describe the name of facilities etc., so that the area of the place of production is clearly acknowledged.

【Example of description: Application Form 2-3】

In case the area of fish landing is set as the place of production

4 The place of Production of the applied product

The area of the place of Production : **□□ Port**, △△ City, ○○ Prefecture

2-3 Application Form (Place of Production)

【For processed goods】

(iv) State the place that adds characteristics to the product.

【Example of description: Application Form 2-3】

If processing takes place at △△ City, ○○ Prefecture, using domestically produced materials

4 The place of Production of the applied product
The area of the place of Production : △△ City, ○○ Prefecture

(v) If limit the production area of raw materials (when processing area is stated in the column of “The area of the place of Production”) or the processing area (when production area of raw materials is stated in the column of “The area of the place of Production”), state the limitation in the column of “The method of Production of the applied product”.

【Example of description: Application Form 2-3, 2-5】

If processing takes place at △△ City, ○○ Prefecture, using domestically produced materials

4 The place of Production of the applied product
The area of the place of Production : △△ City, ○○ Prefecture

5 Characteristics of the applied product
(abbr)

6 The method of Production of the applied product
(1) Raw materials
(i) Domestically produced △△ and □□ are used as raw materials.
(abbr)

2-4 Application Form (Characteristics)

◆ Describe the quality, reputation and other established characteristics of the applied product

【Describing the quality】

(i) Do not simply use abstract words such as "delicious", "wonderful", "good taste", or "beautiful" etc.

【Example of description: Application Form 2-4】

× **Bad example**

5 Characteristics of the applied product

The taste of ○○ mandarin is very good compared to regular mandarins from other production areas, and ○○ mandarin is very delicious.

× **Bad example**

5 Characteristics of the applied product

The appearance of the ○○ apple is very beautiful, and therefore, ○○ apple is a wonderful apple.

2-4 Application Form (Characteristics)

- (ii) Describe the quality based on physical, chemical, microbiological elements, and organoleptic quality, etc.

【Example of description: Application Form 2-4】

Describe the quality referring to physical elements

<p>✓ Good example</p> <p>5 Characteristics of the applied product ○○ apple is relatively small compared to regular apples produced in other production areas (the weight of ○○ apple is XX - XXX g, and the diameter is below YY cm), and ···.</p>
<p>✓ Good example</p> <p>5 Characteristics of the applied product ○○ pickles have very unique ZZ-like shape unlike normal pickles produced in other production areas, and ···.</p>

【Example of description: Application Form 2-4】

Describe the quality referring to chemical and organoleptic elements

<p>✓ Good example</p> <p>5 Characteristics of the applied product The sugar content of ○○ mandarin is 2-3 degrees higher than regular mandarins produced in other production areas (○○ mandarin has sugar content of above XX degree), and has less sourness (the acidity (citric acid) of ○○ mandarin is below ZZ%). Therefore, ○○ mandarin has pleasant sweetness and fragrance, making the taste of the mandarin very rich.</p>

2-4 Application Form (Characteristics)

(iii) Describe the differentiated quality with comparison to products belong to the same category.

【Example of description: Application Form 2-4】

× **Bad example**

5 Characteristics of the applied product

○○ apple has a high sugar content and it is sweet.

✓ **Good example**

5 Characteristics of the applied product

Compared to regular apples produced in other production areas, the sugar content of ○○ apple is high (○○ apple has XX degree, but regular apples have YY degree). This evidence shows that it is a sweet apple.

2-4 Application Form (Characteristics)

【Describing the reputation】

(iv) Describe how past or present reputations evaluate the product with concrete examples to the utmost extent.

【Example of description: Application Form 2-4】

× **Bad example**

5 Characteristics of the applied product
○○ mandarin is known nationwide.

✓ **Good example**

5 Characteristics of the applied product
○○ mandarin gained a good reputation from customers for its quality and uniformity. The average sales price of ○○ mandarin in the △△ wholesale market over the past five years (1,000 yen / kg) is equivalent to about twice the average sales price of regular mandarin produced in other production areas during the same period in the market (480 yen / kg). ○○ mandarin is thus evaluated as the best quality mandarin.

2-5 Application Form (Method of Production)

◆ Pay attention to the following points when describing the Production Process;

- (i) The term "Production" in Japan's GI Protection System refers to any processes that add characteristics to the product. Therefore, it is not necessary to describe processes that are not related to adding characteristics to the product in the column of "The method of Production of the applied product."
Especially, the contents of the Application Form (including cited documents which are attached for explaining the production methods) become open to the public. Therefore, in case trade secrets or know-how are included in the process not directly related to the characteristics of the applied product, please carefully consider what should be included in the application.
Additionally, several production standards can be described as long as they have links with the characteristics.
- (ii) In case the characteristics is related to natural conditions of the place of production, describe the production is conducted at the area in the column of "The method of Production of the applied product."
- (iii) In the column of "The method of Production of the applied product", state the content that corresponds to the description written in "Detailed Classification" of "2 Classification of the applied product" as a final product.

Example: If the applicant chose "3 Fruit" as a classification of the product in the column of "2 Classification of the applied product", and wrote "Apple" in the "Detailed Classification", the final product should be described as "Fruit (Apple)".

2-5 Application Form (Method of Production)

【Example of description: Application Form 2-5】

When variety, breed, natural condition of the place of production, or shipment standard are related to the characteristics of the applied product

5 Characteristics of the applied product

The sugar content of ○○ mandarin is 2-3 degrees higher than regular mandarins produced in other production areas (○○ mandarin has sugar content of above XX degree), and has less sourness (the acidity (citric acid) of ○○ mandarin is below ZZ %). Therefore, ○○ mandarin has pleasant sweetness and fragrance, making the taste of the mandarin very rich.

6 The method of Production of the applied product

Production methods of ○○ mandarin are as follows.

(1) Variety

Use variety "A".

Note: "A" is a mandarin variety originated in ○○ City, and the characteristics of sweetness and fragrance are largely attributed to the variety "A".

(2) Cultivation method

Cultivate variety "A" in the production area (○○ City).

(3) Shipment standard

Sort mandarins based on "○○ mandarin shipment standard" (see Appendix X) for shipment.

Note: "○○ mandarin shipment standard" includes criteria of sugar content degree and acidity level etc. Regarding the sugar content, several criteria are established including for the early harvests which should be over XX degree, and for the regular harvests which are set to be above YY degree.

(4) Final product form

The final product form of ○○ mandarin is fruit (mandarin).

2-5 Application Form (Method of Production)

【Example of description: Application Form 2-5】

When breeding cattle and dressed carcass standard are related to the characteristics of the applied product

5 Characteristics of the applied product

Compared to regular beef in other production areas, ○○ beef contains more inosinic acid which is the component of umami (savory) taste (the content of inosinic acid in ○○ beef is XXX), and ….

6 The method of Production of the applied product

Production methods of ○○ beef are as follows.

(1) Breeding cattle

Breeding cattle of ○○ beef is XX cattle.

(2) Fattening

Breed in the production area (○○ City) until shipped as beef.

(3) Dressed carcass standard

Comply with the following standards.

(i) Breed of cattle

Heifers no less than X months and not more than XX months after birth

(ii) Meat quality/grade

Yield grade “A” or “B”, and meat quality grade above X

(iii) Marbling Grade No.

Beef Marbling Standard (B.M.S) No. XX or above

(iv) Carcass weight

XX kg - XXX kg

(4) Final product form

Final product form of ○○ beef is beef.

Note: XX cattle (breeding cattle) contains more inosinic acid which is a component to develop savory taste (the content of inosinic acid in ○○ beef is XXX).

Note: Dressed carcass standard relates to the taste of beef.

2-5 Application Form (Method of Production)

【Example of description: Application Form 2-5】

When traditional manufacturing methods are related to the characteristics of the applied product

4 The place of Production of the applied product

The area of the place of Production : ○○ City, △△ Prefecture

5 Characteristics of the applied product

○○ miso contains yeasts which produce a great amount of nutrients (yeasts for ○○ miso are XX), and ….

6 The method of Production of the applied product

Production methods of ○○ miso are as follows.

(1) Raw materials

○○ miso is categorized as rice miso and made of soy bean, rice and salt.

(2) Blend ratio of raw materials

Ratio of rice malt in ○○ miso is from X % to XX %.

The ratio of raw materials composition has unchanged from the time of the birth of ○○ miso. Particularly, when the ratio of rice malt is XX %, rice AA kg, salt BB kg, water CC liter per DD kg of soy bean. And when ….

(3) Processing raw materials

i. Soy bean

Sort, wash, soak, and cook (simmer).

ii. Rice

Wash, immerse in water and steam. Use the cooked rice to make rice malt.

(4) Preparation

Mix simmered soy beans, rice malt, salt, and water.

(5) Fermentation/aging

The period of fermentation/aging is from X months to XX months.

(6) Final product form

The final product form of ○○ miso is miso (processed food).

Note: Compounding ratio of raw materials of ○○ miso is a standard derived from the traditional production method of ○○ miso.

Note: The period of fermentation/aging of ○○ miso is a standard based on its traditional production method.

2-6 Application Form

(Ground for the characteristics of the applied product to be essentially attributable to the place of production)

◆ Describe link between the place of production/method of production and the characteristics of the applied product.

Cover all the contents described in the column of "The method of Production of the applied product" and "Characteristics of the applied product", and describe in detail how they are linked.

Note: The following example of description does not explain all the links of a product. If both the place of production and the method of production are related to the characteristics of the product, describe the links by referring to both examples of description below.

【Example of description: Application Form 2-6】

When natural conditions of the place of production and characteristics of the applied product are related

Describe the link by explaining in detail the natural conditions of the place of production (topography, soil, climate, rainfall, etc.) with scientific data etc.

7 Ground for the characteristics of the applied product to be essentially attributable to the place of production
☆☆ City, which is the production area of ○○○○, is the mountainous area surrounded by △△ mountain and □□ mountain. The difference of temperature between daytime and nighttime is very wide (see Appendix X). In addition, the soil is volcanic ash soil and is well drained, and ….

Note: Attach a graphic chart showing the average annual temperature of the production area.

By cultivating ○○○○ in the production area (☆☆ City) with these natural conditions, ○○○○ has higher sugar content and less sourness compared to regular ○○ produced in other production areas.

【Example of description: Application Form 2-6】

When method of production and characteristics of the applied product are related

[When breeding/cultivating a breed/variety originated from the place of production is related to the characteristics of the applied product]

7 Ground for the characteristics of the applied product to be essentially attributable to the place of production
XX cattle, which is a breed cattle of ○○ beef, is avoided to be crossed with cattles in other prefectures, and has only crossed with cattles in ○○ Prefecture from generation to generation. ○○ Prefecture is where the production area is located.
The characteristics of ○○ beef containing a large amount of inosinic acid (content of inosinic acid of ○○ beef is XXX) is largely attributable to the breed cattle of ○○ beef.

2-7 Application Form

(Record of production of the applied product in the place of production)

◆ State the beginning period and the total duration of the production.

Approximately 25 years of production record is necessary throughout which the characteristics of the applied product have been maintained that are different from products of the same variety or breed in order to evaluate whether the characteristics of the applied product has established.

(i) 【Example of description: Application Form 2-7】

8 Record of production of the applied product in the place of production
The production of ○○ was started in XXXX (year), and has been continued for a total of YY years up until today.

(ii) If there is a discontinuation period of production, state the period and the length of the discontinuation in addition to the start period and the total duration of the production.

【Example of description: Application Form 2-7】

8 Record of production of the applied product in the place of production
The production of ○○ was started in XXXX (year) and continued until XXYY (year). The production ended in the same year. After the discontinuation period of ZZ years, the production restarted in XXAA (year), and has been continued until today. The total production period of ○○ is BB years except for the discontinuation period.

(iii) If the start date or the duration of the production are not easily identified, the information may be roughly described in some cases.

【Example of description: Application Form 2-7】

8 Record of production of the applied product in the place of production
The production of ○○ was started in the middle term of the Edo period (XXXX's), and has been continued to the present day.

3. Specification

3-1 Specification (Form)

◆ Form of Specification is laid out in the Guideline for the Applicants.
 (Detailed explanation for the parts is provided later (Page 28-30).)

【Original (Japanese)】

【English translation】

明 細 書	Specification
年 月 日	yy/mm/dd
<p>1 作成者 住所(フリガナ):(〒) 名称(フリガナ): 代表者(管理人)の氏名: ウェブサイトのアドレス:</p>	<p>1 A group of producers Domicile (phonetic): (zip code) Name (phonetic): Name of its representative: Website address:</p>
<p>2 農林水産物等の区分 区分名: 区分に属する農林水産物等:</p>	<p>2 Classification of the applied product Classification: Detailed Classification:</p>
<p>3 農林水産物等の名称 名称(フリガナ):</p>	<p>3 Name(s) of the applied product Name (phonetic):</p>
<p>4 農林水産物等の生産地 生産地の範囲:</p>	<p>4 The place of Production of the applied product The area of the place of Production: (3-2)</p>
<p>5 農林水産物等の特性 (説明)</p>	<p>5 Characteristics of the applied product (Description) (3-3)</p>
<p>6 農林水産物等の生産の方法 (説明)</p>	<p>6 The method of Production of the applied product (Description) (3-4)</p>
<p>7 農林水産物等の特性がその生産地に主として帰せられるものであることの理由 (説明)</p>	<p>7 Ground for the characteristics of the applied product to be essentially attributable to the place of production (Description)</p>

Prepare this section per each producers' group

Transcribe the descriptions from Application Form

The descriptions can be different from those in the Application Form as long as they are not contrary to the meaning of the descriptions in the Application Form

Transcribe the descriptions from Application Form

Continued next page

3-1 Specification (Form)

8 農林水産物等がその生産地において生産されてきた実績
(説明)

9 法第13条第1項第4号口該当の有無等
〔申請書と同じ(略)〕

10 連絡先

住所:

宛名:

担当者の氏名及び役職:

電話番号:

ファックス番号:

電子メールアドレス:

**Transcribe the
description from
Application
Form**

8 Record of production of the applied product in the place of
production
(Description)

9 Clarification as to whether the name of the applied product falls
under Article 13, Paragraph (1), Item(iv)(b) and Paragraph (2) of
the Act
〔Same as the Application Form (abbr)〕

10 Contact point

Domicile:

Name:

Name of the person who is responsible for this Specification and
his/her position:

Phone number:

Fax number:

E-mail address:

3-2 Specification (Place of Production)

◆ Describe the same area stated in the column "The place of Production of the applied product" of the Application Form.

However, the descriptions may be changed from those in the Application Form as long as they are not contrary to the meaning of the descriptions stated in the Application Form.

Note 1: In case of joint application for example, if each group of producers conducts Producing Process Management in different areas, these areas can be described in each Specification. However, please note that all these areas mentioned in the Specification must be covered in the Application Form (the column of "The place of Production of the applied product").

If the descriptions in the Specification are different from the descriptions in the Application Form, please underline the corresponding parts in the Specification.

3-3 Specification (Characteristics)

Note 2: For example, as a group of producers' own initiative, the group may set more strict standards in the Specification (the column of "Characteristics of the applied product") than the standards described in the Application Form (the column of "Characteristics of the applied product"). Also, the group may add new requirements in the Specification (the column of "Characteristics of the applied product") to the standards described in the Application Form (the column of "Characteristics of the applied product").

If the descriptions in the Specification are different from the descriptions in the Application Form, please underline the corresponding parts in the Specification.

【Example of description: Specification 3-3】

In case of describing the product's standards that are more strict than the standards in the Application Form.

5 Characteristics of the applied product

The sugar content of ○○ apple is XX higher than regular apples produced in other production areas (the sugar content of ○○ apple is 12-14 degree), and ….

Note: In this case, in the column of "Characteristics of the applied product" of the Application Form, it is described that the sugar content of ○○ apple is XX higher than regular apples produced in other production areas (the sugar content of ○○ apple is 10-14 degree).

【Example of description: Specification 3-3】

In case of adding new requirements to the product's standards in the Specification

5 Characteristics of the applied product

Compared to the apples produced in other production areas, ○○ apple is relatively small (the weight of ○○ apple is XX - XXX g, and the diameter is less than YY cm), and the sugar content is about ZZ degree, and ….

Note: In this case, there is no description on size of apple in the column of "Characteristics of the applied product" of the Application Form.

3-4 Specification (Method of Production)

Note 3: As a group of producers' own initiative, for the contents of "The method of Production of the applied product" in the Specification, the group may narrow the description in the Application Form (the column of "The method of Production of the applied product"). In the same manner, the group may state another process in addition to the production methods described in the column of "The method of Production of the applied product" of the Application Form.
If the descriptions in the Specification are different from the descriptions in the Application Form, please underline the corresponding parts in the Specification.

【Example of description: Specification 3-4】

In case of limiting the descriptions of production method

6 The method of Production of the applied product
Production methods of ○○ mandarin are as follows.

(1) Variety

Use variety "A".

Note: In this case, "The method of Production of the applied product" of the Application Form states;

(1) Variety

Use variety "A" or "B"

【Example of description: Specification 3-4】

In case of adding new process to the production methods

6 The method of Production of the applied product
Production methods of ○○ mandarin are as follows.

(1) Variety

Use variety "A" or "B"

(2) Cultivation methods

Cultivate variety "A" or "B" in the production area. The pest control is carried out in accordance with "the pest control standard" (see Appendix X) set by △△ Prefecture.

Note: In this case, "The method of Production of the applied product" of the Application Form has no description regarding pest control standard.

4. Production Process Management Rule

4-1 Production Process Management Rule (Form)

◆ Form of Production Process Management Rule is laid out in the Guideline for the Applicants.
 (Detailed explanation for the parts is provided later (Page 34-41).)

【Original (Japanese)】

【English translation】

生産行程管理業務規程

Production Process Management Rule

年 月 日

yy/mm/dd

1 作成者
 住所(フリガナ):(〒)
 名称(フリガナ):
 代表者(管理人)の氏名及び役職:
 ウェブサイトのアドレス:

1 A group of producers
 Domicile (phonetic): (zip code)
 Name (phonetic):
 Name and position of its representative:
 Website address:

Prepare this section
 per each producers'
 group

2 農林水産物等の区分
 区分名:
 区分に属する農林水産物等:

2 Classification of the applied product
 Classification:
 Detailed Classification:

Transcribe the descriptions
 from the Application Form

3 農林水産物等の名称
 名称(フリガナ):

3 Names(s) of the applied product
 Name (phonetic):

4 明細書の変更

4 Amendment of Specification (4-2)

5 明細書適合性の確認

5 Confirmation of conformity to Specification (4-3)

6 明細書適合性の指導

6 Guidance for a producer who fails to comply with Specification (4-4)

7 地理的表示等の使用の確認

7 Confirmation of use of GI and GI mark (4-5)

8 地理的表示等の使用の指導

8 Guidance for producer who does not use GI and/or GI mark pursuant to the GI Act (4-6)

9 実績報告書の作成等

9 Annual report concerning confirmation results (4-7)

Continued next page

4-1 Production Process Management Rule (Form)

10 実績報告書等の保存

11 連絡先

住所:

宛名:

担当者の氏名及び役職:

電話番号:

ファックス番号:

電子メールアドレス:

10 Preservation of the Annual report

(4-8)

11 Contact point

Domicile:

Name:

Name of the person who is responsible for the application and his/her position:

Phone number:

Fax number:

E-mail address:

4-2 Production Process Management Rule (Amendment of Specification)

- ◆ **Production Process Management Rule must contain a description that the group will change the Specification pertaining to the change made on the registration, when such a registration of change has been granted.**

【Example of description: Production Process Management Rule 4-2】

4 Amendment of Specification

When a registration of change specified in Article 16, Paragraph (1) of the Act has been granted, the group of producers will change the Specification pertaining to the information of the registration of change.

4-3 Production Process Management Rule (Confirmation of conformity to Specification)

◆ **Production Process Management Rule must contain a description how the group of producers confirms that the members of the producers' group are in accordance with the process described in the column of "The place of Production of the applied product", "Characteristics of the applied product", and "The method of Production of the applied product" in the Specification (As a general rule, documents prepared by the group of producers for the use of their production process confirmation should be submitted together with the Production Process Management Rule.).**

【Example of description: Production Process Management Rule 4-3】

5 Confirmation of conformity to Specification

(1) Confirmation of variety

Variety "A" is managed by the group of producers and distributed to the members who requested.

The requests and distribution are recorded. The group will check the producers' actual usage of variety "A" in accordance with the above record.

(2) Confirmation of production method

The group will check and trace producer's compliance of their production method by examining monthly reports submitted by each producers. These reports include information of place of production and the usage history of production materials etc. Moreover, the group conducts site examinations X times a year, and checks the production method. In case the group suspected some members are not in compliance with the Specification, the group can conduct ad-hoc site examination.

(3) Confirmation of shipment standard and final product

Selection and sorting of ○○ mandarin is carried out at the group's communal sorting site YY (the site address is ···). The group checks the records of (1) and (2) mentioned above, and also staff of the group checks the actual sorting and the selection of the fruits, as well as the final products at the site to confirm that producers are in line with the set shipment standard.

(4) Holding a seminar

The group holds a seminar once a year before the beginning of shipment season in order to align the shipment and quality standards.

4-4 Production Process Management Rule (Guidance for a producer who fails to comply with Specification)

- ◆ Describe concrete method when the group of producers found, as a result of the confirmation based on “the Confirmation of conformity to Specification”, that members fail to abide by the descriptions of the place of production, characteristics, and the method of production in the Specification.

【Example of description: Production Process Management Rule 4-4】

6 Guidance for a producer who fails to comply with Specification

(1) Variety and production method

If a producer in the group of producers fails to abide by the rules of production area, variety, and production method, the group will issue a warning and request a correction of his/her production. In case the producer does not follow the warning, the group may prohibit the shipment of the product and stop the distribution of variety “A” for a given time.

(2) Shipment standard

The group will not ship products as “○○ mandarin” nor with the GI mark if the products do not meet the shipment standard.

4-5 Production Process Management Rule (Confirmation of use of GI and GI mark)

- ◆ Describe the appropriate method by which the group of producers monitors to prevent inappropriate use of GI and GI mark;
- (i) The group of producers checks if producers (members of the group) use GI and attach GI mark on products which do not comply with the condition of the place of production, characteristics, and the method of production set in the Specification.
- (ii) The group of producers checks if members of the group attach GI mark on products which do not use GI.
- (iii) The group of producers checks if members of the group do not attach GI mark on GI product.
- (iv) The group of producers checks if members of producers' group use the indication that is similar to GI or attach marks which are similar to the GI mark.

【Example of description: Production Process Management Rule 4-5】

7 Confirmation of use of GI and GI mark

- (1) At the time of confirmation regarding the “5(3) Confirmation of shipment standard and final product”, the group of producers checks the GI “○○ mandarin” and the GI mark are only used to those meeting all the requirements (production place, variety, cultivation method, shipment standard, and final product). The group also checks the products and other goods (such as cardboard) which use the GI and the GI mark, as well as users of these indications.
- (2) At the time of confirmation regarding the “5(3) Confirmation of shipment standard and final product”, the group checks the following.
 - (i) Mandarins which do not meet any of the conditions (production place, variety, cultivation method, shipment standard, and final product), but use the GI “○○mandarin” and the GI mark
 - (ii) Mandarins which only use the GI “○○ mandarin”
 - (iii) Mandarins which only use the GI mark
 - (iv) Mandarins which use indications that are similar to the GI “○○ mandarin” or the GI mark
- (3) The group makes sure to keep every producers informed about the appropriate use of the GI “○○ mandarin” and the GI mark at the seminar described in “5(4) Holding a seminar”.

4-6 Production Process Management Rule

(Guidance for producer who does not use GI and/or GI mark pursuant to the GI Act)

- ◆ Describe the measure taken by the group of producers including all of the following items when the group detected the inappropriate use of GI/GI mark by members;
 - (i) The group of producers advises or warns to a member of the group, if he/she inappropriately uses GI and the GI mark on agricultural products which do not accord with the condition of the place of production, characteristics, and the method of production set in the Specification.
 - (ii) The group of producers advises or warns to a member of the group, if he/she uses the GI mark on non-GI products.
 - (iii) The group of producers advises or warns to a member of the group, if he/she does not attach the GI mark on GI products.
 - (iv) The group of producers advises or warns to a member of the group, if he/she uses indications which are similar to GI or the GI mark on agricultural products.

【Example of description: Production Process Management Rule 4-6】

8 Guidance for producer who does not use GI and/or GI mark pursuant to the GI Act

At the time of confirmation regarding the “5(3) Confirmation of shipment standard and final product”, the group of producers issues a warning and requests a correction to a producer in the following cases. If the producer does not follow the warning, the group may expel the producer from the group;

- (i) In case producers use the GI “○○ mandarin” or the GI mark on mandarins which do not meet any of the conditions (production place, variety, cultivation method, shipment standard, and final product)
- (ii) In case producers only use the GI “○○ mandarin” on mandarins
- (iii) In case producers only use the GI mark on mandarins
- (iv) In case producers use indications that are similar to the GI “○○ mandarin” or the GI mark on mandarins

4-7 Production Process Management Rule (Annual report concerning confirmation results)

◆ Describe all of the below noted items;

- (i) To prepare the Performance Report on Production Process Management Operations (See next page)
- (ii) The schedule of establishing the Performance Report on Production Process Management Operations (once or more a year)
- (iii) The submission of the Performance Report on Production Process Management Operations, the records of Production Process Management Operations(*), the latest Specification, and the latest Production Process Management Rule to the Minister of Agriculture, Forestry and Fisheries (* State specific names of the documents such as inspection documents created by the group of producers)
- (iv) The schedule of submitting the Performance Report on Production Process Management Operations and other related documents (once or more a year)

【Example of description: Production Process Management Rule 4-7】

9 Annual report concerning confirmation results

The group of producers defines April 1 to March 31 of the following year as a fiscal year, and submits following documents to the Minister of Agriculture, Forestry and Fisheries within a month after the end of the fiscal year.

- (1) Performance Report on Production Process Management Operations
- (2) Following document that shows the performance of Production Process Management Operations
Inspection records prepared by the group (including the record of the GI use)
- (3) The latest Specification at the time of submission
- (4) The latest Production Process Management Rule at the time of submission

4-7 Production Process Management Rule (Annual report concerning confirmation results)

Performance Report on Production Process Management Operations

Reporter: Name of Group of producers
(Job title)
Name

Check the applicable boxes in items 1 to 5 below. For item(s) the group can not check, state the reason in the space below. Attach reference materials which explain how production process management operations described in items 1 to 4 have been performed.

1. The place of production and the method of production stated in Specification have been verified based on the Production Process Management Rule.	<input type="checkbox"/>
(The reason why such confirmation has not been made in accordance with the Production Process Management Rule)	
2. Guidance has been provided for those who engaged in an infringement in terms of the place of production and/or the method of production based on the Production Process Management Rule.	No infringement engaged <input type="checkbox"/> Guidance provided <input type="checkbox"/>
(The reason why such guidance has not been provided in accordance with the Production Process Management Rule)	
3. Control of affixation of geographical indications and registered symbols has been verified based on the Production Process Management Rule.	<input type="checkbox"/>
(The reason why such confirmation has not been made in accordance with the Production Process Management Rule)	
4. Guidance has been provided for those who engaged in an infringement in terms of the control of affixation of geographical indications and registered symbols based on the Production Process Management Rule.	No infringement engaged <input type="checkbox"/> Guidance provided <input type="checkbox"/>
(The reason why such guidance has not been provided in accordance with the Production Process Management Rule)	
5. Reference materials that show how production process management operations have been performed have been maintained based on the Production Process Management Rule.	<input type="checkbox"/>
(The reason why such maintenance has not been carried out in accordance with the Production Process Management Rule)	
Other matters warranting special mention	

4-8 Production Process Management Rule (Preservation of the Annual report)

◆ Describe contents including all of the following items;

- (i) Preservation of the Performance Report on Production Process Management Operations and the records of Production Process Management Operations such as inspection report or monthly report submitted by producers
- (ii) Preservation place of the Performance Report on Production Process Management Operations and other related documents
- (iii) Preservation period of the Performance Report on Production Process Management Operations and other related documents

【Example of description: Production Process Management Rule 4-8】

10 Preservation of the Annual report

The group of producers preserves following documents prepared in accordance with 9 (2), at the office of the group (the address is XX, □□ City, △△ Prefecture) for 5 years from the day of submission;

- (i) Monthly report prepared by a producer as a member of the group and submitted to the group.
(abbr)

5. Checklist for GI Registration Application

5 Checklist for Necessary Documents for Application

Documents/materials to prepare		Confirmation column	
		Check	
0	Application form	obligatory	<input type="checkbox"/>
	Affix a seal on the column of “applicant group” (Affix an additional seal on the column of “agent” if applied by an agent)	obligatory	<input type="checkbox"/>
1	Specification	obligatory	<input type="checkbox"/>
	(In case of joint application) One copy per each group	only for joint application	<input type="checkbox"/>
2	Production Process Management Rule	obligatory	<input type="checkbox"/>
	(In case of joint application) One copy per each group	only for joint application	<input type="checkbox"/>
3	If the application is submitted by an agent, document such as power of attorney to certify the agent’s authority	If applicable	<input type="checkbox"/>
4	Document proving that the group is a group of producers as specified in Article 2, Paragraph (5) of the Act	obligatory (submit one copy per each group in case of joint application)	<input type="checkbox"/>
	(1) A certificate of registered information in case where the applicant group is a judicial person (limited to those that are supposed to guarantee the freedom of enrollment by the laws)	If ones on the left are applicable	<input type="checkbox"/>
	(2) A certificate of registered information and an article of incorporation or other memorandums of association in case where the applicant group is a judicial person (excluding cases set forth in (1) above)		
(3) An article of incorporation or other memorandums of association in case where the applicant group is not a judicial person			
5	If the applicant for registration is a foreign organization, a written pledge stating that it meets the requirements provided in Article 1, Item (ii) of the Regulation	If applicable (submit one copy per each group in case of joint application)	<input type="checkbox"/>
6	Report relating to disqualification prescribed in Article 13, Paragraph (1), Item (i) of the Act	obligatory (submit one copy per each group in case of joint application)	<input type="checkbox"/>

5 Checklist for Necessary Documents for Application

7	Document proving that the group has a sufficient financial basis to conduct accurate and smooth Production Process Management as prescribed in Article 13, Paragraph (1), Item (ii)(c) of the Act	obligatory (submit one copy per each group in case of joint application)	<input type="checkbox"/>
8	Document proving that a system necessary to ensure fair conduct of Production Process Management is found as prescribed in Article 13, Paragraph (1), Item (ii)(d) of the Act	obligatory (submit one copy per each group in case of joint application)	<input type="checkbox"/>
9	Document proving that the applied product is Specific Agricultural, Forestry and Fishery Product and Foodstuff as defined in Article 2, Paragraph (2) of the Act	obligatory	<input type="checkbox"/>
10	A photo of the applied product	obligatory	<input type="checkbox"/>
11	Document proving the consent by the holder of the trademark right or of the exclusive right to use in case falling under where Article 13, Paragraph (1), Item (iv)(b) of the Act	If applicable	<input type="checkbox"/>
12	In case where the attached documents stipulated in sections 3 to 9 and 11 above are written in foreign language, Japanese translations thereof	If applicable	<input type="checkbox"/>