

## Supplemental Rules for JP Domain Name Dispute Resolution Policy

### Article 1 (Purpose)

- a. The purpose of these supplemental rules are to provide more detailed guidance when the Japan Intellectual Property Arbitration Center (hereinafter, the "Center") conducts JP Domain Name Dispute Resolution Proceedings based on "Rules for JP Domain Name Dispute Resolution Policy" (hereinafter, the "Rules") adopted by Japan Network Information Center (hereinafter, "JPNIC").
- b. When a complaint requesting the initiation of JP Domain Name Dispute Resolution Proceedings is made to the Center, the version of these supplemental rules in effect at the time such complaint is made shall be applied.

### Article 2 (Definition)

- a. Among terms used in these supplemental rules, those terms which are the same as those used in the Rules shall have the same meaning as in the Rules.
- b. In these supplemental rules, "business days" shall mean days when the Center conducts its normal business, except Saturdays, Sundays, Holidays, and other non-working days as prescribed by the Center.

### Article 3 (Submission Procedure of Documents)

- a. Documents, which are to be submitted pursuant to Article 3, Paragraph (b) or Article 5, Paragraph (b) of the Rules, shall be submitted by uploading on the online storage specified by the Center.
- b. When documents are submitted to the Center under this article, Paragraph (a), submitted Party shall send the Transmittal Notice to an e-mail address which the Center specifies separately.
- c. In the case where the Complainant or Registrant has difficulty in submitting the documents by means under this article, Paragraph (a) and (b), such Party may submit a motion for clarification of its circumstances and, subject to the approval of the Center, use an alternative means for submitting documents.
- d. The Center shall keep the documents submitted to the Center, separately.

### Article 4 (Examination of Written Complaint)

- a. In the case where a written complaint is submitted, the Center shall, after the payment of the required fee(s) have been made pursuant to Article 19 of the Rules, examine whether the written complaint complies with the Rules, these supplemental rules, and the "JP Domain Name Dispute Resolution Policy" (hereinafter, the "Policy") which has been adopted by JPNIC and is a part of the "Registration Rule" established by Japan Registry Services Co., Ltd. by being referred to therefrom, and in the case where any defect is found, it shall give notice to the Complainant to that effect.
- b. In the case where the Complainant does not correct the defect as provided in the preceding paragraph within five days (business days) as prescribed for in Article 4 Paragraph (b) of the Rules, such complaint shall be deemed withdrawn, unless the Center considers to be unavoidable. Provided, in this case, the Complainant may make another complaint.

### Article 5 (Sending of Written Complaint)

The Center shall conduct the examination of the written complaint as provided for in the preceding article, Paragraph (a), and in the case where no defect in the complaint is found, it shall send the written complaint to the Registrant within five days (business days) from the date of confirmation of receipt of fee as prescribed for in Article 19 of the Rules and submission of complaints, whichever comes later.

#### Article 6 (Chief Panelist)

In the case where the Complainant or Registrant choose a three member panel, the third panelist, who shall be designated by the Center pursuant to the third sentence of Article 6, Paragraph (e) of the Rules, and shall be a chief panelist who currently presides over JP Domain Name Dispute Resolution Proceedings.

#### Article 7 (Case Manager)

- a. Management of the case pursuant to the Rules shall be conducted by the Steering Committee of the Center and its office work shall be conducted by a secretariat of the Center.
- b. The Steering Committee shall, when a complaint is made, promptly appoint a case manager to manage the case.

#### Article 8 (Correspondence and Notice Procedure)

- a. The correspondence between the Center and appointed panelists shall be undertaken via telephone, e-mail, by uploading on the online storage specified by the Center, or by other means as prescribed by the Center.
- b. Forms of the correspondence and notice documents, which are to be sent to the Complainant, Registrant, and panelists from the Center, shall be the forms as prescribed by the Center separately.

#### Article 9 (Fee)

The fee required for use of the JP Domain Name Dispute Resolution Proceedings shall be prescribed by "JP Domain Name Dispute Resolution Fee Rules" which is a part hereof.

#### Article 10 (Limit on Number of Characters)

- a. The grounds for complaint shall be written within 10,000 words (including punctuation).
- b. Answer to the statements and allegations in the written complaint shall be written within 10,000 words (including punctuation).
- c. With regard to decisions and dissenting opinions, no limit on the number of characters shall be imposed.

#### Article 11 (File Size and Format Modalities)

- a. The total file size of documents as electronic or magnetic records submitted to the Center shall not, in principle, exceed 200MB (two hundred megabytes).
- b. The complaint and answer shall be submitted in both Word and PDF format and the attached related documents shall be submitted in PDF format.

#### Article 12 (Settlement)

When the Parties reach a settlement before the decision by the Panel, a summary of settlement between the Parties, in accordance with the form prescribed by the Center, shall be submitted

to the Center.

#### Article 13 (Amendment)

The Center may amend these supplemental rules at any time and in such case where the Policy or the Rules are amended, or where the Center deems it necessary.

#### Article 14 (Exclusion of Liability)

The Center, panelists, case managers and staff of the Center, and any other relevant persons shall not be liable as to the content and result of the JP Domain Name Dispute Resolution Proceedings, except in the case of intentional tort.

#### Supplemental Provisions

These supplemental rules shall come into force effective October 1, 2007; provided, however, that it shall not preclude the application of these supplemental rules to the pending cases in which complaint has been made before the above date.

#### Supplemental Provisions

The revised provision of Article 3, Paragraph (b) shall come into force effective April 1, 2012.

#### Supplemental Provisions

The revised provisions of Article 3, Paragraph (b) and Article 5 shall come into force effective July 1, 2017.

#### Supplemental Provisions

The revised provisions of Articles 3 to 5, Article 7 and Article 8 and new provisions of Articles 11 and 12 shall come into force effective October 1, 2020.