FRANCHIR Co., Ltd.

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After consulting the “Consent Document processing personal information” on the next page, if you agree with the listed information, please check the box “I give my consent to the processing of my personal information”.

**[ ]** I give my consent to the processing of my personal information.

**Customer Information: Fields marked (\*) are necessary information.**

As we may need to contact you regarding names and other personal details, before delivering the translation, it is especially important that you include your email address.

|  |  |  |  |
| --- | --- | --- | --- |
| Company name(in the case of corporations) |       | Today’s date★YYYYMMDD |       |
| Department |       |
| Name★(Last)(First, Middle) |            |
| Address★(Translation will be sent to this address) | 〒     　     　 |
| TEL |       | FAX |       |
| Phone number (mobile)★ |       | E-MAIL★ |       |

**Intended Destination for Submission of Translation**

|  |  |
| --- | --- |
| Place where this translation will be submitted | [ ] Embassy of the United States [ ] UK Visa Application Center [ ] Embassy of Canada[ ] Other Embassy, School, Public institution, etc. (Please specify:     ）* If you plan to submit the translation to an Embassy other than the UK or USA, there may be stipulations regarding which translation company is permitted to perform that translation. Be sure to confirm these details before sending this form to us and paying.
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**Translation Requests**

**Bank transfer Information**

Mizuho Bank

Ikebukuro Branch

Normal Account

Number 1585937

Account name

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※Payment cannot be returned once it has been transferred. Please confirm with Franchir the exact amount of your translation before transferring funds.

To confirm payment, we request a scan, photo, or fax of the transfer slip, or screen grab of the transfer page when conducting online banking.

|  |  |  |  |
| --- | --- | --- | --- |
| Document name (Translation from Japanese to English) | Fees(tax excluded) | Additional copies500yen/copy★ | Sub-total |
| [ ]  | Family register (extract) [KOSEKI-SHOHON] | 4000yen |       |      yen |
| [ ]  | Family register (complete) [KOSEKI-TOHON](Number of additional persons included in the document:      persons, 2000yen (excl. tax)/person) | 4000yen     yen |       |      yen |
| [ ]  | Diploma, Certificate of enrollment | 4000yen |       |      yen |
| [ ]  | Residence certificate(Number of additional persons included in the document:      persons, 2000yen (excl. tax)/person) | 4000yen     yen |       |      yen |
| [ ]  | Other type of document           |      yen |       |      yen |
|  | Shipping Fee (Letter Pack service includes tracking number)\*\*This fee is waved for customers that pick up the translation at our office. | 360yen |
|  |      yen |

**Request for Special Price Quote**

|  |  |
| --- | --- |
| For documents other than those noted above (Please write the document name in this space) | Price (tax included) |
| Document:From (     ) Language to (     ) LanguageTotal number of documents:       |  |

**Necessary forms**

The completed translation will be sent 4 full business days after necessary documents have been received. (ex. if all documents received on Monday the translation sent out on Friday)

|  |  |
| --- | --- |
| Please double check that you have submitted these forms to us. | number of pages |
| [ ]  | Translation Price Quote Form (this form) | 1 |
| [ ]  | Copy or scan of original documents to be translated with alphabet spelling of names and addresses where necessary. (Do not write directly on the original document) |       |
| [ ]  | Copy of transfer slip as proof of payment | 1 |

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| --- |
| Additional information (Please let us know if there is anything else that we should know before starting your translation)      |
| 弊社使用欄　 | FR  | 入金確認 | / | 発送予定日 | / | 担当 |  |

Franchir Co., Ltd.

**Agreement to Handle Personal Information**

As we will handle customers’ sensitive personal information we commit to protecting and handling it as follows:

Purpose

Service implementation

Provisions to third parties

Franchir does not provide any personal information to third parties without consent of the person in question, except when required by law.

Commitment when working with personal information

As Franchir commits to providing customers with an exceptional level of service there are some cases in which labor is handled by outside subcontractors. These contractors are carefully selected and contractually bound to handle and protect personal information, preventing leaks and information loss of any kind.

Option to submit personal information

Any submission of personal information to Franchir is done so under the free will of the customer. However, if some portion of personal information is not received by Franchir, the quality of the service and/or translation may be affected.

Regarding the request for personal information

You, as the customer, have the right to notification, disclosure, revision, addition, deletion of any of your personal information, and you have the right to refuse any usage of any of that information. Please contact us via the information below should you wish to exercise this right or if you have any other questions.

For questions regarding personal information policy, please contact:

TEL 03-6908-3671 Email info@franchir-japan.co.jp

Hisae ITO

Personal Information Administrator