

Membership Handbook

Asia Pacific International Arbitration Chamber Japan Arbitration Center (APIAC-JPAC)

General Incorporated Association Asia Pacific International Arbitration Chamber Japan Arbitration Center

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Chapter 1 General Provisions

Article 1 Name

This legal entity is named “Asia Pacific International Arbitration Chamber Japan Arbitration Center” (hereinafter the “Committee”), with the English name Asia Pacific International Arbitration Chamber Japan Arbitration Center (abbreviation: APIAC-JPAC). In conducting external business and providing membership services, this entity may use “Asia Pacific International Arbitration Chamber Japan Arbitration Center” or “APIAC-JPAC” as its uniform name.

Article 2 Mission

This handbook is an explanatory document for individuals, enterprises, public institutions and professional organizations engaged in arbitration, law, commerce and related fields. It aims to establish an interactive platform for academic exchange in international arbitration, promote orderly development of the arbitration sector, and enhance the quality and international influence of arbitration services.

Article 3 Principal Office Address

The principal office of this entity is located on the 4th floor of the Nikko Building, 2-11, Minamihonmachi 3-chome, Chuo-ku, Osaka.

Chapter 2 Purposes and Activities

Article 4 Purpose

This entity aims to contribute to the sound development of regional economies by resolving and preventing commercial disputes and facilitating smooth commercial transactions in Japan, the Asia-Pacific region and internationally.

Article 5 Activities

To achieve the purposes stated in the preceding article, this entity undertakes the following activities:

1. Consultation and advice on commercial disputes;
2. Conciliation, mediation or arbitration of commercial disputes;
3. Collection, analysis and provision of information on dispute resolution;
4. Exchange and collaboration with relevant domestic and overseas institutions on dispute resolution;
5. Conclusion of international commercial arbitration cooperation agreements with relevant domestic and overseas institutions;
6. Surveys, research and publication of findings on the resolution and prevention of commercial disputes;
7. Outreach, awareness-raising and publicity concerning the resolution and prevention of commercial disputes;
8. All activities incidental or related to the preceding items.

Chapter 3 Principle of Neutrality

Article 6 Membership Status

Membership of this entity primarily enables members to participate in industry exchanges, professional activities, training, consultation and knowledge sharing, and other membership services related to its purposes. Membership itself does not confer any special status in any case, proceeding or other matter at the Asia Pacific International Arbitration Chamber.

Article 7 Neutrality of the Committee

The Committee consistently observes the principles of independence, impartiality and neutrality in case administration, arbitration proceedings and related award-making practice. Membership of the Committee does not affect the independent judgment of this entity's arbitral tribunals, arbitrators or relevant personnel in any individual case.

Chapter 4 Members

Article 8 Membership Categories

Membership is divided into two main categories, Individual Members and Institutional Members, as follows:

Individual Members:

- Technical Member - Skills Member - Honorary Member

Institutional Members:

- Non-specialist corporate entities: Basic Corporate Member - Advanced Corporate Member - Flagship Corporate Member
- Specialist corporate entities: Group Member - Company President (Level Three, Level Two, Level One)

“Company President” in this handbook denotes a senior institutional cooperation membership tier established by this entity. It is not a director position under the law governing general incorporated associations and does not automatically confer voting rights in this entity. The membership tiers in this handbook are used solely for membership services and cooperation management and do not automatically correspond to statutory member or director status under this entity’s articles of incorporation.

Article 9 Eligibility Requirements

(I) Technical Member (Individual)

1. Comply with this entity’s Membership Handbook and have no record of professional misconduct or industry violations;
2. At least 5 years of arbitration- or law-related work, or a master’s degree or higher in law or a related discipline + at least 3 years of arbitration/legal work;
3. Ability to provide evidence of case achievements, academic publications or relevant professional qualifications (an advantage);

(II) Skills Member (Individual)

1. Comply with this entity’s Membership Handbook and have no record of professional misconduct or industry violations;
2. At least 10 years of extensive experience in international arbitration, legal practice or a related industry;
3. Evidence of any one of the following capabilities:
 - Led/participated in major commercial/cross-border arbitration cases with an amount in dispute ≥ 10 hundred million yen;
 - Participated in developing industry rules or published key academic findings;
 - Professional experience at renowned domestic or overseas arbitration institutions/law firms;
4. Membership is available through either participation in high-level events or direct referral;

(III) Basic Corporate Member (Institutional)

1. A legally registered enterprise in sound operating condition with no record of unlawful or non-compliant business operations;
2. Comply with this entity’s Membership Handbook and require arbitration services and industry exchange;
3. Referral from a current Technical Member of the Committee or a Company President of any level is required;

(IV) Advanced Corporate Member (Institutional)

1. A legally registered enterprise in sound operating condition with no record of unlawful or non-compliant business operations;
2. Comply with this entity's Membership Handbook and have advanced needs such as cross-border arbitration and complex dispute resolution;
3. Joint referral from 2 Technical Members or referral from a Level Two or higher Company President is required;

(V) Flagship Corporate Member (Institutional)

1. A legally registered large enterprise, listed company or industry-leading enterprise with no record of unlawful or non-compliant operations;
2. Comply with this entity's Membership Handbook and have high-level needs such as global resource matching and customized arbitration services;
3. Joint referral from 3 Technical Members or referral from a Level One Company President is required;

(VI) Group Member (Institutional)

1. A legally registered professional organization such as a law firm, arbitration service provider or industry association;
2. Comply with this entity's Membership Handbook and possess professional competence and an established reputation in the relevant field;

(VII) Company President (Institutional)

1. Level Three Company President: A professional organization with a degree of industry influence, approved upon review by the Committee's Board of Directors;
2. Level Two Company President: A renowned professional organization in the industry, approved upon review by the Committee's Board of Directors;
3. Level One Company President: An internationally renowned professional organization approved by a vote of at least 2/3 of the General Meeting of Members;

(VIII) Honorary Member (Individual)

Honorary Members are individuals, legal persons or groups that have made outstanding contributions to arbitration or related fields, or provided significant support for this entity's development, and have been recommended and approved by the General Meeting of Members. Persons meeting any of the following conditions and the basic eligibility requirements may be nominated for individual honorary membership:

1. Outstanding Professional Achievements:

- At least 25 years of work in arbitration, law, finance, dispute resolution or related fields, with profound professional expertise and international influence.
- Have served as head of an international or national-level arbitration institution or as a senior arbitrator, heard at least 50 major complex arbitration cases in total, or led the formulation of regional or national arbitration rules/industry standards.
- Have achieved substantial results in arbitration research, published widely influential monographs or high-quality papers in core journals, and advanced arbitration theory.

2. Key Contributions to This Entity's Development:

- Provided essential guidance or resources for this entity's establishment, registration or business development, directly enabling its operations to commence.
- Participated in this entity's governance over the long term, played a leading role in major decisions, international cooperation and brand building, and made substantial contributions to establishing its industry standing in the Asia-Pacific region (including Japan).
- Led the organization of this entity's major international exchanges or high-level academic forums, or helped establish in-depth cooperation with 3 or more international arbitration institutions.

3. Social Influence and Advancement of the Industry:

- Have a high public reputation, hold an important position in a government department, international organization or industry association, and be able to connect this entity with high-level resources and secure policy support.
- Have long supported public-interest activities in arbitration, promoted arbitration literacy and the development of young arbitration professionals, and delivered at least 20 public-interest lectures/training sessions in total or funded projects for young arbitration professionals.

Article 10 Admission Procedure

(I) Technical Member

1. Submit the Membership Application Form (Individual), a CV, copies of qualification certificates and evidence of achievements (optional);
2. Submit the application online via the official website or official email address, and mail hard-copy documents for filing;
3. Committee preliminary review (3—5 working days) and secondary review (7—10 working days);
4. Receive the Membership Confirmation Letter after passing the secondary review, and pay the membership fee;
5. Sign the membership agreement, receive the membership certificate and activate benefits;

(II) Skills Member (Choose One of Two)

Route One (Event Participation): 1. Register for a high-level event designated by the Committee; 2. Complete the assessment and obtain a completion certificate; 3. Submit application documents; 4. Joint review (3—5 working days); 5. Pay the membership fee; 6. Complete admission;

Route Two (Direct Referral): 1. Obtain a referral letter from a Technical Member/Company President; 2. Submit application documents and the referral letter; 3. Pay the membership fee; 4. Document verification (3 working days); 5. Complete admission without a secondary review;

(III) Corporate Institutional Members

1. Obtain a referral letter from a referrer at the corresponding tier;
2. Submit the Membership Application Form (Institutional), business license/registration certificate, proof of legal-person identity and a company profile;

3. Pay the membership fee for the corresponding tier;
4. Committee review (3—5 working days, limited to verifying document authenticity and not involving substantive review of the applicant's business judgment or legal liability.);
5. Issue the membership certificate and activate benefits within 3 working days after approval;

(IV) Group Member

1. Submit the Membership Application Form (Institutional), evidence of institutional qualifications and evidence of industry influence;
2. Review and vote by the Committee's Board of Directors;
3. After approval, pay the membership fee, sign the membership agreement, and receive the membership certificate and director plaque (director organizations only);

(V) Honorary Member

1. Submit the Membership Application Form (Individual), evidence of institutional qualifications and evidence of industry influence;
2. Review and vote by the Committee's Board of Directors;
3. After approval, pay the membership fee, sign the membership agreement and receive the honorary membership certificate (Honorary Members only);
4. Honorary Members are exempt from membership fees in principle, subject to Article Eleven.

Article 11 Membership Benefits

(I) Technical Member

1. Participate in in-person basic training or events and receive discounts for selected events;
2. 1 welcome gift;
3. Download contract templates free of charge from the Japan Committee's official website;
4. Receive the Committee's journals and other materials free of charge;
5. Receive regular electronic updates;
6. The right to make suggestions on and oversee the Committee's work;
7. Priority participation in events organized by the Committee;

(II) Skills Member

1. Participate in in-person basic training or events and receive discounts for selected events;
2. May be listed for all members as a skills-service member available for selection by members or non-members;
3. May recommend individuals for internships at APIAC institutions;
4. Download contract templates free of charge from the Japan Committee's official website;
5. Receive the Committee's journals and other materials free of charge;
6. Priority registration for high-level events and access to dedicated business matching;

7. Access to expert resources from specialized committees;
8. All other rights available to Technical Members;

(III) Basic Corporate Member

1. Access to the arbitration clause template library and 2 free consultations (60 minutes/session);
2. Access to the Committee's supply-and-demand matching platform and basic compliance guidance;
3. Receive the Committee's journals and other materials free of charge;
4. Event discounts;
5. Participate in industry exchange events organized by the Committee;

(IV) Advanced Corporate Member

1. Receive contract templates for various transaction types free of charge and 6 free consultations (60 minutes/session);
2. Receive customized clause drafting (1 document/year) and participate in industry discussions;
3. May recommend individuals for internships at APIAC institutions;
4. All other rights available to Basic Corporate Members;

(V) Flagship Corporate Member

1. Receive contract templates for various transaction types free of charge and 12 free consultations (60 minutes/session);
2. Receive customized dispute response plans (3 documents/year) and in-house corporate training (1 session/year);
3. All other rights available to Advanced Corporate Members;

(VI) Group Member

1. Participate in discussions on industry standards and receive customized arbitration templates;
2. Group event discounts and access to the resource matching platform;
3. Priority participation in the Committee's cooperation projects;

(VII) Company President

Level Three Company President:

1. May be featured once in a special report in the Committee's journal and organize 1 Committee-level event;
2. May independently oversee one specialized committee;
3. All other rights available to Group Members;

Level Two Company President:

1. Arrange and edit one cover profile for the Committee's journal and organize 3 Committee-level events;
2. May independently oversee two specialized committees;
3. May oversee a Committee-level professional institution;

4. All other rights available to Level Three Company Presidents;

Level One Company President:

1. Attend meetings of the Committee's Board of Directors as an observer (without voting rights unless otherwise provided in the articles of incorporation);

2. All other rights available to Level Two Company Presidents;

(VIII) Honorary Member

1. One set of honorary certificates and related materials issued by the Activities Committee;

2. The right to provide guidance and suggestions on the Committee's work in professional fields;

3. Public listing on the Committee's website and in its journals.

Article 12 Statutory Members and Voting Rights

1. To align with the governance framework for Japanese general incorporated associations, voting rights in this entity are exercised solely by statutory members as defined in its articles of incorporation. Members under this handbook do not, in principle, automatically constitute statutory members under the law governing general incorporated associations or hold voting rights, but may attend the General Meeting of Members by invitation and express opinions (without voting rights).

Article 13 Membership Fees

1. Members shall pay membership fees upon joining and annually; fee rates and payment methods shall be determined separately by resolution of the General Meeting of Members.

2. Honorary Members may be exempted from membership fees; other exemptions, reductions and their scope shall be prescribed by the General Meeting of Members or Board of Directors in accordance with detailed rules.

Article 14 Withdrawal, Expulsion and Loss of Membership

Members may withdraw at any time by submitting a withdrawal application.

A member may be expelled by resolution of the General Meeting of Members in any of the following circumstances; advance notice and an opportunity to respond shall be provided before expulsion:

1. Violation of this Membership Handbook or this entity's rules;
2. Damage to this entity's reputation or conduct contrary to its purposes;
3. Other circumstances constituting justifiable grounds for expulsion.

Membership is lost upon withdrawal, prolonged fee arrears, death (membership is not inheritable), dissolution, expulsion or similar circumstances;

Membership fees and donations already paid are non-refundable in principle.

Chapter 5 General Meeting of Members

Article 15 Composition and Powers

The General Meeting of Members consists of statutory members as defined in this entity's articles of incorporation.

The General Meeting of Members resolves important matters concerning this entity within the scope prescribed by law and this Membership Handbook.

The Board of Directors resolves matters concerning this entity's day-to-day management and operations.

Article 16 Holding and Convening Meetings

The ordinary General Meeting of Members shall be held within three months after the end of each fiscal year; extraordinary meetings may be held as necessary.

In principle, the General Meeting of Members is convened by the Representative Director pursuant to a resolution of the Board of Directors.

Article 17 Chair

The Representative Director shall serve as chair;

Article 18 Minutes

Minutes of the General Meeting of Members shall be prepared and signed/sealed by the chair and the signatories selected by the meeting.

Chapter 6 Specialized Committee Service Framework

Article 19 Specialized Committee Service Framework

The Committee establishes 12 specialized committees to provide members with dedicated dispute resolution and supporting services that are "industry-specific + cross-sector."

(I) Specialized Committee on Commercial Contract Arbitration

Services: 1. Provide a cross-industry library of commercial contract templates (including versions for different scenarios); 2. Establish a 72-hour rapid-response channel for small-value commercial disputes; 3. Regularly conduct specialized training on identifying, preventing and controlling contract risks;

Service Process: Members submit requests through the Committee's official website/mini program → the Committee matches a contact person within 2 working days → corresponding services or training arrangements are provided according to the request.

(II) Specialized Committee on Cross-Border Trade and Investment Arbitration

Services: 1. Provide Chinese-English bilingual cross-border arbitration clause templates (adapted to the legal requirements of different countries/regions); 2. Issue guidance on the bodies with jurisdiction over foreign-related disputes and the applicable procedures; 3. Build a resource-matching database for cross-border enterprises and help members expand their overseas partnerships;

Service Process: Members submit a description of their cross-border business scenario → the Committee customizes clauses or guidance → matching candidates are recommended after review of resource-matching requests.

(III) Specialized Committee on Financial and Capital Market Arbitration

Services: 1. Customize dispute resolution plans for asset management products, securities transactions and other financial matters; 2. Provide standardized arbitration clause templates for financial contracts; 3. Hold quarterly seminars on financial risk assessment, inviting regulatory and industry experts;

Service Process: Members submit the dispute type or request → the Committee organizes experts to prepare a plan → seminar participation is confirmed after registration review.

(IV) Specialized Committee on Intellectual Property and Digital Economy Arbitration

Services: 1. Provide end-to-end rights enforcement plans for trademark, patent and copyright infringement; 2. Issue guidance on data compliance and cross-border transfer dispute resolution; 3. Assist with disputes involving RWA, virtual assets and other digital assets;

Service Process: Members submit rights enforcement or compliance requests → the Committee matches experts in the relevant field → plans are provided or appraisal institutions are introduced.

(V) Specialized Committee on Arbitration Rules and Practice Innovation

Services: 1. Publish the official handbook of the Committee's arbitration rules (including an online version); 2. Provide operational guidance for the entire online arbitration process; 3. Develop innovative one-stop dispute resolution solutions combining "arbitration + mediation + notarization";

Service Process: Members may obtain rules and guidance directly from the Committee's official website → applications for innovative solutions may be submitted, and the Committee provides feasibility feedback within 10 working days.

(VI) Specialized Committee on Arbitrator Qualification Assessment and Training

Services: 1. Publish annual arbitrator application guidance and explanations of qualification requirements; 2. Provide one-to-one guidance on arbitrator qualification assessment documents; 3. Develop tiered training plans (introductory/advanced/expert), covering arbitration procedures and practical skills;

Service Process: Members submit applications for registration or training → the Committee reviews eligibility → guidance or training sessions are arranged.

(VII) Specialized Committee on Construction and Real Estate Arbitration

Services: 1. Provide targeted solutions for disputes under general construction and subcontracting agreements; 2. Introduce construction quality appraisal institutions and assist with appraisal procedures in disputes; 3. Develop standard mediation templates for disputes over real estate project transfers and leases;

Service Process: Members submit their construction/real estate dispute scenario → the Committee matches experts in both construction and law → plans or appraisal referral services are provided.

(VIII) Specialized Committee on Maritime and Admiralty Arbitration

Services: 1. Provide arbitration clause templates for ship chartering and international freight forwarding contracts; 2. Issue guidance on determining maritime compensation liability and resolving disputes; 3. Assist with claims disputes under marine insurance contracts;

Service Process: Members submit maritime and admiralty dispute requests → the Committee matches maritime arbitrators → dispute resolution services commence.

(IX) Specialized Committee on Trust Structures and Offshore Finance

Services: 1. Handle trust and fund contract disputes; 2. Provide third-party referrals for offshore finance or account opening and registration;

Service Process: Members submit dispute-related requests concerning trust structuring or offshore finance → the Committee reviews the dispute type → mediation or service-provider referrals are arranged.

(X) Specialized Committee on Consumer Rights Arbitration

Services: 1. Establish a 72-hour expedited mediation channel for consumer contract disputes; 2. Provide rights protection guidance for common scenarios such as prepaid cards and e-commerce purchases; 3. Assist with quality disputes arising from in-person purchases at physical businesses;

Service Process: Members submit consumer rights protection requests → the Committee promptly matches mediators → the mediation process commences.

(XI) Specialized Committee on Healthcare Arbitration

Services: 1. Handle disputes under medical service and pharmaceutical procurement contracts; 2. Provide interpretations of laws and industry standards for pharmaceutical company compliance disputes; 3. Introduce medical dispute appraisal institutions and assist with expert determinations in disputes;

Service Process: Members submit healthcare disputes → the Committee matches medical + legal experts → plans or appraisal referrals are provided.

(XII) Specialized Committee on Cultural Tourism and Sports Industry Arbitration

Services: 1. Provide arbitration clause templates for cultural tourism project cooperation and tourist attraction operation contracts; 2. Handle disputes under sports broadcasting and athlete representation contracts; 3. Mediate rights disputes arising from cultural and creative IP licensing;

Service Process: Members submit cultural tourism/sports dispute requests → the Committee matches experts in the relevant field → dispute resolution or mediation services commence.

Notes on Other Specialized Committees

In addition to the above specialized committees, the Board of Directors may establish further specialized committees as it deems necessary, with details announced on the Committee's official website. Detailed service provisions and fee standards for each specialized committee are subject to implementing rules separately published by the Committee.

Chapter 7 Assets and Accounting

Article 20 Membership Fee Assets

All membership fees shall be used for the necessary costs, expenses and other outlays incurred in providing membership services;

Assets derived from membership fees shall be managed by this entity's Secretariat, which shall report regularly to the Board of Directors.

Article 21 Fiscal Year

This entity's fiscal year runs from April 1 each year to March 31 of the following year.

Article 22 Business Report and Financial Statements

After the end of each fiscal year, the Representative Director shall prepare a business report and financial statements, which, following audit by the statutory auditor and approval by the Board of Directors, shall be submitted to the ordinary General Meeting of Members for reporting/approval; relevant documents shall be retained for inspection in accordance with law and this entity's rules.

Chapter 7 Amendment of the Membership Handbook

Article 23 Amendment of the Membership Handbook

This Membership Handbook may be amended by resolution of the Board of Directors (in light of this entity's development).

Article 24 Secretariat

This entity shall establish a Secretariat to handle daily affairs and membership services; it may appoint a Secretary-General and necessary staff. The Secretary-General shall be selected by the Board of Directors, and staff shall be appointed and dismissed by the Secretary-General.

Article 25 Implementing Rules

Detailed provisions and rules necessary to implement this Membership Handbook shall be separately established by the Representative Director pursuant to a resolution of the Board of Directors.

Article 26 Entry into Force

This Membership Handbook takes effect on the date of its issuance by this entity.

General Incorporated Association Asia Pacific International Arbitration Chamber Japan Arbitration Center

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