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|  | | | Issued Date | |  | |
| Audit No. | **Survey by Member of Audit & Supervisory Board**  **Agenda** | | Main Auditor | |  | |
| ○\_○\_○ | Staff in charge | |  | |
| According to the survey plan of Audit & Supervisory Board, we would carry out a periodic survey of your division.  We would kindly request your co-operation. | | | | | | |
| Surveyee |  | | | Div. Leader | |  |
| Date/Time  (Last Time) | month/day, year*《日付》* / ○○:○○  (month/day, year*《日付》* / ○○:○○) | | | | | |
| Venue |  | | | | | |
| Participants | Surveyee Division | Member of Audit & Supervisory Board Office | | | | |
|  |  | | | | |
| Contents | Survey is to be performed based on the “Interview Sheet” (with reference to the following materials, too). | | | | | |
| Materials distributed in advance | 1. Subjects of the Survey agenda/record （Please answer as appropriate） 2. Minutes of the last time | | | | | |
| Contact | ○○○○*《監査役スタッフ名前》*(Audit & Supervisory Board Office) | | | | | |
| Remarks | 1. Survey by Audit & Supervisory Board is conducted on the basis of the article 381 of Japanese Companies Act. 2. Please be sure to prepare your explanation materials (3 copies).   （As long as it can explain the latest status, you may use the existing materials）   1. Please present your explanation using OHP or projector, if possible, and in addition, send the electronic data to us. 2. Your staff’s attendance is welcome. 3. The minutes will be made and finalized by surveyors’ office after your confirmation. | | | | | |

*《 斜字体 》*部分は注釈です 【サンプル】

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| **Survey Agenda/Record** | | | Date |  |
| Surveyee |  |
|  | Main points | Surveyee | Member of Audit & Supervisory Board Survey remarks | |
| 1 | Overview of the organization, job assignments, changes  (Please present the latest organization chart) |  |  | |
| 2 | Status of division target and the tasks  （1）Outlook and the current status, or the Status of P-Chart Progress |  |  | |
| 3 | Specialized survey（internal control）  (1) Risk Management  ・Status of the internal control project progress  (2) Following up status of the items pointed out at the internal audit  (3) Maintenance of rules and regulations, manuals, procedures manuals.  (4) Compliance of laws, ordinances, etc.   * Articles of Incorporation * Labour Law Relations (Overtime, Crushing Labour, Health and Safety, etc.) * Scandals of employees, etc. (Employee Ethic, Drunken Driving） * Environmental Protection (Noise, Vibration, Water, Air, etc.） * Fire Protection（Fire Prevention at Offices, Prevention Drills, Storage of Dangerous goods, their handlings） * Replenishment of qualified employees (Statutory administrator : Electrical, Aerial, Safety and Health, etc.) * Anti-Trust, Unfair Competition Prevention (suspected bid-rigging） * Subcontracting Law（Ill-usage of superior positions, etc.） * Employee Delegation Law（Camouflage Delegation, etc.） * Industrial Wastes Disposal * Litigation Issues * Others | **Please**  **Answer**  **The relevant sections.** |  | |
| 4 | Survey topics required by law　（Article 356 of Japanese Companies Act etc.）  ・　　Competitive transactions  ・　　Conflict of interests   * Gratuitous offer of benefit (provision of grants） * Unusual transactions (e.g. transactions with the parent company or subsidiaries/affiliates) |  |  | |
| 5 | Special Topics |  |  | |
|  |  |  |  | |
|  |  | Surveyee’s sig.: | Surveyer’s sig.: | |