ENTRY PROCESS WHEN VISITING OUR TOKYO OFFICE

[Reservation for Entry]

- Kindly note that visitors to our Tokyo office ('Marunouchi MY PLAZA') need to obtain a reservation for entering the office area.
- Please request your SOEI contact to make this reservation for you, and provide them with the names and email addresses of all members of your visiting party.
- Upon the reservation being finalized, you should receive an image of a QR code via email that you will need to have on your person on the day of your visit.

[Arriving at the Speed Gates]

- Upon arrival at the automatic speed gates at the 3rd-floor entrance, enter by swiping the QR code over the sensor then proceeding.
- Lack of this code will bar entry, in which case you will need to call your SOEI contact to make arrangements.

[9th Floor Reception]

- Exit the elevator on the 9th floor, follow the SOEI sign on one wall then enter through the automatic doors to our reception area.
- Use the automated reception system to call your SOEI contact.
- The automatic doors stop at 18:00. If visiting at night, please call our regular phone number.

[Exiting the Office Area]

- Pass through the speed gates on the 3rd floor using the same QR code to exit the office area.
- You cannot re-enter once you exit through the speed gates, and will need a new entry reservation to do so.

SOEI Patent and Law Firm

TOKYO OFFICE

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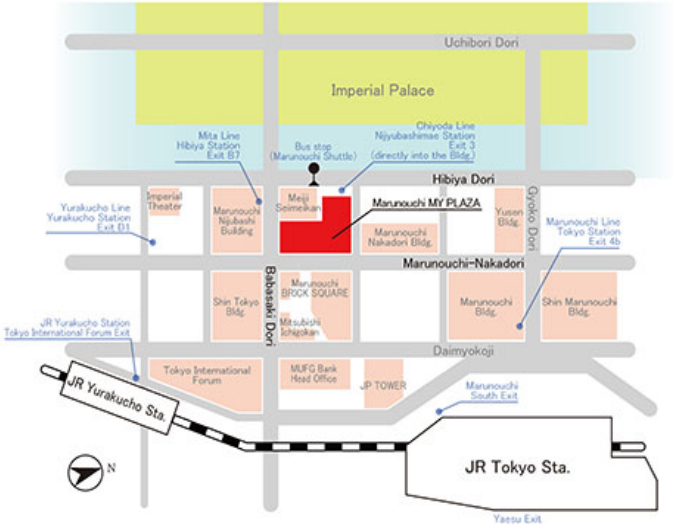
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