

## Instructions

1. For the “Applicant”, fill in the name of the representative in the Name section, the name of the entity in the Organization section, and the location of the head office in the Address section.

- The Applicant shall be the person who can explain in detail the location and date for the collection of the genetic resource from its habitat.
- If there is more than one Applicant, indicate all the Applicants in the Applicant section or separately provide a list of Applicants.

2. For the “Date”, indicate the date of filing application.

3. For the “Type of request”, check “ New issuance.”

4. For the “Name of the genetic resource”, specify the name that can be clearly distinguished from other genetic resources. Please note that a single application may specify only a single genetic resource.

- “The name that can be clearly distinguished from other genetic resources” is, for example, a name allocated with the identification number (e.g., strain number) that can identify the genetic resource.
- The Notification may be issued only to the genetic resource that meets both of the following: (1) the country of origin of the genetic resource is Japan, and (2) the country providing the genetic resource is Japan.
- Genetic resources that are utilized under “The International Treaty on Plant Genetic Resources for Food and Agriculture (ITPGRFA)” and “The Pandemic Influenza Preparedness Framework (PIPF)” are not subject to the issuance of the Notification since they are outside the scope of the ABS Guidelines.
- When using the name of the genetically modified organism as the name of the genetic resource, the host, the inserted DNA, and all other components must meet the conditions for the issuance.

5. For the “Scientific name of the genetic resource”, fill in the scientific name of the genetic resource.

6. For the “Person who collected the genetic resource”, specify the person who collected the genetic resource from its habitat.

- If the genetic resource is a microorganism, specify the person who collected the source from which the microorganism is isolated, not the person who isolated the microorganism.
- If the genetic resource is gene or plasmid, specify the person who collected the living organism from which gene or plasmid originate.
- If the genetic resource is a genetically modified organism, specify the person who collected the living organism from which the host, the vector, and the inserted DNA originate. (see Section 8 of this instruction for the description).

7. For the “Origin and history of the genetic resource”, describe the movement history from the collector to the Applicant.

- If the Applicant is an entity and the collector belongs to such entity, please describe so.
- The “flow from the collector to the Applicant,” is expected to specify the name and affiliation of the collector and the time of assignment (if applicable).
- When applying for the genetic resource acquired from the culture collection, describe the history information listed in the database of the culture collection.

8. For the “Keywords to describe the genetic resource”, check the applicable type of the organism.

- If there is no applicable box for the genetic resource (e.g., virus), check “ Other” and specify the type of genetic resource in parentheses.
- If the genetic resource is a gene and utilized as the genetically modified organism, check the box of the type of organism from which the gene originates. Also, check “ Genetically modified organism,” and specify the name of the genetically modified organism. The name of the genetically modified organism is expected, for example, “XX bacteria with XXX gene derived from XXXX.”
- If the genetic resource is a genetically modified organism, specify on the attachment to the application the “Scientific name”, “Person who collected the genetic resource”, “Location where

the genetic resource was collected” and “Date on which the genetic resource was collected” of the living organism from which the host, the vector, and the inserted DNA originate.

9. For the “Location where the genetic resource was collected”, specify the location of the habitat from which the genetic resource was collected. Provide as detailed information as possible.

- Use an expression to show that the genetic resource was acquired in a specific place within Japan (e.g., Mount XXX in XXX city of XXX prefecture).
- When applying for the genetic resource acquired from the culture collection, describe the location where the genetic resource was collected as indicated in the database of the culture collection.
- If the genetic resource is gene or plasmid, specify the location where the living organism from which the gene or plasmid originate was collected.
- If the genetic resource is a genetically modified organism, specify on the attachment as instructed in Instruction 8 above.

10. For the “Date on which the genetic resource was collected”, specify the date on which the genetic resource was collected from the habitat.

- If the genetic resource is a gene or plasmid, specify the date when the living organism from which the gene or plasmid originate was collected.
- If the genetic resource is a genetically modified organism, specify on the attachment as instructed in Instruction 8 above.

11. For the “Purpose of use”, specifically describe the purpose of use for the genetic resource.

- The Notification may be issued only to the utilization that satisfies all of the following: (1) the genetic resource is utilized for business under the jurisdiction of the Minister of Economy, Trade and Industry of Japan; (2) the genetic resource is NOT utilized under “The International Treaty on Plant Genetic Resources for Food and Agriculture (ITPGRFA)”, which is outside the scope of the ABS Guidelines; and (3) the genetic resource is NOT utilized under “The Pandemic Influenza Preparedness Framework (PIPF)”, which is outside the scope of the ABS Guidelines.
- Examples of (1) above include “production of raw material for cosmetics,” “production of medicine intermediate and raw material for reagent” and “production of industrial alcohol.” If the specific purpose of use is yet to be determined, please list out all possible purposes of use.

12. For the “Posting of a copy of the Notification on NITE’s website”, check “ Required” if it is necessary to post a copy of the Notification on NITE’s website, and check “ NOT required” if not necessary.

- If the posting on the website is requested, a copy of the Notification will be posted in PDF format.
- Please note that even if the posting on the website is not requested, reference number, issue date and validity of the Notification will be posted.

13. For the “Contact person”, indicate the person capable of responding to the inquiries from NITE regarding the contents of the application.

- The Notification will be sent to the “Contact person”.

14. For the “Billing address”, specify the name, address, and telephone number to be indicated on the invoice.

- An advanced payment of the fees is required for the issuance of Notification.
- Please note that no quotation or delivery note shall be issued.

Attachment (related to Instruction 6, 8, 9 and 10)

|              | Scientific name | Person who collected the genetic resource | Location where the genetic resource was collected | Date on which the genetic resource was collected |
|--------------|-----------------|---|---|--|
| Host         |                 |   |   |  |
| Vector       |                 |   |   |  |
| Inserted DNA |                 |   |   |  |