

Effective September 26, 2018

**Marine Eco-Label Japan Council
Information Disclosure Regulations**

Article 1 (Objective)

The objective of the Information Disclosure Regulations is to contribute to the smooth promotion of information disclosure by stipulating the matters necessary for appropriate handling of information disclosure at the Marine Eco-Label Japan Council (hereinafter “the MEL Council”) in accordance with Article 36, Clause 3 and Article 42 of the Statutes of the MEL Council (hereinafter “Statutes”), the Operational Management Regulations for the MEL Certification Scheme (hereinafter “OMR”) Article 3.1 and the Regulations for Complaints and Appeals Process Article 4.

Article 2 (Documents, Etc. Subject to Disclosure)

- 1 Information disclosure is carried out by keeping documents, related to the operations, financials, etc. described in the following items, at the principal office and making them publicly available. Further, documents specified in items 1 to 3, 11 and 12 shall be disclosed over the internet.
 - (1) Statutes
 - (2) List of Officers
 - (3) List of Members
 - (4) Business report and its supplementary detailed statements
 - (5) Balance sheet
 - (6) Statement of profit and loss (statement of changes in net assets)
 - (7) Supplementary detailed statements accompanying the balance sheet and statement of profit and loss (statement of changes in net assets)
 - (8) Business plan
 - (9) Budget of Income and Expenditures
 - (10) Supervisory Audit Report
 - (11) Contact for reporting complaints/ appeals
 - (12) Standards
 - (13) Annual review report (including the meeting minutes of the the Board of Directors where the said report was presented)
 - (14) Documents, a list of involved persons and other important documents prepared upon developing the standards

2 In cases where it is unable to make public announcement electronically due to unavoidable reasons such as accidents, the disclosure shall be made through publication in an official gazette.

3 Items, other than items 1 to 3, 11 and 12 specified in paragraph 1, can also be disclosed over the internet, as needed.

Article 3 (Retention Period, etc.)

1 The period for retaining the documents in Article 2, or making them publicly available, shall be as follows:

- (1) The latest versions of the Statutes, List of Officers and List of Members are to be maintained at all times.
- (2) Business report and its supplementary detailed statements, statement of profit and loss (statement of changes in net assets) and its supplementary detailed statements, balance sheet and its supplementary detailed statements and the Supervisory Audit Report shall be retained for five years from the date two weeks prior to the Regular General Membership Meeting.
- (3) Business plan and Budget of Income and Expenditures are to be prepared or made publicly available one day prior to the start of the concerned business year and retained till the business plan, etc. for the next business year are prepared.

2 Regardless of the regulation in the above paragraph, the disclosure of documents over the internet, as a rule, shall be carried out within one month of the conclusion of the Regular General Membership Meeting.

Article 4 (Method for Requesting Access of Documents)

1 When there is a request from a member of the general public for accessing documents listed in Article 2, other than those disclosed over the internet, the access shall be made possible based on the following items.

- (1) When there is a request for access of a document, the person is to submit the Document Access Application in the format stipulated in the accompanying document.
- (2) When the Document Access Application in (1) is received, the applicant may inspect the requested document at the prescribed place in the presence of a staff member of the General Affairs Department. In this case, if the access of the concerned document is considered to affect the operations, the access can be arranged at a separately designated time and date or place, which shall be coordinated with the applicant.
- (3) Before the access of the document in (2), the document access applicant shall be informed that the document cannot be photographed or copied.
- (4) The Document Access Applications shall be sorted out by receipt number and filed.

2 In cases where it is unable to make public announcement electronically due to unavoidable reasons such as accidents, the disclosure shall be made through publication in an official gazette.

Supplementary Provision

These Regulations shall come into effect as of September 26, 2018.

Appendix 1. Request Form of Information Access

Request Form of Information Access

Date of Request	yyyy/mm/dd	Number of Request	
Name of Applicant			
Address of Applicant	Postal Code: Phone Number:		
Contact Address of Applicant (if different)	Postal Code: Phone Number:		
Request for Documents	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> Statutes <input type="checkbox"/> List of Officers <input type="checkbox"/> List of Members <input type="checkbox"/> Business report <input type="checkbox"/> Statement of profit and loss (statement of changes in net assets) </div> <div style="width: 50%;"> <input type="checkbox"/> Supplementary detailed statements accompanying the balance sheet <input type="checkbox"/> Business plan <input type="checkbox"/> Budget of Income and Expenditures <input type="checkbox"/> Supervisory Audit Report </div> </div>		
Reason to Access			

1. Please fill in the table
2. Please check (✓) the box to access the documents
The documents include supplemental documents.
3. Note
 - (1) In case MEL council identify the obstacle of business operation, the council may ask the applicant to review the documents certain period and place.
 - (2) It is prohibited to develop and/or copy the documents.