

# Important Points when Entering into an Agreement

June 1, 2018

1. In Nagoya Electric Works Co., Ltd. (hereinafter “the Company”), only employees authorized to place orders (i.e. Purchasing Department managers) shall be able to place orders. (In the Company, researchers are not allowed to place orders directly.)
2. Due to the fact that the Company purchases goods (services) in line with research plans, etc., we ask that vendors strictly comply with delivery (execution) deadlines. In the event that it becomes impossible to deliver goods, etc. by the delivery (execution) deadline due to natural disaster, accident, etc., we ask that vendors promptly inform the Agreement Manager of the situation.  
In addition, when delivering goods, etc., we ask that vendors promptly exchange any items that fail to pass the Company’s inspection.
3. We ask issuers of estimates, statements of delivery and invoices to be sure to date the documents. It is imperative that the date not be left blank.
4. When making purchases, we ask that vendors strive to maintain an appropriate relationship in order to avoid suspicions of bribery, illegal price fixing, collusive relationships, etc.
5. The following conducts are considered fraudulent accounting practices. In addition, the following examples are not exhaustive. We ask that vendors refrain from any and all other fraudulent acts.
  - (1) Receipt of deposits (Consent to requests from employees of the Company to receive deposits)
  - (2) Submission of documents that do not accurately reflect transactions
6. In the event of the discovery of a fraudulent transaction, measures such as suspension of transactions, etc. will be implemented. Please be aware that, in such case, the Company as well as various other public agencies, including government agencies, will be notified.  
In addition, in order to ensure fair execution of research funds, the Company’s Basic Policy for Fair Research Execution is posted on the Company’s official homepage.  
URL: <https://www.nagoya-denki.co.jp/company/197080.html>
7. The Company implements a variety of audits and inspections, including internal audits, audits by accounting/auditing corporations, inspections by research fund providers, and audits by Regional Taxation Bureaus. We ask that vendors cooperate because, during such audits and inspections, we may request submission of relevant transaction vouchers, etc.  
We ask that vendors promptly issue a report via the following point of contact in

the event that an employee, etc. of the Company engages in any of the following actions. Vendors will suffer no disadvantageous treatment as a result of making such a report.

- (1) A request from someone without authorization to place orders for a direct agreement or order
- (2) A demand to falsify a delivery date, name of article, volume or monetary amount.
- (3) A request to leave the date blank on an estimate, etc.
- (4) A request, etc. for what could be considered fraudulent accounting

**[For reports relating to unfair practices in research activities and unfair usages of public research funds]**

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**[For inquiries relating to unfair practices in research activities and unfair usages of public research funds]**

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