

The Association of Corporate Legal Departments

A Group of Corporate Legal Affairs Experts

Invitation to Join Us

WHO WE ARE

The Association of Corporate Legal Departments (the “Association”) was established as a “place for exchanging information among corporate legal staff” and celebrated its 40th anniversary in 2011.

The Association is organized by in-house corporate legal departments (the name of the department may vary, such as legal practice, general affairs, audit) and is operated independently by directors elected mutually from among the Association members.

Under the supervision of the board of directors, specific activities are run by each Committee (General Administration Committee, Seminar Committee, Research Committee, Education Committee and Osaka Committee). Any personnel of a member company is allowed to participate in those specific activities.



Please read through the contents of our activities and we hope you will consider at this time to join our Association to help further your efforts in education, training and network building.

*Please note that information contained in this leaflet is as of December, 2012.

Invitation to Join the “Association of Corporate Legal Departments”

Dear Sir/ Madam,

We hope this message finds you well.

In today’s business environment, there are greater expectations than ever before in the needs for a legal department. The Association of Corporate Legal Departments celebrated its 40th anniversary in the last fiscal year and over the course of the times, the function and expectations towards corporate legal departments have changed in many ways. The World and Japanese economy is still facing severe conditions and the outlook remains unclear. In such harsh economic environment, legal department is expected to perform new functions such as corresponding to new legal environment, strengthening risk and strategic management in addition to traditional role of settling disputes. Moreover, with the expansion of the scope of legal practice from being domestic to dealing with global legal issues, further improvement of qualifications and quality of legal staff is becoming a pressing issue

In these times of uncertain politic and economic business climate, legal departments is expected to function as a compass to guide management in the right direction to ensure that they are on the correct path

As a group of business experts assuming heavy responsibility of “legal practice” in corporations, “The Association of Corporate Legal Departments” is actively engaged in enhancing and strengthening the “legal department” in relation to corporate management, as well as implementing measures for information sharing and studying of legal themes that are important to legal practice. Since the role and expectation towards corporate legal department is not limited to corporate management, but also expanding into other fields such as legislation, judiciary and public administration, we are engaged in activities contributing to the development of legal system in Japan by actively voicing our opinions surrounding law revisions from the perspective of corporate legal practice, as well as examining the expansion of scope of work for legal professionals from corporate standpoint.

Fortunately, we have been able to achieve many corporations understand the purpose of our Association, and have grown to have more than 1,000 companies as our Members currently. We have sent you this invitation in hopes that your company will take this opportunity to consider, and hopefully join our “Association of Corporate Legal Departments”.

December 2012

Chairperson of the Association of Corporate Legal Departments
Tadaaki Sugiyama
(Kao Corporation, Executive Officer,
Senior Vice President
Legal and Compliance)

The Association of Corporate Legal Department Main Business Activities

With the annual membership fee payment, a Member is basically eligible to participate in the following listed activities.

We hope you will consider joining the Association to strengthen the organizational function of legal department and to improve the skill of legal staff in your company.

■ Monthly Conferences

Lectures by lawyers, business professionals, and academics on practical topics to meet globalizing, diversifying and complex legal issues faced by corporations, and on law revision developments. Also, management related issues such as compliance system, future role of legal organization, training of legal staff will be discussed as subject matters during panel discussion by Members.

35 meetings are held annually in Tokyo area, 25 meetings are held annually in Osaka area and video recording of some of the seminars are available on our website.

■ Educational Programs

Following listed series of courses are offered for legal staff to help them put theory into practice with well-experienced legal staff of Members and lawyers as lecturers (course fee is required in addition to Membership Fees).

◇ Domestic Basic Course (Venue: Tokyo and Osaka)

Lectures on 7 essential items for corporate practice targeting newly assigned legal staff

◇ International Basic Course (Venue: Tokyo and Osaka)

Lectures designed for legal staff to acquire minimally required basic knowledge on global legal practice.

◇ Domestic Training Course (Venue: Tokyo and Osaka)

An OJT type exercise style class targeting domestic legal staff with few years of experience.

◇ Intensive Seminar

“International Contract”, “Japanese Competition Law” and “Corporate Reorganization” as the selected themes, the course is designed as an intensive course in order to further deepen the understanding of the contents of the above courses in a short period.

◇ Practical Seminar

“Debt Collection” and “Japanese Competition Law” as the selected themes, the course is implemented in a small group and aimed at deepening the knowledge of the participants and to polish their practical skills during the interactive discussion between lecturer and participants.

■ Research Groups

The group is formed by the legal staff of a Member company according to specific themes, such as operational issues of Member companies.

◇Manual and Guidebook Preparation/Publication

The group studies, discusses and seeks solutions to business issues faced by Member companies. The results of the study is published as manual and guidebooks and distributed to the Members. Data contained in the manual and guidebook, such as forms and formats, is available for download from members-only website.

◇Law Revision Developments

To contribute to the development of the legal system in Japan, the group discusses and studies the impact of the amendment of various laws that would have on corporate practice and releases its opinion and suggestion from the perspective of corporate legal practice as well as submitting public comments on a timely basis.

■Member Round Table Conference

A round table conference is held regularly with a selected theme providing a forum for information exchange and networking among Members. Conference exclusive for newly-joined Members is also organized. (Number of conferences held annually: Tokyo 7, Osaka 2, Nagoya 1)

■Others / Networking Events and Activities

◇ Monthly newsletter “Keiei Hoyukai Report”

Member will receive a copy of monthly newsletter of the Association. A newsletter contains summaries of the monthly conferences, articles contributed by Members introducing their workplace, and activity reports by each research groups.

◇Opinion Exchange Meeting

To contribute to the development of legal system in Japan, Members meet to discuss, present suggestion and submit opinion to relevant ministries/agencies and organization from the perspective of corporate legal practice.

◇Association of Corporate Legal Departments Conference

The association conference is held every other year where the findings of studies by research groups is presented and panel discussion on issues concerning corporate legal practice is held to share common awareness of those issues among Members.

◇Member Exchange Meeting

The meeting is held annually (alternately in Osaka and Nagoya) providing occasions for exchanging view and sharing information among Directors, Sub-Directors, Councilors and Members (especially non-Kanto area Members) during panel discussion followed by social gathering.

◇Corporate Legal Department Survey

The survey has been conducted at 5 years interval since 1965 directed at corporate legal department with the purpose of identifying the operational issues that legal departments are facing and envisaging the future vision of legal departments and provides an analysis of changing role of legal function within corporate organization. The 10th survey was conducted in 2010.

◇General Meeting

General Meeting for all Members is held every May to confirm the business activities and management policy of the Association followed by lectures and Member social gathering.

Membership Benefits

—To Improve Your Skill in Legal Practice—

◆Free “60” lectures a year (Monthly Conference)

(Member is eligible to attend lectures on latest legal information such as domestic and international law revision developments (Venue: Tokyo and Osaka). Video recordings and text of lecture are also available on our website and monthly newsletter, respectively.

◆Low-cost educational programs for legal staffs

Wide variety of training courses on domestic and international/global legal practice are offered to Member at special price (30,000 yen per course / 22~29 hours) (venue: Tokyo and Osaka)

◆Complimentary copies of manuals and guidebooks

The results of the study by Research Group and Committee is published as manual and guidebooks and distributed to Members.

◆Information Sharing

Through the participation in Member Round Table Conference and Research Groups, a Member can benefit from sharing their work-related issues with other members.

◆Access to Members-only website

Members-only website allows speedy sharing of information (various articles, useful information and resources, Monthly Conference videos and provides a place for opinion exchange and information sharing among Members (Member bulletin board, Online legal advice).

Membership Application

■ How to apply

Please fill in the prescribed application form* and send it to the Secretariat office by mail or email. If the applicant is an unlisted company, a recommendation from a one Member company is required, so please attach a 「Recommendation Letter」* to the application.

* Sample format is available on our website homepage.

■ Membership Fees

Annual Membership Fees:150,000yen／Enrollment Fee: 50,000yen

<Contact>

The Secretariat

Keiei Hoyu kai

Tel : 03-5614-5638 Fax : 03-5643-7187

Email : keieihoyukai@shojihomu.or.jp

<http://www.keieihoyukai.jp/>

Kayaba-cho Broad Square 2F
3-9-10 Kayaba-cho, Nihonbashi,
Chuo-ku, Tokyo 103-0025