

# Notification Sheet

Name of the Notifier/Informant			Entry Date
Affiliation and Job Title			
Preferred Method of Contact	Telephone: E-mail: FAX: Address :		
Contents of Notification	<p>1. Reporting matter:</p> <p>_____</p> <p>_____</p> <p>2. Employee or the party subject to reporting:</p> <p><u>Name of employee or the party:</u> _____</p> <p><u>Affiliation:</u> _____</p> <p>3. Details of facts that are the subject of the report:</p> <p><u>(When)</u> _____</p> <p><u>(Where)</u> _____</p> <p><u>(What)</u> _____</p> <p><u>(How)</u> _____</p> <p><u>(What reasons)</u> _____</p> <p>4. Laws and/or regulations that are in alleged violation:</p> <p>_____</p> <p>_____</p> <p>5. How you learned of the facts that are the subject of the report:</p> <p>_____</p> <p>_____</p> <p>6. Are any potential evidentiary materials available? (If you are in possession of materials, please attach a copy)</p> <p style="text-align: center;">Yes · No</p>		

- ※ If you have more than one case to report, please fill out a separate form for each case.
- ※ Please provide as much detail as possible in the "Details of the facts that are the subject of the report" section. If you are unable to fill in all the information, please add additional sheets of paper as needed.
- ※ Names and other personally identifiable information of the notifiers/informants will be used only when necessary to contact them, to notify them the conclusion of the investigation, to conduct investigation, or for other purposes related to the investigation, and will be appropriately protected.
- ※ The notifier/informant will not be treated adversely by filing a report.