

(tentative translation)

Handling Guidelines for Verifying Foreign Juridical Persons that Promote Measures Such as Work-Life Balance

September 26, 2016

Decided by the Director General of the Gender Equality Bureau, Cabinet Office

Revised on April 28, 2017

Revised on April 26, 2019

Revised on July 11, 2019

Revised on March 31, 2020

Revised on April 28, 2022

Revised on March 31, 2025

Article 1 (Purpose)

These Handling Guidelines shall determine the items necessary to verify the favorability of the status of women's empowerment or the status of the implementation of initiatives for women's empowerment by foreign juridical persons (such as foreign companies, the same shall apply hereafter) prescribed in Article 35 of the Civil Code (Act No. 89 of 1896), based on the provisions of Article 24 of the Act on the Promotion of Women's Active Engagement in Professional Life (Act No. 64 of 2015), Article 2.1 of the Guidelines for Utilization of Public Procurement and Subsidies Toward the Promotion of Women's Empowerment (decided by the Headquarters for Creating a Society in which All Women Shine on March 22, 2016), and Article 1.1 of the Implementation Guidelines for Utilization of Public Procurement and Subsidies Toward the Promotion of Women's Empowerment (decided by the Minister of State for Gender Equality on March 22, 2016).

Article 2 (Applicable foreign juridical persons)

Foreign juridical persons to which these Handling Guidelines apply (hereinafter, referred to as "Applicable Foreign Juridical Persons") shall be foreign juridical persons conducting business activities within Japan, including participation in government procurement, that are not eligible for certification based on the Act on the Promotion of Women's Active Engagement in Professional Life, the Act on Advancement of Measures to Support Raising Next-Generation Children (Act No. 120 of 2003), and the Youth Labor Welfare Act (Act No. 98 of 1970), and are not required to develop a General Employers Action Plan based on the Act on Promotion of Female Participation and Career Advancement and the Act on Advancement of Measures to Support Raising Next-Generation Children (hereinafter referred to as "Certifications, etc.").

Article 3 (Applicable Certifications, etc.)

Director General of the Gender Equality Bureau, Cabinet Office, shall verify that Applicable Foreign Juridical Persons have fulfilled the standards equivalent to the Certifications, etc. listed below (hereinafter referred to as “Verification of Appropriateness for Certifications, etc.”)

- (1) Certification based on Article 9 of the Act on the Promotion of Women's Active Engagement in Professional Life (Eruboshi certification) (limited to those that have fulfilled the standards with respect to working conditions, such as working hours)
- (2) Special certification based on Article 12 of the Act on the Promotion of Women's Active Engagement in Professional Life (Platinum Eruboshi certification)
- (3) Development of a General Employers Action Plan based on Article 8 of the Act on the Promotion of Women's Active Engagement in Professional Life (limited to Applicable Foreign Juridical Persons with 100 or less regular employees)
- (4) Certification based on Article 13 of the Act on Advancement of Measures to Support Raising Next-Generation Children (Kurumin and Try Kurumin certifications)
- (5) Special certification based on Article 15.2 of the Act on Advancement of Measures to Support Raising Next-Generation Children (Platinum Kurumin certification)
- (6) Development of a General Employers Action Plan based on Article 12 of the Act on Advancement of Measures to Support Raising Next-Generation Children (General Employers Action Plan formulated or changed on or after April 1, 2025; limited to Applicable Foreign Juridical Persons with 100 or less regular employees)
- (7) Certification based on Article 15 of the Youth Labor Welfare Act (Youth Yell certification)

Article 4 (Verification standards)

1. The standards for the Verification of Appropriateness for Certifications, etc. stipulated in the previous article shall be pursuant to the provisions on Certifications, etc. in the Act on the Promotion of Women's Active Engagement in Professional Life, the Act on Advancement of Measures to Support Raising Next-Generation Children, the Youth Labor Welfare Act, and other relevant laws and regulations.
2. In conducting Verification of Appropriateness for Certifications, etc., in the event that it is necessary to take into account systems and related matters of the country where the Applicable Foreign Juridical Persons’ head offices are located, the Director of the Promotion Division of the Gender Equality Bureau, Cabinet Office, shall consider the relevant conditions and determine separate verification

standards corresponding to the standards in the preceding paragraph.

Article 5. (Verification request)

1. Applicable Foreign Juridical Persons that wish to receive Verification of Appropriateness for Certifications, etc. shall submit to the Director General of the Gender Equality Bureau, Cabinet Office, a request form (Foreign Juridical Person Form No. 1), along with documents that verify that the Applicable Foreign Juridical Persons meet the standards for the Verification of Appropriateness for Certifications, etc. for each necessary Verification of Appropriateness for Certifications, etc., and a written pledge (Foreign Juridical Person Form No. 6), in addition to the documents listed below.

Classification	Submitted documents
(1) Certification based on Article 9 of the Act on the Promotion of Women's Active Engagement in Professional Life (Eruboshi certification)	The documents stipulated by Article 7 of the Ordinance on the Development of General Employers Action Plan based on the Act on the Promotion of Women's Active Engagement in Professional Life (Ministry of Health, Labour and Welfare Ordinance No. 162 of 2015)
(2) Special certification based on Article 12 of the Act on the Promotion of Women's Active Engagement in Professional Life (Platinum Eruboshi certification)	The documents stipulated by Article 9.2 of the Ordinance on the Development of General Employers Action Plan based on the Act on the Promotion of Women's Active Engagement in Professional Life
(3) Development of a General Employers Action Plan based on Article 8 of the Act on the Promotion of Women's Active Engagement in Professional Life	The documents stipulated by Article 1 and Article 5 of the Ordinance on the Development of General Employers Action Plan based on the Act on the Promotion of Women's Active Engagement in Professional
(4) Certification based on Article 13 of the Act on Advancement of Measures to Support Raising Next-Generation Children (Kurumin and Try Kurumin certifications)	The documents stipulated by Article 3 of the Regulations for Enforcement of the Act on Advancement of Measures to Support Raising Next-Generation Children (Ministry of Health, Labour and Welfare Ordinance No. 122 of 2003)
(5) Special certification based on Article 15.2 of the Act on Advancement of Measures to Support Raising Next-Generation Children (Platinum Kurumin	The documents stipulated by Article 5.2 of the Regulations for Enforcement of the Act on Advancement of Measures to Support Raising Next-Generation Children

(6) Development of a General Employers Action Plan based on Article 12 of the Act on Advancement of Measures to Support Raising Next-Generation Children (formulated or changed on or after April 1, 2025)	The documents stipulated by Article 1 and Article 2 of the Regulations for Enforcement of the Act on Advancement of Measures to Support Raising Next-Generation Children
(7) Certification based on Article 15 of the Youth Labor Welfare Act (Youth Yell certification)	The documents stipulated by Article 8 of the Regulations for Enforcement of the Youth Labor Welfare Act (Ministry of Health, Labour and Welfare Ordinance No. 155 of 2015)

2. Applicable Foreign Juridical Persons that fall under Paragraph 2 of the preceding article shall submit documents that clarify relevant systems and related matters of the country where their head offices are located.
3. When preparing the documents stipulated by the preceding two paragraphs, the contents written in said documents by Applicable Foreign Juridical Persons shall apply to their head offices or principal offices, and their places of business within Japan.

Article 6 (Verification of Appropriateness for Certifications, etc.)

1. When receiving the submitted request form and other documents from an Applicable Foreign Juridical Person, the Director General of the Gender Equality Bureau, Cabinet Office, shall promptly review their contents, and in the event that the Applicable Foreign Juridical Person is verified to fulfill the standards equivalent to the Certifications, etc. in light of the verification standards set forth in Article 4, the Director General shall issue a verification notification using Foreign Juridical Person Form No. 2. In the event that an Applicable Foreign Juridical Person does not fulfill the standards equivalent to the Certifications, etc., a Notification of Inappropriateness for Certifications, etc. shall be issued using Foreign Juridical Person Form No. 3.
2. When conducting the review set forth in the preceding paragraph, the Director General of the Gender Equality Bureau, Cabinet Office, may request that the Applicable Foreign Juridical Person submits additional required documents, or conduct an investigation, as necessary.

Article 7 (Report after Verification of Appropriateness for Certifications, etc.)

1. Applicable Foreign Juridical Persons for which verification notifications have been issued (hereinafter referred to as “Verified Foreign Juridical Persons”) shall submit a report to the Director General of the Gender Equality Bureau, Cabinet Office within one month, in principle, from the end of each fiscal year, along with

the following documents: Documents listed in (1) to (6) below for Certifications, etc. listed in (1) to (6) under “Classification” on the table in Article 5, Paragraph 1, or the documents listed in (1) and (4) to (6) below for the certification listed in (7) under “Classification” on said table.

- (1) Report on Verification of Appropriateness for Certifications, etc. for Companies that Promote Measures Such as Work-Life Balance (Foreign Juridical Person Form No.4)
 - (2) Copy of the most recent General Employers Action Plan including the reporting date in the plan period
 - (3) Documents that prove the General Employers Action Plan has been properly published and made known to workers
 - (4) Documents stipulated by Article 5, which verify that the Verified Foreign Juridical Person meets the standards for the Verification of Appropriateness for Certifications, etc.
 - (5) Documents stipulated by Article 10, Paragraph 2, which are required for publishing the information on the website of the Cabinet Office.
 - (6) Written Pledge (Foreign Juridical Person Form No. 6)
2. The Director General of the Gender Equality Bureau, Cabinet Office, may request that Applicable Foreign Juridical Persons submit additional required documents, or conduct an investigation, as necessary.

Article 7.2 (Request to decline verification)

Verified Foreign Juridical Persons may submit to the Director General of the Gender Equality Bureau, Cabinet Office, a request to decline the Verification of Appropriateness for Certifications, etc. in Article 3.

Article 8 (Processing period)

After the receipt of the request form and other documents, the Director General of the Gender Equality Bureau, Cabinet Office, shall conduct verification of the appropriateness or inappropriateness for Certifications, etc. within a period of 30 days, in principle. However, if submission of additional documents is requested, the number of days from the day after the day said documents were requested until the day they are received shall not be included in said period.

Article 9 (Cancellation of the Verification of Appropriateness for Certifications, etc.)

1. The Director General of the Gender Equality Bureau, Cabinet Office, may cancel the Verification of Appropriateness for Certifications, etc., in the event that false content was found in the request form or attached documents submitted for the Verification of Appropriateness for Certifications, etc., stipulated by Article 5.
2. The provisions of the preceding paragraph shall apply mutatis mutandis for the report described in Article 7.

3. The Director General of the Gender Equality Bureau, Cabinet Office, may cancel the Verification of Appropriateness for Certifications, etc., in the event that the Verified Foreign Juridical Person no longer fulfills the verification standards.
4. In the event of cancelling the Verification of Appropriateness for Certifications, etc., the Director General of the Gender Equality Bureau, Cabinet Office, shall do so using Foreign Juridical Person Form No. 5 “Notification of Cancellation.”

Article 10 (Publishing Verified Foreign Juridical Persons, etc.)

1. The Director General of the Gender Equality Bureau, Cabinet Office, shall publish Verified Foreign Juridical Persons on the website of the Cabinet Office.
2. Publishing the information, which serves as a standard for the Verification of Appropriateness for Certifications, etc., shall be carried out via the website of the Cabinet Office.

Article 11 (Verifying agency)

The administrative work based on these Handling Guidelines shall be carried out by the Promotion Division of the Gender Equality Bureau, Cabinet Office, with the cooperation of the Ministry of Health, Labour and Welfare, which will provide information and other support.

Article 12 (Other items)

Items not provided for by these Handling Guidelines shall be separately provided for by the Director of the Promotion Division of the Gender Equality Bureau, Cabinet Office.

Supplementary provisions

These Handling Guidelines shall be enforced from October 1, 2016.

Supplementary provisions

These Handling Guidelines shall be enforced from April 28, 2017.

Supplementary provisions

Article 1 (Effective date)

These Handling Guidelines shall be enforced from the day after the day the Special Measures Law on the Imperial House Law Concerning the Abdication of His Majesty the Emperor and Other Matters (Act No. 63 of 2017) goes into effect (April 30, 2019).

Article 2 (Transitional measures)

1. Documents using the forms prior to their revision by these Handling Guidelines that exist at the time of the enforcement of the Handling Guidelines (hereinafter referred to as “Previous Forms”) shall be deemed to be based on the forms after

their revision by these Handling Guidelines.

2. Forms based on the Previous Forms that exist at the time of the enforcement of the Handling Guidelines may be used for the time being by making amendments to them.

Supplementary provisions

These Handling Guidelines shall be enforced from July 11, 2019.

Supplementary provisions

These Handling Guidelines shall be enforced from June 1, 2020.

Supplementary provisions

These Handling Guidelines shall be enforced from April 28, 2022.

Supplementary provisions

These Handling Guidelines shall be enforced from April 1, 2025.

Note: The various forms described in this guideline have been omitted (because application forms must be submitted in Japanese. Please refer to the following site for the Japanese forms.)

► [Application Documents: List of Application Documents Related to the Verification of Foreign Juridical Persons that Promote Measures Such as Work-Life Balance](#)

(website in Japanese only)