

# An Overview of the Company/Organization

(Year) (Month) (Day)

Name of Company/Organization

Name of the Representative

Address

Capital

Annual sales

Number of employees

Businesses

History

List of branches in Japan and overseas (Name, Location,  
Telephone number)

Business and exchange ties with the party invited and background

(※) Use this form for a company/organization not yet registered if there are no other materials to explain its overview (a pamphlet, etc.).