Address 2 (Second Line)

address number WITHOUT "-chome (丁目)" "-ban (番)" and "-go (号)"	
The rest of addresses, street, ward "-ku (区)";	
e.g., 3-4-1 Marunouchi, Chiyoda-ku	

Tel/Fax

+81	Japan (country code +81);
	usually the 0 in front of the number is equivalent to +81
e.g.	03-6804-2389 is converted to +81 3 6804 2389

Web Address

Format	"www.example.com"
	remove the "https://" at the start
	however, if the website is not working with that format, we can use the https://

Industries/Vertical

Link to Industries and Verticals	link
	link (additional resource - Deals Acceptance Criteria)

Summary/Short Description

minimum of 20 and maximum of 50 words
Must include descriptive words i.e., if a client is looking for Artificial Intelligence firms, we should mention Artificial Intelligence; if a company is looking for biotech IT firms
Based in [country], [Company legal name], fka/dba [previous names and/or dba's], operates as a [Client base, if applicable (consumer/enterprise/B2B)] [company main solutions] provider/manufacturer/developer. The company provides [goods/services provided], [goods/services provided], [goods/services provided].

City

Tokyo Prefecture	input 'Tokyo' without '-shi'
Other Prefecture	input 'City (市)' with 'shi'

State/Country

Tokyo Prefecture	leave blank
Other Prefectures	input prefecture without '-ken'

Reporting ID (法人番号)

website for searching	https://www.houjin-bangou.nta.go.jp/
	don't forget to search using the Japanese native name in the search
Status	Pick 'Active' unless company is dissolved or has "-閉鎖等"

About Section

Should include year established, location, and full firm name
US companies - location should be state + country
Other companies - location should be city + country
Contains key terminology, e.g. 'is a fintech firm'
Should be precise and to the point
Includes all the key information about the business, including all its business activities

Internal Notes

1. Must include all sources/links/URLs used
2. Mention all changes made (with links)