

Instructions for Entering MY PLAZA Bldg.

Soei Patent & Law Firm

Please follow the instructions below when you arrive at the 1st floor of MY PLAZA building.

1. When you enter the building, please come up to the office entrance on the 3rd floor via the escalator.
2. At the end of the escalator, you will see the security guard at the reception desk on your right. Please fill in a visitor card at the reception desk and bring the card with you to our office on the 9th floor. If you are visiting as a group but leaving individually, it is more convenient to have your own visitor card filled out.
3. Please have your host sign on the card for you.
4. As you leave the building, please return the card to the security guard at the reception desk on the 3rd floor.

<<Our office on the 9th floor>>

The main entrance to our office on the 9th floor is located to the left of the Soei sign on the wall, which you will see from the elevator hall. Please enter from the automated door and call your host through the automated reception machine.

<<Visiting after 6PM>>

If you are visiting our office after 6PM, the automated door of our main entrance will be inactive. Please directly contact your host by telephone, etc. for assistance.

SOEI PATENT & LAW FIRM

Address:

Marunouchi MY PLAZA 9th fl.

1-1, Marunouchi 2-chome, Chiyoda-ku, Tokyo, JAPAN

Telephone:

+81-3-6738-8001 (Main)

+81-3-6738-8022 (for English)

Facsimile:

+81-3-6738-8004

