

## Certifying Organization Recruitment Procedures for “Guidelines for Certification of Japanese Food and Ingredient Supporter Stores Overseas”

Based on the “Guidelines for Certification of Japanese Food and Ingredient Supporter Stores Overseas”, JETRO recruits Certifying Organizations to certify restaurants and retailers that actively use Japanese produced foods or ingredients as Japanese Food and Ingredient Supporter Stores. Please take note of the following conditions when making your application.

- Guidelines for Certification of Japanese Food and Ingredient Supporter Stores Overseas (English)  
<https://www.maff.go.jp/j/shokusan/syokubun/attach/pdf/suppo-5.pdf>

### 1. Certifying Organization conditions

- A) The organization shall have the intent and ability to conduct certification activities for Japanese Food and Ingredient Supporter Stores based on the Guidelines.
- B) The organization shall have a proper management structure and processing capability for the paperwork necessary to certify Japanese Food and Ingredient Supporter Stores.
- C) The executives of the organization shall not be anti-social forces.

### 2. Certifying Organization obligations

#### A) Recruitment and certification of Supporter Stores

Certifying Organizations shall recruit Supporter Stores and check that overseas restaurants and retailers which have applied meet the Supporter Store certification conditions of the Guidelines. The Japanese produced food and Japanese produced alcoholic beverages which are certification conditions shall be limited to products distributed and sold in accordance with laws of the country in question.

#### B) Certification period of Supporter Stores

The certification period of Supporter Stores shall be two years counting from the day of certification. When the certification period is complete, certification shall be renewable only if it can be confirmed that certification conditions are still met.

#### C) Granting certificates for Japanese Food and Ingredient Supporter Stores

Certifying Organizations shall issue grant certificates with the Supporter Store logo mark based on the Guidelines.

#### D) Conducting regular support for Supporter Stores

Certifying organizations shall provide support to Supporter Stores, such as sending information on food.

#### E) Canceling certification of Supporter Stores

Certifying Organizations shall cancel certification of a Supporter Store if it is deemed to be difficult for that Supporter Store to maintain continuous activities that meet the certification conditions.

#### F) Reports

Certifying Organizations shall produce a list of certified Supporter Stores (by country/region, by city, store name) and report this to the operating and management organization every quarter (in April, July, October, and January). Requests for submissions and reporting forms will be sent by JETRO.

### 3. Applications

- A) Applications and attached documents
  - (i) Application (including a summary of the organization)
  - (ii) Certification plan
  - (iii) Materials concerning a support system for stores which receive certification as Supporter Stores (sending information on food, etc.)
  - (iv) Organization profile
- B) Submission destination and submission method for applications

Send applications in an electronic media format to the following email address.

Japan External Trade Organization (JETRO)  
Agriculture, Forestry, Fisheries and Food Department, Business Development Division  
Secretariat of Japanese Food and Ingredient Supporter Store Certification  
Email: [afa-supporter@jetro.go.jp](mailto:afa-supporter@jetro.go.jp)

### 4. Other items of importance

- A) Certifying Organizations shall not use internal information or personal information learned when certifying a Supporter Store based on the Guidelines for any purposes other than certification of that Supporter Store.
- B) If it is determined that the work done relating to certification by the Certifying Organization does not conform to the Guidelines or that it differs from the content of their application, then certification of that Certifying Organization shall be cancelled.
- C) Status as a Certifying Organization may be announced publicly on JETRO's website, etc.
- D) The content of reports, including certifying results of that Certifying Organization, may be announced publicly on the websites of JETRO or the operating and management organization.
- E) Other necessary matters will be determined separately by the operating and management organization.

### 5. Inquiries regarding this matter

Japan External Trade Organization (JETRO)  
Agriculture, Forestry, Fisheries and Food Department Business Development Division  
Secretariat of Japanese Food and Ingredient Supporter Store Certification  
Ark Mori Building, 12-32, Akasaka 1-chome, Minato-ku, Tokyo 107-6006 Japan  
Email: [afa-supporter@jetro.go.jp](mailto:afa-supporter@jetro.go.jp)