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Form No. 10 Treasury Money Balance Sheet

.....19..... Bank of Japan

Dr.				Cr.		
Balance	Expenditure	Other than Expenditure	Items	Revenue	Other than Revenue	Balance

Form No.11 Treasury Money Receipts and Payments Returns

.....19..... Bank of Japan

Dr.			Cr.		
Expenditure	Other than Expenditure	Items	Revenue	Other than Revenue	Remarks

Note: Fixed amount repayments or repayments in correction shall be deducted from the payment amount of expenditure or payments other than expenditure, and payments in correction shall be deducted from the receipt amounts of revenue or receipts other than revenue.

Form No. 12. Current Deposit Receipts and Payments Analysis Returns

.....19..... Bank of Japan

Items	Receipts	Payments

Form No. 13 (A) Special Deposit (Specified Deposit Receipts and Payments Analysis Returns

.....19..... Bank of Japan

Items	Receipts	Payments

Form No. 13 (B) Specified Deposit Receipts and Payments Analysis Returns

.....19..... Bank of Japan

Items	Receipts		Payments	
	Original Currency	Japanese Currency	Original Currency	Japanese Currency

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Form No.14 Revenue Monthly Totals Collation Returns

.....19..... Bank of Japan

Account.....Competent Authority.....Acting Authority

Amount of Revenue		
This Month	Aggregate totals Up to This Month	Remarks

We hereby certify to the correctness.

Date:.....

Revenue Official:.....

Note: Payments in correction shall be deducted from the amount of revenues, and their amounts and circumstance shall be mentioned in the remark column in red ink.

Form No. 15(A) Expenditure Monthly Totals Collation Returns

.....19..... Bank of Japan.

Account:..... Competent Authority:.....Disbursement Officials:....

Particulars	Payments		Payments not yet made	Remarks
	This Month	Aggregate totals up to this month		
Direct Payments				
Payments in Distant Places				

We hereby certify to the correctness.

Date:..... Disbursement Official:.....

Form No. 15(B) Expenditure Monthly Totals Collation Returns

.....19..... Bank of Japan.

Account:..... Competent Authority:..... Disbursement Official:.....

Particulars	Payment Funds		Amounts Paid		Balance	Payments Not Yet Made	Remarks
	This Month	Totals to this month	This Month	Totals to this month			

We hereby certify to the correctness.

Date:..... Disbursement Official:.....

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Form No. 16 Collation of Monthly Totals of Unpaid Expenditures Brought Forward

.....19..... Bank of Japan...Office

Account:.....Competent Authority:.....Disbursement Official:.....

Brought Forward	Received	Paid	Balance	Remarks

We hereby certify to the correctness.

Date:..... Disbursement Official:.....

Form No. 17 Deposits Monthly Totals Collation Returns

.....19..... Bank of Japan.....Office

Competent Authority:.....Account Official:.....

Brought Forward	Received	Paid	Balance	Remarks

We hereby certify to the correctness.

Date:.....

Account Official of.....Office:

Form No. 18 Deposit Division Deposits Monthly Totals Collation Returns

.....19.....Bank of Japan.....Office.

Authority:..... Chief Official in Charge:.....

Classes of Deposits	Brought Forward	Amounts Received	Amounts Paid	Balance	Remarks
Fixed Deposits					
Ordinary Deposits					

We hereby certify to the correctness.

Date:.....

Government

Chief Official in Charge,.....Office.

Form No. 19 Deposit Division Receipts and Payments Account Statement

.....19.....

Bank of Japan.....Office

Inspection Official:.....

Classes of Deposits	Amount Brought Forward	Amounts Received	Amounts Paid	Balance	Remarks

We hereby certify to thecorrectness.

Date:..... Inspection Official:.....

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Regulations for Transactions by Bank of Japan of Government Securities

(Ministry of Finance Ordinance No. 11, February, 1922, as amended by Ordinances No. 7, of 1925, No. 13, of 1926, and No. 10, of 1931)

Chapter 1 General Provisions

Article 1.

The Bank of Japan (including as hereinafter its Head Office, Branch Offices, and Agney Offices) shall transact the receipt, delivery, and custody of securities owned or in custody by the Government, as provided for by this Ordinance, except where otherwise specially provided for by statute.

Agency Offices mentioned in the preceding paragraph shall bedetermined by the Bank of Japan with the sanction of the Minister of Finance.

Article 2.

The Bank of Japan shall establish in local places controlling offices, which shall control the business of receipt and delivery of securities of the Government transacted by their affiliated offices.

The Bank of Japan may make some of the affiliated offices mentioned in the preceding paragraph, if found specially necessary, its special agencies.

The controlling offices andtheir affiliated offices mentioned in paragraph 1 above and the special agencies mentioned in the preceding paragraph shall be determined by the Bank of Japan with the sanction of the Minister of Finance.

Article 3.

The Bank of Japan may not keep promiscuously in custody the government's securities and other securities.

Article 4.

The Bank of Japan shall keep government's securities in the offices which transact the receipt and delivery of them, unless otherwise specifically directed by the Minister of Finance.

Article 5.

The Bank of Japan shall classify the government's securities into those owned by the government and those in custody by the government, and further subdivide the securities in custody by the government into securities in custody.

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securities in deposit, and securites purchased with deposit money, and shall transact the receipt, delivery, and custory of them by these classifications.

Article 5(2)

As regards those of securites handled by the Bank of Japan which shall have to be transferred between its offices, the procedure of their transactions, apart from the provisions of this Ordinance, shall be determined by the Bank of Japan with the sanction of the Minister of Finance.

Chapter II Securities Owned by Government

Article 6

The Bank of Japan, when under the provision of Article 3 of the Regulations for Transaction of Securities Owned by Government it has been sent from a government office securities accompanied by a note of deposit of securities owned by government, shall deliver a receipt for deposit of securities owned by government, in the prescribed form No. 1, to that government office.

Article 7.

When there is receivable interest on, or redemption money of, securities owned by the government, the Bank of Japan shall advise it to the government office concerned.

Article 8.

The Bank of Japan, when under the provision of Article 4 of the Regulations for Transaction of Securities Owned by Government it has received from a government it has received from a government office a Note of Request for Delivery of Securities Owned by Government, shall deliver the securities.

Article 9.

The Bank of Japan, when under the provision of Article 5 of the Regulations for Transaction of Securities Owned by Government it has been presented from a government office a Note of Request for Coupons of Securities Owned by Government, shall deliver the coupons attached to the securities.

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Chapter III Securities in Custody by Government

Section I Securities in Custody

Article 10.

The Bank of Japan, when under the provision of Article 7 of the Regulations for Transaction of Securities in Custody by Government it has been presented securities accompanied by a Note for Deposit of Securities for Custody by Government or a Note for Deposit in Another Office of Securities for Custody by Government, shall receive them and deliver an Advice of Deposit Received of Securities for Custody by Government in the prescribed form No.2.

The Bank of Bank in the case as mentioned int he preceding paragraph, in case where the Bank is the depositary office of the securities in custody of the authority concerned, shall post the receipt to the Securities Account of that authority, and in case where some other office is the depositary office of securities of the authority, shall put on a receipt stamp on the the Note for Deposit in Another Office of Securities for Custody by Government and forward it to that depositary office.

The Bank of Japan which has received the Note for Deposit in Another Office of Securities for Custody by Government on which a receipt stamp is put on as prescribed in the foregoing paragraph shall post the receipt of securities to the securities to the securities account of the said authority and shall forward to it an Advice of Deposit Received of Securities for Custody by Government in the prescribed form No.2(3).

Article 11.

The Bank of Japan, when under the provision of Article 9 of the Regulations for Transaction of Securities in Custody by Government it has received from the working authorities securities accompanied by a Note of Production of Securities in Custody by Government or a Particularized Statement of Securities in Custody by Government, shall deliver to the working authorities a Receipt of Deposit of Securities in Custody by Government in the prescribed form No. 3.

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Article 12.

The Bank of Japan, when securities which the Bank has kept in custody under the provision of Article 10 of the Regulati ns for Transaction of Securities in Custody by Government with the notice from the working authorities that the custdy is made under the provision of the Lost Articles Law have come by prescription to a lapse of right, shall take the stepst o receive the principal and interest of them, and shall advise the matter to the working authorities concerned.

Article 13.

The Bank of Japan, when undert he provision of paragraph 3 of ARticle 13 of the Regulations for Transaction of Securities in Custody by Government it has received production of a Receipt of Deposit of Securities in Custody by Government, or an Advice of Deposit Received of Securities in Custody by Government, or a Note for Delivery off Part of Securities in Custody by Government, shall deliver the securities to the producer.

In the case mentioned in the preceding paragraph, if the depositary office is another office, after doing action as mentioned in the preceding paragraph, shall forward to the depositary office the advice of Deposit Received of Securities in Custody by Government or the Note for Deliverfy of Part of Securities in custody by Government after mentioning on it the fact that the securities were delivered.

Article 14.

In the case mentioned in the preceding Article, when part of the securities have been delivered, the Bank of Japan shall mention that part of the securities were delivered on the Receipt of Deposit of Securities in Custody by Government or the Advice of Deposit Received of Securities in Custody by Government which has been sent to it under the provision of paragraph 2 of Article 13 of the Regulations for Transaction of Securities in Custody by Government, and shall return it to the authorities concerned,

Provided that if the depositary office is another office, the Advice of Deposit Recived of Securities in Custody by Government shall be returned to the authorities through that deposit ry office.

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Article 15.

The Bank of Japan, when under the provision of paragraph 1 of Article 15 of the Regulations for Transaction of Securities in Custody by Government it has received production of a Note of Request for Coupons of Securities in Custody by Government, shall deliver the coupons attached to the Securities to the producer.

Article 16.

The Bank of Japan, when underthe precision of Article 15 of the Regulations for Transaction of Securities in Custody by Government it has been requested to make a change of deposit, shall do the procedure of changing the deposit and shall forward the receipt of deposit of securities in custody by government to the "B" Authorities, provided the Bank is the depositary office of the "B" Authorities, and in the case of another office being thedepositary office of the "B" Authorities, shall advise the matter to the depositary office of "B" Authorities.

The Bank of Japan which has received the advice as mentioned in the preceding paragraph shall do the procedure of posting the deposit of securities to the secutities account of the "B" authorities and shall forward to the receipt of deposit of securities in custody by government to the "B" authorities.

Section 2 Securities in Deposit

Article 17

The Bank of Japan, when under the provision of Article 2 of the Regulations for Transaction of Securities in Deposit Securities have been produced accompanied by a Note of Deposit and a Note for Making Deposit of Securities, shall write a receipt on the Note of Deposit and return it to the producer, and shall forward to the Depositary Bureau a receipt of deposit of securities in the prescribed form No.4.

Article 18.

The Bank of Japan, when undert he provision of Article 3 of the Regualtions for Transaction of Securities in Deposit a Note of Request for Delivery of Securities in Deposit or a Note of Request attested toby the Depositary Bureau has been produced, shall deliver the securities to the producer.

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In the case as mentioned in the preceding paragraph, if a Note of Request for Substitued Deposit has been attached, the Bank of Japan shall do the procedure necessary for receipt of the redemption moneh of the securities and shall treat it as a money in deposit, and shall return the Note of Request for Substitute Deposit, duly receipted, to the producer.

Article 19.

The Bank of Japan, when underthe provision of Article 4 of the Regulations for Coupons of Securities in Deposit or a Note of Request attested to be the Depositary Bureau has been produced, shall deliver to the producert he coupons of securiteits.

Article 20.

The Bank of Japan, when underthe provision of Article 5 a Note of Request for Interest (Dividends) on Securities in Deposit and a Note of Request for Incidental Deposit have been produced, shall do the procedure necessary for receipt of the interest(dividends) on the securities and treat it as a deposit, and shall return the Note of Request for Incidental Deposit, duly receipted, to the producer.

Section 3 Securities Purchased with Deposit Money

Article 21 (Deleted)

Article 22

The Head Office of the Bank of Japan, when underthe provision of Article 19 of the Regulations for Transaction of Deposits of the Deposit Division instructions have been received from the Deposit Division of the Ministry of Finance to purchase securities, shall make the purchase and shall advise the face values and purchase prices of them to the Deposit Divison of the Minsitry of Finance.

Article 23

The Head Office of the Bank of Japan, when under the provision of Article 21 of the Regulations for Transaction of Deposits of the Deposit Divison an Advice of Purchase Made of securities has been received from the Deposit Division of the Ministry of Finance, shall forward it to the depositor.

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Article 24.

The Bank of Japan, when under the provision of Article 22 of the Regulations for Transaction of Deposits of the Deposit Divison a request has been received from the depositor to deliver an Advice of Custody of Securities Purchased with Deposit Money, shall deliver an Advice of Custody of Securities Purchased with Deposit Money, in the preseribed form No. 5, in exchange for the Advice of Purchase Made of Securities.

Article 25.

The Bank of Japan, when under the provision of Article 23 of the Regulations for Transaction of Deposits of the Deposit Division a Note of Request for Return of Securities Purchased with Deposit Money has been received from the depositor, shall deliver the securities to the depositor in exchange for the Receipt of Securities Purchased with Deposit Money.

Article 26.(Deleted)

Article 27

The Bank of Japan, when under the provision of Article 30 of the Regulations for Transaction of Deposits of the Deposit Division a request has been received from the depositor to deliver a Custody of Securities Book, shall deliver to the depositor a Custody of Securities Purchased with Deposit Money Book in the prescribed form No.7.

Chapter IV Account Books

Article 28.

As books prescribed in No. 6 of Article 160 of the Accounting Regulations, the Bank of Japan shall provide the following books:-

1. Government Securities Summary Book.
2. Government Securities Receipts and Deliveries Analysis Book.
3. Government Securities Receipts and Deliveries Summary Book.
4. Adjustment of Reported Receipt and Delivery Sums of Government Securities Book.
5. Government Owned Securities Analysis Book.
6. Analysis of Securities in Custody by Government Book.

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Of the books mentioned in the preceding paragraph, the books No.1 and No.2 shall be provided at the Head Office of the Bank of Japan, No. 4 at the Bank of Janan's controlling offices of special agency offices, No. 3, No. 5 and No. 6 at the Bank of Janan's controlling offices and special agency offices.

The Bank of Japan's agency offices (excepting special agency offices) shall provide such suitable books as will make clear the receipts, deliveries, and balances of securities owned or in custody by the government.

Article 29.

In the Government Securities Summary Book and Government Securities Receipts and Deliveries Summary Book shall be kept separately such account items as shall be determined by the Minister of Finance, and shall be posted the number of certificates and face values of securites received and delivered.

Article 30.

In the Government Securities Receipts and Deliveries Analysis Book shall be provided such account items as are provided in the Government Securities Summary Book for each of the Controlling Offices, and shall be posted the number of certificates and face vualues of securities received and delivered.

Article 31.

In the Book for Adjustment of Reported Sums of Receipts and Deliveries of Government Securities shall be provided such account items as are provided in the Government Securities Summary Book ofr each of the Special Agency Offices, and shall be posted the number of certificates and face values of securities received and delivered.

Article 32.

In the Government-owned Securited Analysis Book shall be provided a separate account for each of the Deposit Division and other Accounts, Government Offices, and Chief Officials in Charge, in respect of each class of securities such as Public Bonds, Corporation Shares, and Debentures, and shall be postedthe number of certificates andface values of securiteies received and delivered.

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Article 33.

In the Analysis of Securities in Custody by Government Book shall be provided a separate account for each of government offices and chief officials in charge in the case of the government offices and the depositary bureaus being concerned with the coustody, the securities being divided into the securities in custody and securities in deposit respectively under the categories of public bonds, corporation shares, and debentures, and shall be posted the number of certificates and face values of these received and delivered.

Article 34.

The books mentioned in Article 28 above shall be posted as provided below, by the respective Offices of the Bank of Japan wich keep such books:-

1. The books No.1 and No.2 shall record the amounts reported by the controllong offices as of 10th, 20th, and end of every month.
2. The book No.3 shall record the amounts received and delivered atthier own offices and the amounts of receipts and deliveries reported every day by the agency offices under t heir control.
3. The book No. 4 shall record the amounts reported every day by the agency offices under t heir control.
4. The books No.5 and No.6 shall record theamounts received and delicered by their own offices and by ths agency offices under their control.

Article 35,

The forms and the method of entry of the books prescribin this Chapter shall be determined by the Bank of Japan with the sanction of the Minister of Finance.

Chapter V Account Returns

Article 36

The Bank of Japan shall prepare the following returns respecting t he receipts and deliveries of government securities:-

1. Government Securities Receipts and Deliveries Returns. Form No.8.

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2. Government-owned Securities Monthly Totals Collation Returns. FormNo. 9.

3. Securities in Custody Monthly Totals Collation Returns. Form No. 10.

4. Securities in Deposit Monthly Totals Collation Returns. Form No. 10.

5. Government Securities Receipts and Deliveries Account Statement for..... Month. Form to be determined separately from this Ordinance.

Article 37.

The Government Securities Receipts and Deliveries Returns shall be drawn up by the Head Office of the Bank of Japan every day from the reports ofthe controlling offices, and shall be produced to the Ministry of Finance.

Article 38.

The Government-owned Securiied Monthly Totals Collation Returns shall be drawn up by the respective controlling offices of the Bank of Japan every month, giving the amounts of receipts and deliveries of government-owned securities, handled by them and by their affiliated agency offices(excepting special agency offices), and the amounts oft heir balances, and this return, accompanied by a list of numbers and amounts of the notes of deposit and notes of request for return of government-owned securities shall be forwarded so as to reach the chief officials in charge by the 7th of the month following, to be returned by them after attesting to its correctness, together with the accompanying document.

Article 39.

The Securities in Custody Monthly Totals Collation Returns of the Securities in Deposit Monthly Totals Collation Returns shall be drawn up every month by the controlling offices of the Bank of Japan, giving the amounts of receipts and deliveries of securities in custody by the government, handled by them and by their affiliated agency offices(excepting special agency offices) and the amounts of their balances, and this return, accompanied by a list of the numbers and amounts of the notes of request for receipts and deliveries of secufities in custody by the government shall be so forwarded as to reach the chief official in charge by the 7th of the month following, to be returned by them after attesting to its correctness, together with the accompanying document.

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Article 40.

The Special Agency Offices shall draw up monthly collation returns giving the amounts of receipts and deliveries and the amounts of balances of the securities owned or in custody by the government, handled by them, and shall get attestation to them. The provisions of the preceding two Articles shall correspondingly apply in the case mentioned in the preceding paragraph.

Article 41.

The securities receipts and deliveried account statement shall be drawn up, in duplicate, every month by the Head Office of the Bank of Japan, giving the amounts of recipts and deliveries and of balances of the securities handled by all the offices of the Bank of Japan, and one copy, accompanied by the undermentioned documents, shall be forwarded to the Ministry of Finance in the following month, the other copy being retained by it.

1. Copy of the monthly collation returns of securities owned or in custody by the government.

2. Analysed retrums giving the classes and face values of securities for the month at the end of each of the four account terms, into which one fiscal year is divided inr espect of the receipts of the receipts and deliveries of securities owned by the government.

The forms and the method of entry and the time of production of the accompanying documents mentioned in the preceding paragraph shall be prescribed separately from this Ordinance.

Chapter VI Certification of Receipts and Deliveries

Article 42.

In order to receive examinations of the Account Auditing Bogrd, the Bank of Japan shall draw up such statement of receipts and deliveries of government securities as shall bedetermined by the Account Auditing Board and shall produce it to the Ministry of Finance in such time as shall be fixed by the Ministerr of Finance.

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Chapter VIII Miscellaneous Provisions

Article 43.

When the Bank of Japan has received a request to correct errors made in notes of deposit of securites owned by the government or of notes of deposit of securtities in custody as provided by Article 7 of the Regulations for Transaction of Securities Owned by Government or by Article 6 of the Regulations for Transaction of Securities in Deposit, it shall take steps to make the correction.

Article 44.

When the Bank of Japan has received a Note of Request for Certification respecting loss of, or damage to, a Receipts of Deposit of Securities Owned by Government, Receipt of Deposit of Securities in Custody by Government, Receipt of Deposit of Securities for Deposit, or Advice of Delivery Received of Securities in Custody by Government as provided by Article 8 of the Regulations for Transac ion of Securities Owned by Government, or by Article 22 of the Regulations for Transaction of Securities in Custody by Government, or by Article 6 of the Regulations for Transaction of Securities in Deposit, it shall see whether the request is in order, and after making attestation on a margin of the note of request, shall return it. When the Bank of Japan has received a note of request for certification respecting loss of, or damage to, an advice of delivery received of securities in custody by government from the person, to whom the advice was delivered as provided by Article 10 above, it shall take such steps as provided by the preceding paragraph, and advise the matter to the authorities in charge of the transaction.

The Bank of Japan, when it has taken steps as provided in the preceding two paragraphs, shall have the fact noted on the books or on the vouchers.

Article 45.

The Conttolling Offices ort he Special Agency Offices of the Bank of Japan shall assort the vouchers respecting the receipts and deliveries of securities

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owned by government, or in dustody by government, or in deposit, handled by themselves and by their affiliated agency offices(Excepting special agency offices), into receipts and deliveries, then into those owned by the government and those in custody classified into the classed of public bonds, corporation shares, and debentures; and then those owned by the government shall be divided into respective government offices, and those in custody, into the three classes of those in custody, those in deposit, and those purdhased with deposit money; andt hose in custody and in deposit, into respective government offices. These shall respectively be put together for every month, and accompanied by statements of totals, shall be kept in safe-keeping. Provided thatt he statements of totals prepared by the special agency offices shall be kept at their controlling offices, together with the felative vouchers.

Supplementary Provision:

This Ordinance shall be put into force as from the 1st April, 1922.

Supplementary Provision:(Of Ordinance No.7, 1925)

This Ordinance shall be put into force asfromt he date of promulgation.

Those of the national bonds prescribed in paragraph 4 of the supplementary provision of the Deposits of the Deposit Division which shall have to be redeemed within three months after the promulgation of this Ordinance shall be subject to the hitherto existing provisions.

Supplementary Provision: (of Ordinance No. 13, 1926.)

This Ordinance shall beput into force as from the 1st April, 1926.

Supplementary Provision (of Ordinance No. 10, 1931.)

This Ordinance shall be put intoforce as from the date of promulgation.

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Form No. 1. Receipt of Deposit of Government-owned Securities

No.....

We have received for deposit the following securities.

Date: ..... Bank of Japan .....Offices

To: Chief Official in Charge,.....Government Office.

Kinds of Securities	Number of Certificates	Amount in Face Value	Face Value, & Distinctive Nos.	Remarks

Notes: 1. Though not fully paid up, the amount of the face value shall be mentioned, and the amount of paid up value shall be mentioned in the Remark Column.

2. If coupons missing, the fact shall be mentioned in the Remark Column.

Form No. 2. Advice of Delivery Received of Securities in Custody by Government

No. .....

The following securities have been received from..... for account of your government office.

Date:.....

Bank of Japan .....Office.

To: Chief Official in Charge, ...Government Office.

Kinds of Securities	Number of Certificates	Amount in Face Value	Face Value & Distinctive Nos.	Remarks

The above-mentioned securities are produced to you.

Cause of deposit:.....

Date:..... (Name & Address).....

To: Chief Official in Charge,.....Government Office.

Please deliver the above-mentioned securities.

Date:..... Chief Official in Charge:.....

To: Bank of Japan.....Office.

I (We) have duly received the above-mentioned securities.

Date:..... (Name & Address).....

To: Bank of Japan .....Office.

Form No. 2(2) Counter-foil of the Advice of Delivery Received of Securities in Custody by Government

No..... Date:..... Bank of Japan..... .Office.

Name of Depositor: ....

Office of Bank of Japan Concerned: ....

Chief Official in Charge,..... .....Government Office.

Kinds of Securities	Number of Certificates	Face Value	Remarks

Note: This counter-foil is to be drawn up when another office in the office dealing directwith the government office concerned.

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Form No. 2(3) Advice of Delivery Received of Securities in Custody by Government

.....Government.....Bonds (or Company Shares or Debentures) of Face Value .....each.
Depositor: .....
Received by: Bank of Japan .....Office.
This is to advise having received the above into your account.
Date: .....

Bank of Japan .....Office.
To: Chief Official in Cahrge, ...Government Office.

Form No.3 Reciept of Deposit of Securities in custody by Government

No.....
The undermentioned securities have been received ontrust.
Date: .....
Name of Depositor:.....

Bank of Japan .....Office.
To: Chief Official in Charge, ...Office.

Kinds of Securities	Number of Certificates	Face Calue	Face Value & Distinctive Numbers	Remarks

Form No. 4 Receipt of Securities in Deposit

No. .....
The undermentioned securities have been received on trust.
Date: .....
Name of Depositor: .....

Bank of Japan.....Office.
To: Chief, Depositary Bureau.

Kinds of Securities	Number of Certificates	Face Value	Face Value & distinctive Numbers	Remarks

Form No. 5 Advice of Custody of Securities Purchased with Deposit Money

No.....
The undermentioned securities have been purchased with deposit money and are in custody by us.
Date:.....

Bank of Japan.
To: Chief Official in Charge, ...Government Office.

Kinds of securities	Umber of Certificates	Face Mallue	Face value and marks & numbers

Form No. 7 Custody of Securities Purchased with Deposit Money Book

Bank of Japan
Government Bonds (or other securities)

Date	Particulars	Receipts		Deliveries		Balance	
		No.	Face Value	No.	Face Value	No.	Face Value

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Form No. 8. Government Securities Receipts & Deliveries Return

Date:.....

Bank of Japan

Items	Received		Delivered		Remarks
	No. of Certificates	Face Value	No. of Certificates	Face Value	

Form No. 9 Government-owned Securities Monthly Totals Collation Return

Date: .....

Bank of Japan .....Office.

Authorities Concerned:.....

Particulars	Received		Delivered		Balance	
	Number	Face Value	Number	Face Value	No.	Face Value

We attest to the correctness.

Date: .....

Chief Official in Cahrge,

.....Government Office:.....

Form No. 10(A). Securities in Custody Monthly Totals Collation Return

Date: .....

Bank of Japan.....Office

Authorities Concerned:.....

Particulars	Received		Delivered		Balance	
	Number	Face Value	Number	Face Value	Number	Face Value

We attest to the correctness.

Date:.....

Chief Official in Charge, ...Office

Form No. 10(B). Securities in Deposit Monthly Totals Collation Return

Date:.....

Bank of Japan.....Office

Name of Chief of Depositary Bureau:.....

Particulars	Received		Delivered		Balance	
	Number	Face Value	Number	Face Value	Number	Face Value

We attest to the correctness.

Date:.....

Depositary Bureau Chief:.....

Regulations for Exchange of Damaged Convertible Bank Notes

(Public notice by the Bank of Japan, May, 1910)

The following Regulations for Exchange of Damaged Convertible Bank Notes, with the permission of the Minister of Finance, shall be put into effect as from the 1st June, 1910, superseding the existing Regulations for Exchange of Damaged Convertible Bank Notes:-

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Article 1.

Soiled or damaged convertible bank notes shall be exchanged, free of charge, under these Regulations, at the Head Office, Branch Offices, or Sub-branch Offices of the Bank of Japan, or at the Bank's agencies handling exchange of damaged convertible bank notes.

Article 2.

Any convertible bank note retaining its obverse and reverse sides and retaining more than two-thirds of its form shall be exchanged for the full amount of its face value, and that having more than two-fifths, for half its face value.

Article 3.

Any convertible bank note which is segregated into pieces shall be exchanged under the provision of the preceding article, provided such segments can be put together, or can show that they are segments of a bank note even though they could not be put together.

Article 4.

Even those falling under the provisions of Articles 2 and 3 above, if they are so changed in the quality of paper or in colourings, or owing to other reason, as are difficult to be distinguished as being genuine or if they have, or are suspectable of having, traces of having been perforated on their faces by the Offices mentioned in Article 1, cannot be exchanged.

Names and Locations of the Bank of Japan's Agencies, Controlling Offices, and Their Affiliated Offices Handling Treasury Moneys and Securities

(Ministry of Finance Notification No. 39 , March, 1922, as amended by Notifications No. 72, 1923, No. 121, 1924, Nos. 78, 104, and 166, of 1925, No.94, 1927, Nos. 7 251, 1928, Nos. 184 and 191, 1929, No. 112, 1930, Nos. 180 and 218, 1931, Nos. 25, 169, 232, 248, & 265, 1932, No. 17, 1933, and No. 170, 1933.)

The names and locations of those Agency Office, Controlling Offices, and their affiliated Offices of the Bank of Japan which will handle treasury moneys and Securities are determined as undermentioned, and shall be effective asfrom the 1st April, 1922.

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(Note: Names and locations are omitted from translation.— Translator.)

Closing of Agency Offices of the Bank of Japan Mentioned in Ministry of Finance Notification No. 37, 1922

(Ministry of Finance Notification No. 69, April, 1927.)

Of the agency offices, controlling offices, and their affiliated offices of the Bank of Japan handling rreasury moneys and securities mentioned in Ministry of Finance Notification No. 37, 1922, the Ueno-eki agency office belonging to the Head Office of the Bank of Japan, Kobe and Hyogo-eki agency offices belonging to the Osaka Branch of the Bank of Japan , and Kagoshima, Kawauchi, Chikaku, Sashiyado, Idemizu, Nakaishuin, Nishiichiki, Oguchi, Tanegashima, Kajiki, Kuniwake, Kashiya, Tarumi, and Iwakawa agency offices belonging to the kumamoto Branch of the Bank of Japan shall be closed for some time from the 21st April, 1927.

Sub-agency Office of the Kumamoto Branch of the Bank of Japan to be regarded as Agency Office

(Ministry of Finance Ordinace No. 12, May, 1930.)

The Kagoshima sub-agency office of the Kumamoto Branch of the Bank of Japan shall be regarded as an Agency Office as regards the application of the provisions respecting the receipts and payments of treasury moneys, receipts and deliveries of securities, and the handling of business of national bonds.

Supplementary provision: This Ordinance shall be put into effect asfrom the 1st June, 1930.

Reopening of those Bank of Japan Agency Offices closed by Ministry of Finance Notification No. 69, 1927.

Of those agency office of the Bank of Japan handling treasury moneys and government securities which were closed for the time being by Ministry of Finence Notification No. 69, April, 1927, the Kawauchi, Chikaku, Sashiyado, Idemizu, Oguchi, Tanegashima, Kajiki, Shikaye, and Kishigawa Agency Offices belonging to the Kumamoto Branch of the Bank of Japan shall be re-opened as from the 1st June, 1930.

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CHAPTER VI LABOR

Section I Labor

Labor Regulations, October 1922, Ministry of Justice Instructions No 7
(amended by Administrative A No 1270, 1927, and by No 366, 1929)

Labor regulations shall be as follows:

Article 1. An application for permission to start a new project shall include a description of type of work, work methods, number of workers, work quotas, wages, tools, machines, and other requisite items. If the work is to be done under the public account system, a written report of the estimated amount of receipts and expenditures shall be attached to the application.

Wages shall be determined by consideration of the general wage level.

Article 2. If work is discontinued or suspended, or if work methods are changed, a report shall immediately be submitted to the Minister of Justice giving the causes for such discontinuance, suspension, or change. Approval of the Minister of Justice shall be obtained for any change in work quotas or wages.

Article 3. Industrial work experts and assistant industrial work experts shall be appointed.

Article 4. Work shall be undertaken on orders from the prison governor.

In issuing work orders, the prison governor shall have the industrial work expert record necessary items in the project ledgers, Forms Nos 1 to 5, and shall affix his seal to such entries.

Article 5. When the industrial work expert receives an order to start work, he shall promptly notify the assistant industrial work expert, and at the same time deliver to him all project ledgers except the work records. The date of notification shall be entered in the project ledgers and the assistant industrial work expert shall affix his seal thereto.

Article 6. When the assistant industrial work expert receives orders to commence work, he shall immediately inform the workers of the pertinent facts and shall have them commence work.

Article 7. The industrial work expert shall prepare in advance for each item, a standard table of materials required, Form No 6, which shall be approved by the prison governor.

When articles are to be repaired, or in other special circumstances, the foregoing paragraph need not apply.

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are changed, a report shall immediately be submitted to the Minister of Justice giving the causes for such discontinuance, suspension, or change. Approval of the Minister of Justice shall be obtained for any change in work quotas or wages.

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Article 7. The industrial work expert shall prepare in advance for each item, a standard table of materials required, Form No 6, which shall be approved by the prison governor.

When articles are to be repaired, or in other special circumstances, the foregoing paragraph need not apply.

Article 8. Deliveries of project materials to the industrial work expert shall be in accordance with the amounts entered in the project ledger and on the standard table of materials required.

Receipt and issuance of materials shall be entered on the record of materials received and issued, Form No 7, by the industrial work expert. Issuance entries shall carry the seal of the assistant industrial work expert.

Article 9. The industrial work expert shall check the number of workers at the beginning of each work day, preparing a daily record of the number of workers in accordance with Form No 8.

Article 10. The assistant industrial work expert shall check the work accomplished daily, and upon completion of the work he shall inspect the tools and machinery used.

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When he has checked the work accomplished, the assistant industrial work expert shall enter the results on the daily schedule, Form No 9, and shall deliver these schedules to the industrial work expert at the beginning of the following month. However, the recording work accomplished may be postponed until completion of the work.

Article 11. When the manufacture or repair of articles is completed or when agricultural products are harvested, the assistant industrial work expert shall enter in the project ledger the date of production, articles produced, quantities, and other requisite items, and he shall notify the industrial work expert of the delivery of articles completed.

Upon completion of work other than that described in the preceding paragraph, the industrial work expert shall be notified.

Article 12. When the industrial work expert receives notice of the delivery of articles completed, he shall inspect the articles, checking quantities and workmanship.

Whenever the assistant industrial work expert completes delivery of finished articles, he shall request the industrial work expert to affix his seal; and, upon completion of a project, he shall return the project ledgers.

Article 13. When the industrial work expert accepts delivery of completed articles, he shall enter the required information in the project ledgers. When he receives notice in accordance with Paragraph 2 of Article 11, he shall do likewise.

When articles are delivered under the contract or the made-to-order system, notice of delivery shall be given the contractor or client concerned.

When the client is a private person, payment shall be made before articles are delivered.

Article 14. When the industrial work expert makes delivery of completed articles, he shall have the receiver affix his seal to the project ledger. However, a certificate shall be acceptable in lieu of a seal.

Article 15. When all the work specified in a work order is completed, the prison governor shall inspect the project ledgers and shall affix his seal certifying completion of the work.

When the time required for completion of projects, either the manufacture or repair of articles or farming, is more than one month, the inspection shall be made each month.

Article 16. The industrial work expert shall prepare a monthly

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ing quantities and workmanship.

Whenever the assistant industrial work expert completes delivery of finished articles, he shall request the industrial work expert to affix his seal; and, upon completion of a project, he shall return the project ledgers.

Article 13. When the industrial work expert accepts delivery of completed articles, he shall enter the required information in the project ledgers. When he receives notice in accordance with Paragraph 2 of Article 11, he shall do likewise.

When articles are delivered under the contract or the made-to-order system, notice of delivery shall be given the contractor or client concerned.

When the client is a private person, payment shall be made before articles are delivered.

Article 14. When the industrial work expert makes delivery of completed articles, he shall have the receiver affix his seal to the project ledger. However, a certificate shall be acceptable in lieu of a seal.

Article 15. When all the work specified in a work order is completed, the prison governor shall inspect the project ledgers and shall affix his seal certifying completion of the work.

When the time required for completion of projects, either the manufacture or repair of articles or farming, is more than one month, the inspection shall be made each month.

Article 16. The industrial work expert shall prepare a monthly work report in accordance with Form No 10 and a report on work reward accounts.

The report on work reward accounts shall be submitted to the prison governor by the 14th of each month.

Article 17. The selling price of manufactured articles and agricultural products under the public account system shall be based on current market prices and a consideration of cost of raw materials and wages. However, the prices of articles used by the prison need not be based on market prices.

Article 18. Under the contract system the term of the contract, number of workers, and wages shall be agreed upon in advance.

In contract work which has as its object the manufacture or repair of articles, all tools, machines, and materials shall be furnished by the contractor.

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Article 19. Contracts shall conform to the following 11 articles. The purpose of the contract shall be clearly stated in the contract document.

Article 20. The term of a contract shall be for a period of less than one year. At the completion of its term, however, a contract may be renewed.

The term of a contract may be for a period of more than one year only in case of special necessity, when the reason for such extension is given and the approval of the minister of Justice is secured.

Article 21. If possible, the number of workers each day shall be more than 20 and less than 100, and the maximum and minimum numbers shall be fixed within these limits.

Article 22. Contract wages shall be fixed in terms if one day's wages for one worker or on a piece-work basis. Wages for the preceding month shall be paid by the 20th of each month.

The daily wages stipulated in the foregoing paragraph may be established on a quota basis.

Article 23. Experts to direct work requiring special techniques may be engaged at the contractor's expense.

Article 24. Tools, machines, and materials shall be furnished promptly, in advance, and completed articles shall be delivered within the specified time.

Article 25. Work methods and supervision shall all be in accordance with laws and regulations and the orders of public officials.

Article 26. The right shall be reserved to suspend work or cancel contracts as a result of legislation or in the event of a natural calamity, epidemic, or other unavoidable circumstances.

Article 27. The right to cancel a contract shall be reserved for any of the following contingencies:

1. If the contractor should be adjudged incompetent or quasi-incompetent.

2. If the contractor should die, retire, or go into bankruptcy.

3. If the contractor should fail to pay the contract wages or to fulfill other obligations of the contract.

4. If the contractor should fail to agree to an increase in con-

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wages for one worker or on a piece-work basis. Wages for the preceding month shall be paid by the 20th of each month.

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1. If the contractor should be adjudged incompetent or quasi-incompetent.

2. If the contractor should die, retire, or go into bankruptcy.

3. If the contractor should fail to pay the contract wages or to fulfill other obligations of the contract.

4. If the contractor should fail to agree to an increase in contract wages, or should demand a decrease, without just cause.

5. If the contractor should receive a sentence of imprisonment or any graven sentence.

Article 28. The contractor shall furnish in advance, either in cash or in government bonds, a sum equivalent to contract wages for at least two months as security against failure to pay contract wages or other breach of contract.

Article 29. If work is suspended by the contractor, he shall pay the same amount of wages as on the last day of work. However, if other work is performed, the amount of wages received for that work may be deducted.

Article 30. No responsibility shall be assumed for compensation for any tools, machines, materials, or completed articles held in custody or for any flaws in workmanship.

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Article 31. The receipt and issuance of tools and machinery for contract work shall be entered on the Tool and Machinery Receipt and Issuance Record, Form No 11, by the contractor, and the industrial work expert shall affix his seal to such entry.

The receipt and issuance of materials shall be entered on the Materials Receipt and Issuance Record, Form No 12, by the industrial work expert, and the contractor shall affix his seal to such entry.

Article 32. Under the made-to-order system, wages shall be agreed upon in advance except when wages can be determined by custom in made-to-order work for which no written contract is drawn.

In made-to-order work whose object is the manufacture or repair of articles, raw materials shall be furnished by the client placing the order. However, materials incidental to the work may be supplied by the prison.

Article 33. The provisions of Articles 17, 23 to 25, and 30 shall apply to made-to-order contracts.

Article 34. When such action is deemed necessary, the client placing the order shall be required to furnish reasonable security at the time a made-to-order contract is concluded.

Article 35. The industrial work expert shall enter the receipt and issuance of materials furnished under the made-to-order system on the Materials Receipt and Issuance Record, Form No 12, and the client shall affix his seal to such entry. However, this shall not apply to made-to-order work for which no written contract is drawn.

Supplementary Regulations

These regulations shall become effective on 1 Nov 22, superseding Prison Labor Regulations, Ministry of Justice Instructions No 6 of 1908.

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apply to made-to-order contracts.

Article 34. When such action is deemed necessary, the client placing the order shall be required to furnish reasonable security at the time a made-to-order contract is concluded.

Article 35. The industrial work expert shall enter the receipt and issuance of materials furnished under the made-to-order system on the Materials Receipt and Issuance Record, Form No 12, and the client shall affix his seal to such entry. However, this shall not apply to made-to-order work for which no written contract is drawn.

Supplementary Regulations

These regulations shall become effective on 1 Nov 22, superseding Prison Labor Regulations, Ministry of Justice Instructions No 6 of 1908.

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Doc No 28385

Form No 1

Project Ledger -- Public Account System

Prison Governor

Industrial Work Expert

Order Number	No.	Date of Order	Day	Month	Year	Date of Notification	Day

Articles Produced	Quantity	Workshop

	Name of Article	Quantity	Unit Price	Price	Additional Materials
			Yen	Yen	
Materials					
	Total				

Type of Work	Number of Laborers or Amount of Work Performed	Per Person
Wages Required		
	Total	

(Continued on Next Page)

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HRP

Project Ledger -- Public Account System

rder	Day	Month	Year	Date of Notification	Day	Month	Date of Production	Day	Month
		Quantity		Workshop			Assistant Industrial Work Expert		
Price			Price	Additional Materials		Surplus	Amount Required		
							Quantity	Price	
	Yen			Yen					Yen

Number of Laborers or Amount of Work Performed	Wages	
	Per Person	Total
	Yen	Yen

(Continued on Next Page)

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(Form No 1 --Cont'd)

Production

Deli

Industrial Work Expert	Assistant Industrial Work Expert	Date	Quantity	Selling Price		Profit	Pr Co
				Unit Price	Total Price		
				Yen	Yen	Yen	
Total							

Appraisers			Remarks
	Prison Governor		
	Industrial Work Expert		
	Others		

Inspected by Prison Governor	

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NEP

roduction

Delivery and Receipt

Quantity	Selling Price		Profit	Prison Governor	Accountant for Goods	Date	Quantity	Price
	Unit Price	Total Price						
	Yen	Yen	Yen					Yen
				Total				

Remarks

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NRP

Ledger Tally

Order Number

No.

Date of Order

Day: Month: Year:

Date of Notification

Day: Month:

Date of Production

Day: Month:

Item

Quantity

Workshop

Date of Return of Ledger

Day: Month: Year:

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Day: Month:

Date of Production

Day: Month:

Item

Quantity

Workshop

Date of Return of Ledger

Day: Month: Year:

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1. If it is necessary to designate methods or workers, entries shall be made in the "Remarks" column.

2. If particularly necessary, the name and address of the person placing the order shall be entered in the "Remarks" column.

3. If additional materials are received, the date of receipt shall be entered in the "Remarks" column. If the unit price of additional materials differs from that of the original materials, the difference shall be noted.

4. If circumstances warrant, unit price and per capita wage entries may be omitted.

5. Entries in the "Materials" column may be abbreviated to include only the fact that the material conforms to the provisions of the standard table of materials required and the price of the material.

6. If there is any loss due to fluctuation in market price or other causes, the amount of loss shall be entered in red in the "Profit" column and the reason for such loss shall be entered in the "Remarks" column.

7. The estimated cost of expendable items may be entered in the "Remarks" column.

8. The names and acreages of farms shall be entered in the "Remarks" column.

9. The same procedure and entries shall be made in the case of non-staple products as in the case of staple products.

10. If the yield is less than the amount ordered due to natural calamity or damage by insects, such facts shall be entered in the "Remarks" column.

11. The seal affixed to the "Receipt and Delivery" column may be construed as an order to accept articles delivered.

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6. If there is any loss due to fluctuation in market price or other causes, the amount of loss shall be entered in red in the "Profit" column and the reason for such loss shall be entered in the "Remarks" column.

7. The estimated cost of expendable items may be entered in the "Remarks" column.

8. The names and acreages of farms shall be entered in the "Remarks" column.

9. The same procedure and entries shall be made in the case of non-staple products as in the case of staple products.

10. If the yield is less than the amount ordered due to natural calamity or damage by insects, such facts shall be entered in the "Remarks" column.

11. The seal affixed to the "Receipt and Delivery" column may be construed as an order to accept articles delivered.

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Doc No 28385

Form No 2

Work Record - Public Account System

	Date	Prison Governor	Industrial Work Expert	Type of Work	Number of Laborers	Wages		Workshop	Perio
						Per Person Yen	Total Yen		
Order									
Completion									

1. Separate records shall be kept for building and repair workers and ordinary workers

2. Records for building and repair workers shall be kept separately for the following categ
jects associated with the articles produced; workers on construction projects in the various worksh
ciated with the articles produced; workers on repair projects in the various workshops.

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NRP

Work Record - Public Account System

Industrial Work Expert	Type of Work	Number of Laborers	Wages Per Person Yen	Wages Total Yen	Workshop	Period	Date of Notification and Seal of Industrial Work Expert	Assistant Remarks

be kept for building and repair workers and ordinary workers

d repair workers shall be kept separately for the following categories: workers on construction pro-
produced; workers on construction projects in the various workshops; workers on repair projects asso-
workers on repair projects in the various workshops.

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Doc No 28385

Form No 3

Project Ledger -- Made-to-Order System

Prison Governor		Industrial Work Expert									
Order Number	No	Date of Order	Day	Month	Year	Date of Notification	Day	Month	Date of Production	Day	M
Articles Produced			Quantity			Workshop					

Materials	Name of Article	Quantity	Unit Price		Price		Additional Materials	Surplus	C
			Yen		Yen				
	Total								

Wages Required	Type of Work	Number of Laborers or Amount of Work Performed	Wages	
			Per Person	
			Yen	

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HRP

Project Ledger -- Made-to-Order System

l											
	Day Month Year		Date of Notification	Day Month		Date of Production	Day Month		Assistant Industrial Work Expert		
	Quantity		Workshop				Name of Client				

t Price		Price		Additional Materials	Surplus	Amount Required	
						Quantity	Price
Yen		Yen					Yen

ber of Laborers or unt of Work Performed	Wages	
	Per Person	Total
	Yen	Yen

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(Form No 3 Cont'd)

Production															
Industrial Work Expert	Assistant Industrial Work Expert	Date	Quantity	Made-to-order Price				Profit		Prison Governor		Accountant			
				Unit Price		Total Price									
				Yen		Yen		Yen							
Total															
Remarks															
Inspected by Prison Governor															

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								Delivery											
Made-to-order Price				Profit		Prison Governor	Accountant	Industrial Work Expert	Date	Quantity	Price		Recipient's Seal
Unit Price		Total Price											
Yen		Yen		Yen							Yen		
						Total							

Doc No 28385

MRP

Ledger Tally

Order Number

No.

Date of Order

Day: Month: Year:

Date of Notification

Day: Month:

Date of Production

Day: Month:

Item

Quantity

Made-to-order Unit Price

Appraisers

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Date of Production

Day: Month:

Item

Quantity

Made-to-order Unit Price

Appraisers

Workshop

Name of Client

Date of Return of Ledger

Day: Month: Year:

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1. If it is necessary to designate methods or workers, entries shall be made in the "Remarks" column.

2. If additional materials are received, the date of receipt shall be entered in the "Remarks" column. If the unit price of the additional materials differs from that of the original materials, the difference shall be noted.

3. If circumstances warrant, unit price and per capita wage entries may be omitted.

4. If there is any loss, the amount shall be entered in red in the "Profit" column, and the reason for such loss shall be entered in the "Remarks" column.

5. The estimated cost of expendable items may be entered in the "Remarks" column.

6. The items and quantities of materials furnished by the client shall be entered in red in the "Materials" column. If there is any surplus material, it shall be returned to the contractor and his seal shall be affixed to the entry in the "Surplus" column.

7. Annual revenue shall be estimated from the signed entries in the "Delivery" column. The prison governor and accountant shall affix their seals when annual revenue estimates are made.

8. The name of the client shall be entered after the ledger has been returned.

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be entered in red in the "Materials" column. If there is any surplus material, it shall be returned to the contractor and his seal shall be affixed to the entry in the "Surplus" column.

7. Annual revenue shall be estimated from the signed entries in the "Delivery" column. The prison governor and accountant shall affix their seals when annual revenue estimates are made.

8. The name of the client shall be entered after the ledger has been returned.

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Form No 4

Work Record -- Made-to-Order System

	Date	Prison Governor	Industrial Work Expert	Type of Work	Number of Laborers	Made-to-Order Wages				Worksh
						Per Person		Total		
Order						Yen		Yen		
Completion										

1. The client's name and address shall be entered in the "Remarks" column.

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Work Record -- Made-to-Order System

Industrial Work Expert	Type of Work	Number of Laborers	Made-to-Order Wages				Workshop	Period	Date of Notification; Seals of Asst Industrial Work Expert	Remarks
			Per Person		Total					
			Yen		Yen					

...d address shall be entered in the "Remarks" column.

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Doc No 28385

Form No 5

Project Ledger -- Contract System

Prison Governor		Industrial Work Expert	

Order Number	No.	Date of Order	Day: Month: Year:	Date of Notification	Day: Month:	Date of Production

Articles Produced		Quantity		Workshop	

Production and delivery

Industrial Work Expert	Assistant Industrial Work Expert	Date of Production	Quantity	Date of Delivery	Recipient's Seal	Industrial Work Expert	Assistant Industrial Work Expert	Date of Produc
							Total	

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Project Ledger -- Contract System

Month: Year:	Date of Notification	Day: Month:	Date of Production	Day: Month:	Assistant Industrial Work Expert	
	Workshop			Name of Contractor		

r o d u c t i o n a n d d e l i v e r y

on	Quan-tity	Date of Delivery	Recipient's Seal	Industrial Work Expert	Assistant Industrial Work Expert	Date of Production	Quan-tity	Date of Delivery	Recipient's Seal
					Total				

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(Form No 5 Cont'd)

Calculation of Wages							
Prison Governor	Accountant	Industrial Work Expert	Type of Work, Number of Workers, Amount of Work Performed, or Production Quantity	Wages			
				Contract Unit Price		Total	
				Yen		Yen	
Total							

Inspected by Prison Governor	

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...ation of Wages						Remarks
...rial ...t	Type of Work, Number of Workers, Amount of Work Performed, or Production Quantity	Wages				
		Contract Unit Price		Total		
		Yen		Yen		

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Ledger Tally

Order Number

No.

Date of Order

Day: Month: Year:

Date of Notification

Day: Month:

Date of Production

Day: Month:

Item

Quantity

Workshop

Name of Contractor

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Day: Month:

Date of Production

Day: Month:

Item

Quantity

Workshop

Name of Contractor

Date of Return of Ledger

Day: Month: Year:

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1. If partial delivery is made of completed articles, this fact shall be entered in the "Remarks" column and the recipient's seal shall be affixed to such entry.

2. Entries in the column marked "Type of Work, Number of Workers, Amount of Work Performed, or Production Quantity" shall be made in the following manner:

A. Under contracts concluded on a quota-of-work or number-of-workers basis, the number of laborers or amount of work performed by job classification on the daily work schedule for the month concerned.

B. Under contracts concluded on a piece-work basis, the ledger entries showing quantity produced in the month concerned.

3. Annual revenues shall be determined from the [illegible] under the "Calculation of Wages" column.

4. If the amount called for in the work order is not completed within the month concerned, the unfinished amount shall be entered in the "Remarks" column, and the ledger shall be closed.

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the month concerned, the unfinished amount shall be entered in the "Remarks" column, and the ledger shall be closed.

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Form No 6 Standard Table of Materials Required

Item	Material	Quantity	Prices				
			Date Revised	Date Revised	Date Revised	Date Revised	Date Revised
High Rubber Boots	Kid	--Tsubo (TN One Tsubo = 3.95 sq yds)					
	Rawhide	--Tsubo					
	Elastic Uppers	--Sun (TN One Sun = 1.5 in)					
	White Canvas	--Sun					
	WAZO Hide (TN Literally "Japanese elephant")	-Momme (TN One Momme = 3.75 Grams)					
	Cotton Twill	--Sun					
	Indian Hide	-Momme					
	Braid	--Sun					
	--	--					
	--	--					
Total							
Shoes	--	--					
	--	--					

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	WAZO Hide (TN Literally "Japanese elephant")	-Momme (TN One Momme = 3.75 Grams)					
	Cotton Twill	--Sun					
	Indian Hide	-Momme					
	Braid	--Sun					
	--	--					
	--	--					
Total							
Shoes	--	--					
	--	--					
Total							
Desks (3 Shaku square) (TN 8.9 sq ft)	Tsuki (TN A type of tree) Wood	--Sai (TN Unit of Measure)					
	--	--					
Total							

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1. For each article, this table shall be prepared for each variation in size or shape. However, in the event that variations of the same article are identical in shape, an indication of the proportions in terms of size shall be sufficient.

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Form No 7

Record of Materials Received and Issued

Item	

Date		Remarks	Unit Price		Received	Issued			Surplus
					Quantity	Quantity	Order Number	Seal of Assistant Industrial Work Expert	Quantity
			Yen						

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1. The prison governor shall inspect these records once a month, and affix his seal.

2. If circumstances warrant, these records may be kept in several volumes.

3. When materials requested in the Standard Table of Materials Required are received in one-month lots or in lots for several orders, entries to this effect shall be made in the "Remarks" column.

4. When materials are delivered, entry shall immediately be made in the "Received" column giving the date of the delivery order.

5. Entries shall be made in the "Issued" column each time work is started; when additional or surplus materials are received or issued, the date shall be entered in the "Remarks" column beside the entry showing issuance of the original materials.

6. When many small incidental items are required in such work as shoemaking or tailoring, headings for such incidental items may be set up, and the receipt and issuance of the items may be shown in terms of money.

7. Materials returned by the assistant industrial work expert shall be entered in red in the "Issued" column and included in the amount of surplus.

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shall be entered in the "Remarks" column [illegible] the original materials.

6. When many small incidental items are required in such work as shoemaking or tailoring, headings for such incidental items may be set up, and the receipt and issuance of the items may be shown in terms of money.

7. Materials returned by the assistant industrial work expert shall be entered in red in the "Issued" column and included in the amount of surplus.

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Doc No 20305

Form No 9

Year: Month: Daily Schedule

Date Entered	Year: Month: Day:		Date Departed	Year: Month: Day:		Date Started to Work	Year: Month: Day:		
Date	Type of Work	Work Quota	Wages	Amount Produced or Work Performed	Remarks	Date	Type of Work	Work Quota	Wages
1						21			
2						22			
3						23			
4						24			
5									
						31			
							Type of Work	Work Quota	Wages
17						Monthly Totals			

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Year: Month: Daily Schedule

Year: Month: Day:			Date Started to Work	Year: Month: Day:		Number and (Designation—A, B, C, D)			
	Amount Produced or Work Performed	Remarks	Date	Type of Work	Work Quota	Wages		Amount Produced or Work Performed	Remarks
			21						
			22						
			23						
			24						
			31						
			Monthly Totals	Type of Work	Work Quota	Wages Yen		Amount Produced or Work Performed	Total Wages Yen

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(Form No 9 Cont'd)

18											
19											
20										Total	

Number of Men Engaged on Project				Basis for Computing Work Records	Conduct			
Number of Men Not Engaged on Project					Disposition		Notes	
Work Record	Number of Men Included in Computation				Nature of Work			
	Number not Included in Computation				Work Record			
					Completion of Work Quota			
	Computed Total		Yes		Computed Classification			

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			Total						

		Basis for Computing Work Rewards	Conduct		Notes	
			Disposition			
			Nature of Work			
			Work Record			
			Completion of Work Quota			
Yen			Computed Classification			

1. When an individual does not work because of work exemption, illness, disciplinary punishment, or for other reasons, entry to such effect shall be made in the "Remarks" column. If a person works for only part of a day, the percentage of the day not worked shall be entered.

2. In the event that the computed amount of work reward is increased in accordance with Article 72 of the Regulations for the Enforcement of the Prison Law, entry to such effect shall be made in the "Remarks" column.

3. After the initial entries in the "Type of Work", "Work Quota", and "Wages" columns, further entries shall be made only in case of change.

4. When an individual is engaged in two or more projects, or when he changes to a project under a different contractor, separate schedules shall be kept.

5. Under the circumstances described in the preceding paragraph, the daily schedule shall be handled in the following manner (However, this shall not apply if a person is continuously engaged on two or more projects):

A. The assistant industrial work expert shall total the daily schedule to date and shall transmit them to the new assistant industrial work expert together with any information required for monthly calculations.

B. The assistant industrial work expert shall prepare new daily schedules and shall enter in red in the "Monthly Totals" and other columns the daily schedule totals and necessary information transmitted in accordance with the terms of the preceding paragraph. At the end of the month the assistant industrial work expert shall prepare the monthly calculation.

6. If it should be expedient for purposes of inspection, the project order number shall be entered in the "Remarks" column.

7. This schedule shall be prepared on white paper for persons under sentence of penal servitude and on blue paper for all others. The following designations shall be used for different types of prisoners and shall follow the prisoner's number: "A" for persons awaiting trial; "B" for persons sentenced to imprisonment; "C" for persons sentenced to detention; "D" for persons committed to the workhouse.

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not apply if a person is continuously engaged on two or more projects):

A. The assistant industrial work expert shall total the daily schedule to date and shall transmit them to the new assistant industrial work expert together with any information required for monthly calculations.

B. The assistant industrial work expert shall prepare new daily schedules and shall enter in red in the "Monthly Totals" and other columns the daily schedule totals and necessary information transmitted in accordance with the terms of the preceding paragraph. At the end of the month the assistant industrial work expert shall prepare the monthly calculation.

6. If it should be expedient for purposes of inspection, the project order number shall be entered in the "Remarks" column.

7. This schedule shall be prepared on white paper for persons under sentence of penal servitude and on blue paper for all others. The following designations shall be used for different types of prisoners and shall follow the prisoner's number: "A" for persons awaiting trial; "B" for persons sentenced to imprisonment; "C" for persons sentenced to detention; "D" for persons committed to the workhouse.

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Doc No 28335 Monthly Work Report

Form No 10

Public Account System

Type of Work		Work Performed on Project	Amount Produced Per Person	Amount Produced Total	Cost of Supplies	Wages	Profit	Ratio of Wages and Profit to Cost of Supplies	Number of Persons Engaged on Project
	Male								
	Female								
	M								
	F								
	M								
	F								
	Male								
	Female								
	Male								
	Female								
	Male								
	Female								
	Male								
	Female								
	Male								
	Female								

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Monthly Work Report

HRP

...ls Account System

Made-to-Order System

...od ...tal	Cost of Supplies	Wages	Profit	Ratio of Wages and Profit to Cost of Supplies	Number of Persons Engaged on Project	Remarks	Type of Work		Work Performed on Project
								Male	
								Female	
								"	
								"	
								"	
								"	
								"	
								"	
								"	
								"	

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Doc No 29385

(Form No 10 Cont'd)

	M F									
	M F									
	M F									
	M F									
Total for This Month	M F Total									
This Month Last Year	M F Total									

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MP

								M	
								P	
								M	
								P	
								M	
								P	
								M	
								F	
							Total for This Month	M F Total	
							This Month Last Year	M F Total	

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Doc No 28385

(Form No 10 Cont'd)

Year :

		Made-to-Order System						Cont		
Amount Produced		Cost of Supplies	Wages	Profit	Ratio of Wages and Profit to Cost of Supplies	Number of Persons Engaged on Project	Remarks	Type of Work		
Per Person	Total									

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MP

Year:

Order System					Contract System					
	Profit	Ratio of Wages and Profit to Cost of Supplies	Number of Persons Engaged on Project	Remarks	Type of Work		Work Performed on Project	Amount Produced Per Person	Amount Produced Total	Number of Persons Engaged on Project

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(Form No 10 Cont'd)

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WRP

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Doc No 22385

(Form No 10 Cont'd)

Month:

Pr

Remarks	Work Engaged in by Prisoners at Their						
	Type of Work		Work Performed on Project	Amount Produced		Number of Persons Engaged on Project	Remarks
				Per Person	Total		
		Male					
		Female					
		M					
		F					
		M					
		F					
		M					
	Total	F Total					

Totals

	Classification		Work Performed on Project	Amount Produced		Number of Persons Engaged on Project	Number Not Engaged on Project
				Per Person	Total		
	This Month	M					
		F					
		Total					
	This Month Last Year	M					
		F					
		Total					

Work Rewards

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MP

Month: Prison:

aged in by Prisoners at Their Own Request

	Amount Produced		Number of Persons Engaged on Project	Remarks
	Per Person	Total		

Totals

	Amount Produced		Number of Persons Engaged on Project	Number Not Engaged on Project
	Per Person	Total		

Work Rewards

Declassified E.O. 12065 Section 3-402/NNDG NO. 775009

Doc No 28305

(Form No 10 Cont'd)

	Classification		Personnel Included in Computation	Computed Amount		Personnel Not Included in Computation
				Per Person	Totals	
	This Month	M F Total				
	This Month Last Year	M F Total				

	Estimated Amount of Revenue		
		This Month	Total to Preceding Month
	This Year		
	Last Year		

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ERP

	Computed Amount		Personnel Not Included in Computation
	Per Person	Totals	

Estimated Amount of Revenue

	This Month		Total to Preceding Month	

1. Under "Number of Persons Engaged on Project" shall be entered the number of persons actually engaged on the project for one month. For "Work Performed on Project", the amount produced shall be entered.

2. Personnel shall be entered in units of one, money in RIN (TN 1/10 of a SEN), and only fractions of one-half or larger shall be counted.

3. For the public account or made-to-order system, the amount completed during the month in question shall be entered under "Amount Produced." For the contract system, entries shall be based on the total wages figure given in the "Computation of Wages" column in the project ledger.

4. If no wages are paid to building and repair workers and to ordinary workers, entries shall be made in red in the "Wages" column.

5. The number of persons engaged on the project at the end of the month shall be entered in the "Remarks" column.

6. The number of persons, including those awaiting trial, those sentenced to detention, and those sentenced to imprisonment, who are engaged in work at their own request at the end of the month shall be entered by classification under "Remarks" in the "Totals" column. These figures shall be included in the Monthly Work Report.

7. These reports shall be submitted by the 20th of the following month; the main, branch and outlying prisons shall prepare and submit them within the period designated.

Outlying prisons need not submit reports if there is no pertinent information to be reported.

Note: For the year 1929 only, entries in the column "Totals This Month Last Year" may be omitted if it is difficult to secure information.

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