

大変お手数ですが、下記事項ご記載、ご署名の上、銀行口座がわかる書類（通帳コピー、オンラインバンキング画面等）とともにご返答ください。  
 尚、弊所銀行の都合上、オンライン銀行（楽天、セブン銀行等）及びゆうちょ銀行との取引は不可となります。  
 ご承知おきください。

**Section 1: Company Details and General Information**
**1.1 Company name (full legal name)\*:** 法人名を英語にて記載

例: Japan NPO Center

**1.2 Additional/Trading Name:** (日本語名) 例: 認定特定非営利活動法人日本NPOセンター

**1.3. Company Website:** もしあれば (なければ不要)

**1.4 Parent Company (Full legal / officially registered company name):** 住所

例: 245 Shin-Otemachi Bldg., 2-2-1 Otemachi, Chiyoda-ku Tokyo 100-0004

**1.5 Names of owners and principals / CEO / Managing Director(s):** 企業代表者名

例: 国連 花子

**1.6 Type of Business (Mark one)\*:** Coeporateを選択

 Corporate/ Limited ☒ Partnership ☐ Other (specify) ☐
**1.7 Nature of Business:** Otherを選択

 Manufacturer ☐ Authorized agent ☐ Trader Consultancy ☐ Other ☒
**1.8 Company Date of Establishment (dd/mm/yyyy)\*:** 法人設立日 例: 01/10/2023

**1.9 Company Identification No\*:** 法人番号

**1.10 TAX Registration No\*:** 法人番号と同じもの **1.11 Tax Payer ID\*:** 記載不要

**1.12 TAX Organization Type \*:** 記載不要 **1.13 Tax Country\*:** Japan

**1.14 Confirm availability of VAT No./ Tax ID Certificate/Proof\*:** Yes

**1.15 Certificate of Incorporation/Regitration available?\*** Yes

**1.16 Confirm translation available in English, French, Spanish, Russian or Chinese\*:** English

**Section 2: Address**
**2.1 Country\*:** Japan

**2.2 City\*:** 都市名 例: Tokyo

**2.3 Address Line 1\*:** 住所 例: 245 Shin-Otemachi Bldg., 2-2-1 Otemachi, Chiyoda-ku

**2.4 Address Line 2:**
**2.5 Postal code\*:** 郵便番号例: 100-0004 **2.6 Email\*:** 必須 例: kyamawaki@jnpoc.ne.jp

**Section 3: Contacts**
**3.1 First Name\*:** 例: Hanako

**3.2 Last Name\*:** 例: Kokuren

**3.3 Title\*:** 例: CEO

**3.4 Email\*:** 例: kyamawaki@jnpoc.ne.jp

**3.5 Country of business office\*:** Japan

**3.6 Telephone\*:** 例: 81-3-3405-6611

**3.7 Tel. Ext.:**
**Section 4: Banking Information**
**4.1 Country\*:** Japan

**4.2 Pay to Bank Name\*:** 銀行名 (英語) 例: MUFG Bank,LTD. \*ゆうちょ銀行及びオンライン銀行 (楽天、セブン銀行等は不可)
**4.3 Branch Name:** 支店名 (支店コード) 例: HIGASHI-EBISU BRANCH (610)

**4.4 Account Name\*:** 口座名義人 例: Japan NPO Center

**4.5 Account Type\*:** 口座種類 (普通・当座) Business or Saving

4.6 Currency Code*:	JPY
4.7 Bank Account No.*:	口座番号 例: 0101010
4.8 DFI Qualifier*:	記載不要
4.9 IBAN*:	記載不要
4.10 DFI ID*:	記載不要
4.11 Bank Address Line 1*:	銀行住所 例: 1-8-6 Ebisunishi, Shibuya-ku, Tokyo, Japan 150-0021
4.12 Bank Address Line 2:	
4.13 City*:	都市名 例: Tokyo
4.14 Bank Account Statement available (BAS) "Yes/No"?*:	YES
4.15 BAS translation available in English?:	No

### Section 5: Questionnaire

5.1 Is your company already registered with the United Nations Global Marketplace (UNGM)? *	No
UNGM Reg. No.:	
5.2 Is your company aware of UN Secretary General's Company initiative, which can be viewed at <a href="http://www.unglobalcompact.org?">http://www.unglobalcompact.org?</a> *	Yes
5.3 Are you a Travel Agency/ Travel Management Company (TMC)?*	No
5.4 Vendors are required to comply with the UN Supplier Code of Conduct.* It can be viewed at <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> After reading the UN Supplier Code of Conduct please confirm "Yes/No" your acceptance to it.*	
Yes	
5.5 By signing and/or stamping this VRF, potential vendors confirm that they have read, understood and will comply with the UNHCR policy on the "zero tolerance" that strictly prohibits the acceptance of any type of gift and/or hospitality by UN staff members participating in the procurement process. Please confirm.*	

### Section 6: Self-Declaration

I, the undersigned, hereby accept the UNHCR General Conditions, a copy of which has been provided to me, and warrant that the information provided in this form is correct and, in the event of changes, details will be provided as soon as possible.

I, the undersigned, declare that:

- (a) Our company is not involved in any fraudulent or corrupt activities and has not been in the past, and is not currently under any investigation for any such activities which would render our company unsuitable for business dealing with UNHCR.
- (b) Our company is not on, or associated with a company or individual, groups, undertakings and entities that are on the consolidated list established and maintained by the committee established by the UN Resolution No. 1267 ([www.un.org/sc/committees/1267/consolist.html](http://www.un.org/sc/committees/1267/consolist.html)).
- (c) Our company is not on, or associated with a company or individual that are subject to the list of Independent Inquiry Committee into United Nations Oil-for-food programme ([www.iic-offp.org](http://www.iic-offp.org)).
- (d) Our company is not currently removed, invalidated or suspended by any other UN Headquarters, or Field Offices or any other UN Agencies (including the World Bank)

Full Name*:	お名前	Title*:	役職
Signature and Stamp*:	署名もしくはスタンプ添付	Date (dd/mm/yyyy)*:	日付

#### ADDITIONAL INFORMATION FOR COMPLETION:

- The form should be typewritten in uppercase and completed clearly and accurately ensuring that all questions are answered.
- Year Established: 3 years of operation is a minimum.
- Name under which the bank account is held should be the company name. Following UNHCR payment policies, any decisions to permit third party payment are at the sole discretion of UNHCR and are subject to detailed scrutiny and special approval. Any proposed different names on the bank account should be clearly explained and fully justified. A copy of a Bank Statement matching Vendor Name and Address should be provided.
- DFI ID is transit number for US and Canada and Swift code for Europe and the rest of the world.
- Please read carefully the enclosed UNHCR General Term and Conditions, as signing of the form signifies acceptance. The form should be stamped and signed by the person completing it and their name and title should be typed, along with the date, otherwise, official electronic signature may be acceptable.