

## 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 3<sup>rd</sup>-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 3<sup>rd</sup> 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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