

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)

