



**"Eco Mark" is a mark attached to products that are recognized to be of help to environmental conservation, and is a registered trademark of Japan Environment Association.**

## Guidance for Eco Mark

**[September 2023]**

**Japan Environment Association**

This Guidance explains the methods for taking procedures from examination for certification such as filing an application for the use of the Eco Mark to the conclusion of a contract on the use of the Eco Mark after certification, etc.

Please note that "Guidance for the Eco Mark" for product category No. 5XX such as Eco Mark Product Category No. 501: "Retail Stores", No.503 "Hotels and Inns", etc.is posted on the Eco Mark certified service web site (<https://www.ecomark.jp/service/>).

# I. Overview of the Eco Mark system

## 1. Introduction of the Eco Mark program

### 1. Background of the Eco Mark program

Environmental problems have now intensified on a global scale. The major cause of such problems before was industrial pollution, but the lives of people themselves have become the cause in recent years. Our economic activities and daily lives supported by mass production, mass consumption, and mass waste disposal have given rise to destruction of the environment and pollution.

In order to solve these environmental problems and to pass a beautiful natural environment onto coming generations, it is required that social systems and lifestyles be reviewed by all the people by exerting every possible effort so that a mechanism of the society will be created that enables the society to be developed while adhering to environmental friendliness.

The Eco Mark program is intended to propose environmentally friendly lifestyles (ecological lifestyles) with a view to realizing environmentally friendly society in terms of the "selection of commodities (products or services)".



### Eco Mark Design

The Eco Mark is designed to represent our wish to "protect the Earth and the Environment by ourselves", presenting an image of the hands of a human that stand for "e", the first letter of the "Earth" and also of the Environment, embracing the Earth gently.

With regard to the name and logo of the "Eco Mark", the Japan Environment Association holds its trademark rights.

### 2. Purpose of the Eco Mark program

The Eco Mark program is a program implemented by the Japan Environment Association which was started in 1989. It is intended to facilitate the selection of commodities by consumers who wish to lead environmentally friendly lives by providing information on products from the viewpoints of the environment through attaching the "Eco Mark" to products (goods or services) that are judged to be of help to environmental conservation. Commodities that are eligible to bear the Eco Mark must satisfy either of the following requirements.

- [1] The commodities shall impose less environmental load than similar commodities throughout the life cycle of such commodities from "production" to "disposal".
- [2] The use of such commodities shall produce a great effect that contributes to environmental conservation such as enabling reduction of environmental load arising from any other causes.

The Eco Mark program is intended to facilitate selection of "better commodities in terms of environmental conservation" and even if a commodity bearing the Eco Mark is used, wasteful use of it will not be "environmentally friendly".

## 2. Eco Mark Program

### 1. Eco Mark Program

The Eco Mark program implemented by the Japan Environment Association is managed according to the ISO 14020 standard of the International Organization for Standardization

(Environmental labels and declarations -- General principles) and ISO 14024 (Environmental labels and declarations -- Type I environmental labelling -- Principles and procedures). This system is specified as a "system in which the use of labels is approved by a third-party organization based on independent and varied criteria".

## 2. Selection of product categories and establishment of certification criteria

In the Eco Mark program, from the product categories that are deemed to be "appropriate for environmental conservation", product categories that will be considered for the Eco Mark will be selected by the "Planning and Strategy Committee" comprised of people of learning and experience, relevant administrative organizations, experts in consumer issues, etc.

Certification criteria for each product category are established in the "Criteria Development Committee" comprised of businesspersons, consumers, and experts from neutral organizations and knowledgeable persons, etc. after having taken into account environmental load in all the life stages of products (collection of resources, manufacture, distribution, use and consumption, recycling, and disposal) from environmental viewpoints, and after scrutinizing and verification based on aspects from experts in the "Criteria Deliberation Committee", the documents will be established by the Eco Mark Office. The latest product categories in the "Introduction of product categories" can be browsed at a website for the Eco Mark: <https://www.ecomark.jp/nintei.html>.

## 3. Examination for product certification and Eco Mark utilization contract

Product certification examination is carried out by the "Certification Committee" based on the certification criteria for the applicable product category. If the product is "certified" as a result of such examination, an Eco Mark Utilization Contract will be concluded with the Japan Environment Association.

### 3. Method of obtaining material concerning procedures for filing applications and latest information

Material concerning procedures for filing applications can be obtained from the websites of Eco Mark. The latest information on the Eco Mark is provided whenever necessary on the websites as well as by Mail Magazine (to be distributed once a month).

All the latest information on the Eco Mark as well as documents concerning procedures and certification criteria, etc. are available to the public on the website of the Eco Mark. If you have difficulties in browsing these web pages, please contact the Office.

<https://www.ecomark.jp/>

"Eco Mark Mail Magazine" that contains the latest information is transmitted every month to the persons in charge of payment/product.

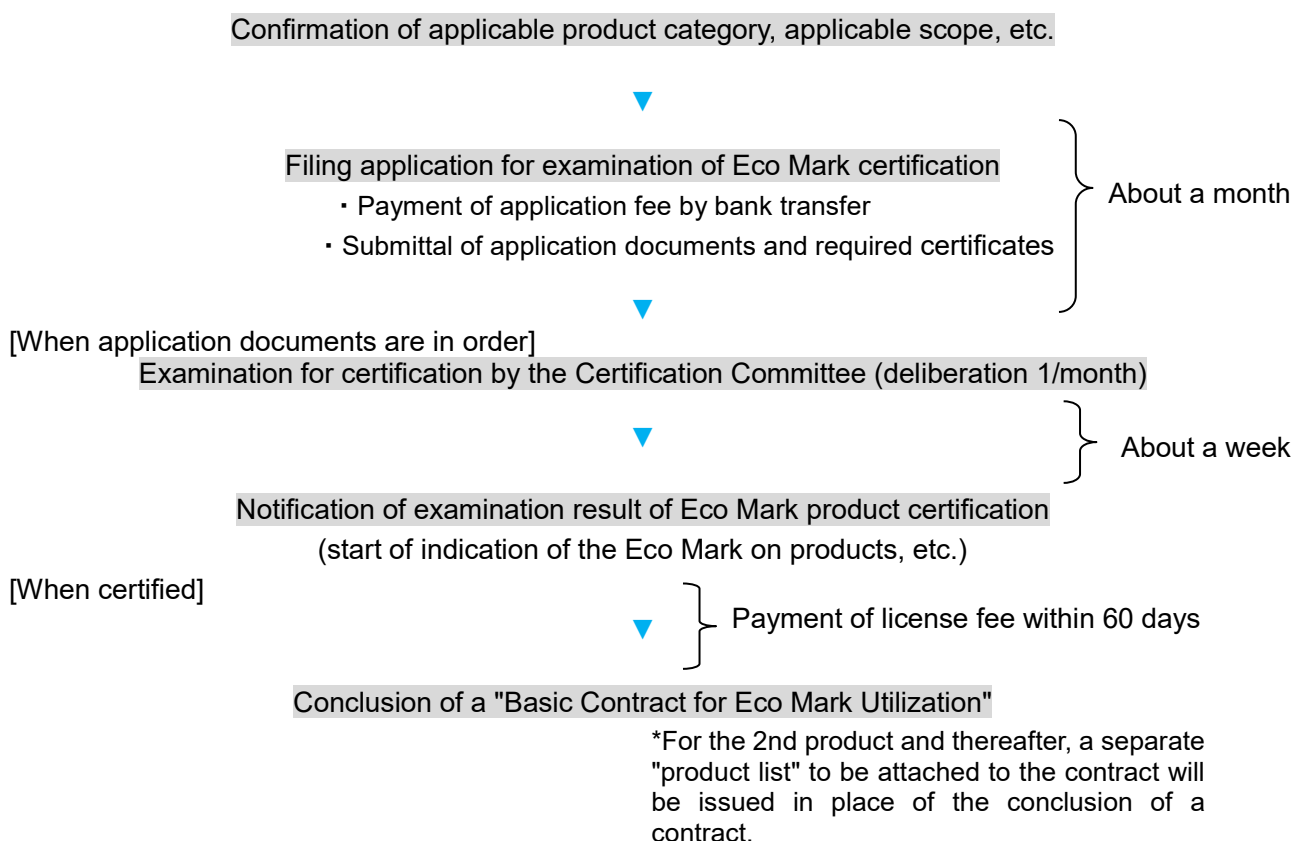
## II. Application procedures for Eco Mark certification

### 1. Basic flow

Basic flow from application for the Eco Mark certification to the conclusion of a contract is explained below.

\* With regard to service categories such as category No. 501 "Retail Stores", No. 503 "Hotels and Inns", No.505 "Restaurants", etc., a procedure different from that for ordinary products is specified. Please refer to Eco Mark website at <https://www.ecomark.jp/service/>.

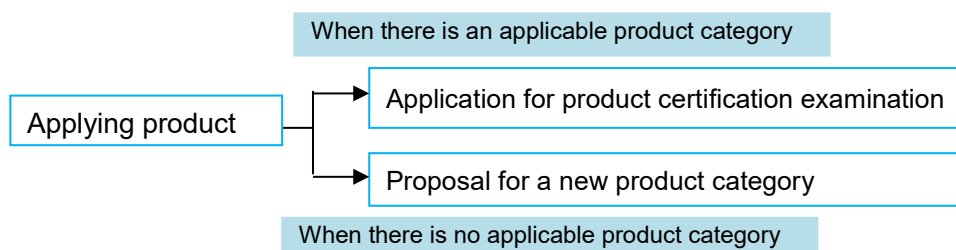
<Flow of procedures>



### 2. Application procedure for Eco Mark

#### 2-1. On application for the examination of certification

Certification criteria are specified for each product category. If a product for which you desire to file an application falls under the current product category and the product meets the certification criteria, you can file an application for the examination of certification.



- How to check whether the product for application falls under a product category and certification criteria –

You can check the latest product categories and certification criteria in the introduction of product categories on our website (<https://www.ecomark.jp/nintei.html>) .

If the product for application does not fall under any of the current product categories, the product will not be considered for product certification examination. In this case, you can make a proposal for a new product category once a year according to the "Eco Mark Product Category Proposal Procedure" to be specified separately. For details, refer to <https://www.ecomark.jp>.

## 2-2. Products to be considered and applicants

### (1) Products to be considered for application

- The product shall fall under any of the Eco Mark product categories
- The product is sold in Japan at present, or its sale will be started within 6 months.

### (2) Requirements for applicants

- As a rule an applicant shall be a person engaging in manufacturing business who wishes to indicate the Eco Mark on a product to be considered.
- A person engaging in marketing business, a person engaging in the handling of import, and a person placing an order will also be able to file an application by preparing a "Approval of Eco Mark Application" issued by a person engaging in manufacturing business.

(Note) Depending on the product category, there may be restrictions on applicants under the certification criteria.

(Example: Product Category No. 120 "Paper Printed Matter" → Restricted to issuers of printed matter)

## 2-3. Application Fee for product certification

Before submitting application documents, please make payment for the fee for product certification examination specified in the "Eco Mark Fee Provisions" (22,000 yen (including consumption tax) per application) by bank transfer to the following designated bank account. And please submit a copy of the application for a request for bank transfer by pasting or attaching it onto page 6 of the "Application for Eco Mark Certification and Use (Form 2)". (In the case of electronic settlement, etc., a certificate of payment issued by the person in charge of accounting, etc. may be submitted in lieu of such copy.)

Also, when filing an application for multiple products, payment for the fees for the entire products may also be made by a bank transfer.

- Bank account for transfer

Bank account name	Japan Environment Association
Bank name	Hibiya Branch of Sumitomo Mitsui Banking Corporation
Swift Code	SMBCJPJT
Saving account	8094013
Applicant name	Name of applicant (businessperson)
Amount to be transferred	22,000 yen per copy of Application for Eco Mark Certification/Use (Application fee 20,000yen, consumption tax (10%) 2,000yen)
Invoice registration Number	T5010005013660

(Note 1) The bank transfer fee is to be borne by the applicant.

(Note 2) A bill of receipt is replaced with a remittance receipt (transfer statement etc. that is issued by a bank).

- Issue of qualified invoice for product certification examination fee

A qualified invoice storage method (Consumption Tax Invoice System) started in October 2023. In order to acquire an invoice for a product certification examination fee, please log in to an electronic application system on the following URL and fill out a form in the system. A qualified invoice for product certification examination fee will be sent to you via E-mail.  
<https://www.ecomark.jp/licensee/ecomark-sinsei-system.html>

When using the electronic application system, it is necessary for you to preliminarily register information on a person in charge (register corporate information of a registration applicant and information on a person in charge of payment/product) and issue your account, through “When you use the electronic application system for the first time”. When using the relevant system for the first time, a business operator which has already owned Eco Mark certification product is also required to register its corporate information and information on a person in charge again.

(Note 1) Also when not making a new application by using the electronic application system (as is done conventionally, submitting an attached new application document via e-mail), it is possible for you to issue this invoice by using the system.

(Note 2) The above “bank account for transfer (or 6 page of Form 2) includes an invoice registration number and other items. Please store the described number and remittance receipt (transfer statement etc. that is issued by a bank) that include the requirements designated by the invoice system. Storing them also allows you to get a purchase tax deduction for consumption tax. The use of the invoice issue system, however, is optional.

- Precautions when making payment for the product certification application fee

- \* Only bank transfer should be used as the method of payment for the product certification application fee. No cash sent by registered mail, check or cash brought to the Association will be accepted.
- \* When payment for the product certification application fees for multiple applications has been made by bank transfer, please describe the payment in the list on page 6 of Form 2.
- \* Even if the product is the same, when an application is to be filed under OEM or another brand, a product certification application fee will be required separately.
- \* Since product examination begins after an application is accepted, the product certification application fee is non-refundable even if the application is canceled.

## 2-4. Documents required for application

Please submit documents (1) through (5) below. Note that (3) should be submitted when filing an application for the Eco Mark certification for the first time together with the other documents.

(1) "Application for Eco Mark Certification/Use (Form 2)" → One application is required for each product to be applied.

(When using the electronic application system for your application, you are required to fill out an input form on a dedicated site in order to prepare Form 2.)

(2) "Model name / product number list (Attachment of Form2)"

(3) "Registration of Applicant Information and a Person in Charge of License Fee Payment (Form 3-1)" and "Eco Mark Product Sales Report (Form 3-2)"

(When using the electronic application system for your application, you are required to fill out an input form on a dedicated site in order to prepare Form 3-2.)

(Note) The person in charge of payment of the fee will be the contact for contract management and contact in charge of report of the sales of the Eco Mark certified products, payment of the Eco Mark annual fee, etc. The person in charge of products may also be in charge of payment of the fee.

Please use the "Application for Eco Mark Certification and Use (Form 2)", "Model name / product number list (Attachment of Form 2)", "Registration of applicant information and person in charge of annual fee payment (Form 3-1)" and "Eco Mark Product Sales Report (Form 3-2)" by downloading them from the website. (<https://www.ecomark.jp/acquire/download/>)

(4) Material, certificates, etc. for explaining conformity to certification criteria, such as attached certificates, etc.

Please use the certification criteria for each product category and format of attached certificates, etc. by downloading them from the website. (<https://www.ecomark.jp/nintei>)

(5) Design drawing for indication of the Eco Mark (its draft is acceptable)

In order to ensure proper indication of the Eco Mark, please submit a design drawing for indication beforehand including the place for indication of the Eco Mark and the details of indication (the mark and the certification information, certification number\*, name of the licensee who uses the mark that are specified in the certification criteria), etc.

\*The certification number will be informed at the time of notification of certification. In the

design drawing for indication, please make a design by specifying a tentative number of 8 digits (or "○", etc. may be used instead of the digits).

- Mutual recognition between Eco Mark and overseas type I environmental labeling organization

Eco Mark has a Mutual Recognition Agreement (MRA) that was made with an organization managing overseas type I environmental labels. If the following requirements are met, the result of examination by a partner country can be also use for common criteria items in an examination of Japan Eco Mark. Non-common criteria items, however, are examined as usual.

- An applied product retains a certification of an effective overseas type I environmental label at the time of application.
- The MRA has been already concluded between the overseas type I environmental label and Japan Eco Mark, and common criteria items have been set in a product category to which the applied product applies.

<How to utilize mutual recognition>

Submit a set of application documents, together with a certification confirmation for the applied product that is issued by the overseas type I environmental labeling organization. In this case, you can leave out the submission of certificates relating to the common criteria items.

However, please note that you cannot leave out the submission of certificates involved in the non-common criteria items.

## 2-5. Deadline date for application

The deadline date for submittal of application documents (date of arrival of the documents at the Eco Mark Office) will basically be the last day of each month (if it falls on a Saturday, Sunday or holiday, the day preceding such Saturday, Sunday or holiday). Note that the deadline date may be changed due to consecutive holidays, etc., please contact the Office beforehand for confirmation of the correct date or check it on the website.

Due to that product categories in the service fields of Product Categories No. 500s are checked onsite (including on-line check), however, a deadline date for application will be basically 15th of each month (however, if the day falls on Saturday, Sunday or holiday, the date will be a business day immediately before that day.) (The examination schedule will not be changed.)

## 2-6. How to submit application documents

Documents required for application will be submitted in the form of (1) or (2). In each case, missing documents will be requested via e-mail.

### (1) Application by the electronic application system

When making an application by the electronic application system, please confirm the detail on the following website.



<https://www.ecomark.jp/licensee/ecomark-sinsei-system.html>

\* Necessary documents will be uploaded to the screen of the system.

(2) Application by attaching documents to an e-mail

Please download forms for application documents, attach them to an e-mail, and submit them to the following e-mail address.

Criteria and Certification Section, Eco Mark Office, Japan Environment Association  
E-mail: [sinsei@ecomark.jp](mailto:sinsei@ecomark.jp)

\* Application may be submitted by postal mail in case of no access to e-mails.

\* Please use a file transfer service, etc. when the files exceed 25MB.

\* If you have no reply within three days, please contact the Office, as the e-mail has not been received.

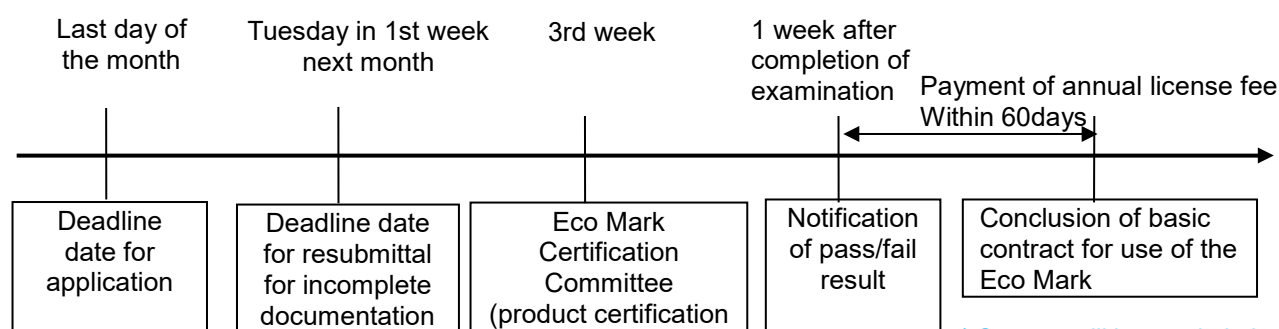
2-7. Obligations of confidentiality on information, etc.

The Eco Mark Office and Certification Committee shall not use any documents submitted and information that has become known during the process of examination for any purpose other than that for implementing certification examination or the Eco Mark program, and shall not disclose or leak any such documents or information.

Note that after certification, the product brand name, type and product number, certification number, name of the licensee who uses the mark (businessperson) concerning the Eco Mark certified product, matters related to the requirements for certification (including inherent certified values related to certification information, and not including confidential information), and information on conformance to the judgment criteria specified by the Law Concerning the Promotion of Procurement of Eco-Friendly Goods and Services by the State and Other Entities and matters of which publicizing is specified as the requirement for certification in the certification criteria document will be made available to the public on the websites of our Association, and others after conclusion of the Eco Mark utilization contract.

### 3. Product certification examination and notification of result

<Procedures up to certification>



\* Contract will be concluded at the time of the first product certified

### 3-1. Product certification examination

The Eco Mark Office will check the documents for application, and in the event of any incompleteness, etc., and the Office will request by e-mail, etc. the applicant for submittal of additional documents (If there is any incompleteness in the documents, etc., no certification examination will be commenced until completion of the documentation by submittal of such additional documents, etc.)

After completion of the documentation regarding such incompleteness, etc. by the deadline date (in the first week next month, as a rule), examination will be carried out at the certification committee meeting (which will be held once a month) during the month (immediately after the deadline date).

Note that as necessary, a request for the submittal of additional material may be made and investigation on certification criteria, etc. may be carried out by the Eco Mark Office.

(Note 1) Pursuant to the "Guidelines for Eco Mark Program Implementation, Chapter 3, 7. Requirements for Eco Mark Product Certification", the product may not be certified "if the Certification Committee has judged to be problematic in terms of environmental conservation".

(Note 2) If a period of more than 6 months elapses without completion of the documentation, the application in question will be canceled (when filing an application over again, a product certification application fee will be required separately).

### 3-2. Notification of the result of examination

The result of examination will be sent electronically (PDF format) on the scheduled date of the notification after completion of the certification examination in the examination committee meeting. However, if the case has been judged to require continued examination (be put on hold), you may have to wait until completion of the examination.

(Note 1) Please understand that we will not be able to reply to an inquiry about the result by telephone, etc.

(Note 2) Certification for the Eco Mark may be cancelled if any false description is included in the "Application for Eco Mark Certification and Use" (including all the documentation required such as certificates), etc., or if the Eco Mark Office has judged that such cancellation is necessary in order to ensure proper implementation of the Eco Mark program.

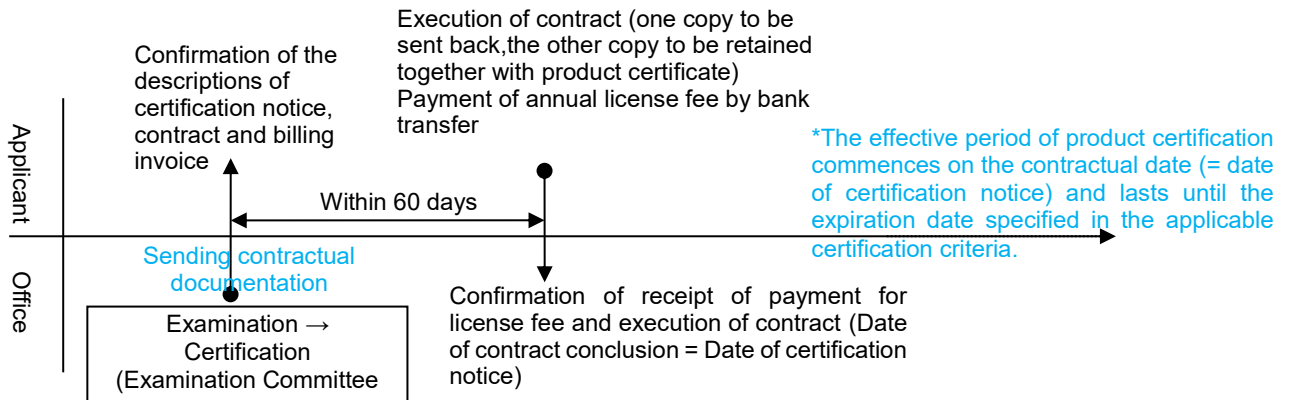
## 4. Conclusion of a "basic contract for the Eco Mark utilization"

As a result of product certification examination, when "certification" has been granted for the first time, a basic contract for the Eco Mark utilization is concluded with the Japan Environment Association. In this section, various procedures for the conclusion of the

contract, etc. will be explained. Note that thereafter for products including the second product certified, a "product list" will be issued based on the contract at the time of notification of certification (no additional contract will be concluded).

<At the time of notification of the result of examination for the first product certified>

#### 4-1. Flow of conclusion of the "basic contract for the Eco Mark utilization"



(Note 1) The date of conclusion of the "basic contract for Eco Mark utilization" is the same as the date of certification notice. Please make sure to resend one copy of the sealed contract to the Eco Mark Office within 7 days after the receipt..

#### 4-2. Documents to be sent together with the certification notice and the method of taking procedures

##### (1) Documents to be sent

If the result of examination is "certified", the following documents will be sent by e-mail (PDF attached) to the person in charge of the product.

<When notifying the result of the first product certified>

- [1] "Certification notice" Notice of the result in reply to an application for the Eco Mark product certification examination
- [2] "Basic contract for the Eco Mark utilization" (duplicate) \*one copy for (Party B) Contractor and one copy for (Party A) our Association  
\*Basic contract will be sent by postal mail.
- [3] "Billing invoice" Billing for the Eco Mark annual fee
- [4] "Eco Mark Product Certificate"
- [5] "List of the Eco Mark certified products"
- [6] "On the method of indication of the Eco Mark" The address for downloading the Eco Mark image data and a reproduction proof, etc. is stated.

<When notifying the result of the second product and thereafter>

- [7] "Certification notice" Same as [1] above
- [8] "Product list" That which is attached to the concluded basic contract for the Eco

Mark utilization as an attachment

[9] "Eco Mark Product Certificate" Same as [4] above

[10] "List of the Eco Mark certified products" Same as [5] above

[11] "On the method of indication of the Eco Mark" Same as [6] above

(2) Various documents to be sent and method of taking procedures

["Certification notice" \(\[1\] and \[7\] in the preceding paragraph\)](#)

It is used to notify that the result of product certification examination is "certified". After checking the matters described in the "conditions of certification", please use and indicate the Eco Mark properly by observing these conditions.

["Basic contract for the Eco Mark utilization" \(\[2\] in the preceding paragraph\)](#)

It is a basic contract to be concluded when you have received the Eco Mark certification for the first time. The certified product will be described in the separate "product catalog" which is attached to the contract.

["Billing invoice" \(\[3\] in the preceding paragraph\)](#)

After checking the amount billed concerning the Eco Mark annual fee, please make payment by bank transfer into the designated bank account of our Association by the designated date (within 60 days from the date of issuance of the billing invoice).

["Eco Mark Product Certificate" \(\[4\] and \[9\] in the preceding paragraph\)](#)

It is a certificate attesting certification for the Eco Mark. At the time of notifying certification, one copy of the certificate (PDF) is electronically issued in Japanese. Please check with the certificate the "conditions of certification" and "effective period of certification for the Eco Mark", etc. concerning the certified product.

\* If you wish to have a certificate in writing (or re-issuance of PDF certificate), please fill out an "application for issuance of a product certificate (Form H)" and send it to Eco Mark Office. A "certificate issuance fee" of 5,500 yen (incl. consumption tax) will be charged per copy of the certificate.

["List of the Eco Mark certified products" \(\[5\] and \[10\] in the preceding paragraph\)](#)

It shows a list of the Eco Mark certified products and the latest certification periods. This list of the certified products is issued at the time of conclusion of the first basic contract and on the reference date (on the 1st day of the month following the month to which the date of conclusion of the contract belongs) every year thereafter. In addition, a list containing newly certified products will be issued at the time of notifying certification for the second product and thereafter as well.

### ["Quick guide for using Eco Mark" \(\[6\] and \[11\] in the preceding paragraph\)](#)

This quick guide explains how to download and indicate Eco Mark logo, how to post the information of certified products on the Eco Mark website, and how to utilize License holder logo and Eco Mark product user logo. Please look over the guide and actively use and indicate Eco Mark

### ["Product list" \(\[8\] in the preceding paragraph\)](#)

It is to be issued as an attachment to the basic contract each time when the second product or thereafter has been newly certified as the Eco Mark certified product. Since the certified product is described therein, the catalog must be stored in good condition together with the basic contract.

#### 4-3. Conclusion of a contract for the Eco Mark utilization

Please conclude a contract for the Eco Mark utilization with our Association soon after the receipt of the "certification notice" and the "Basic contract".

When concluding the contract, please check the contents of descriptions of the "basic contract for the Eco Mark utilization" sufficiently. On both of the two copies of the contract for the contractor (Party B) and for our Association (Party A), fill out the column for Party B on the face sheet with the address and representative's name and affix the seals (company seal and representative's seal) thereto, and return one of the copies to the Eco Mark Office within 7 days from the receipt of the copies.

When we have confirmed the return of the contractual documents and payment for the Eco Mark annual fee (for the first fiscal year), the procedure for the contract for the Eco Mark utilization has been completed.

[\(Note\) If the contract for the Eco Mark utilization is not concluded within the limit without any justifiable reason, certification for the application may be cancelled.](#)

#### 4-4 Validity period of the Eco Mark certification

The validity period of the Eco Mark certification will be from the date of notification of certification to the expiration date described in the certification criteria (or the date of expiration after extension if the expiration date described in the certification criteria for the product category in question has been extended).

If any revision has been made to the certification criteria in question during the validity period of certification, the certification criteria at the time of examination (before revision) will still be applicable to the already certified product, and so the certification will still be effective as it is.

If the contract for utilization has been annulled after conclusion due to cancellation or termination, etc., the certification for the product in question will also be terminated.

The period of the Eco Mark certification will be continued for another year in practice, with regard to each reference date, by making payment for the Eco Mark license fee for one year by the date of payment described in the billing invoice.

The reference date means the 1st day of the month following the month to which the date of notification of certification (date of conclusion of the contract) belongs. By making payment for the license fee for one year counted from this date, certification for the one year becomes effective. By making payment for the annual license fee every year like this, the use/indication of the Eco Mark by the expiration date specified by the certification criteria becomes possible (if the validity period of certification is less than one year, the license fee will be calculated pro rata according to the period up to the expiration date.)

If the validity period for certification has expired, the Eco Mark certification terminates on such day, and so the use/indication of the Eco Mark on the certified product in question should be finished, but it becomes possible to use/indication the Eco Mark on the said certified product by obtaining certification again under a newly established product category (certification criteria of a new version). The certification criteria of a new version are basically established by one year before the expiration date of the current version. Also, the expiration date of certification criteria may be extended. In any of these cases, prior notice will be given by an individual notice or Mail Magazine, etc.

#### 4-5 Issuance of Eco Mark Product Certificate

one copy of the certificate (PDF) is electronically issued in Japanese at the time of notifying certification and the time of extension of the expiration date of Certification Criteria. If e-mail is not available, etc., a certificate in writing may be issued once at the time of notifying certification. Re-issuance (or additional request) and a certificate in writing are all charged.

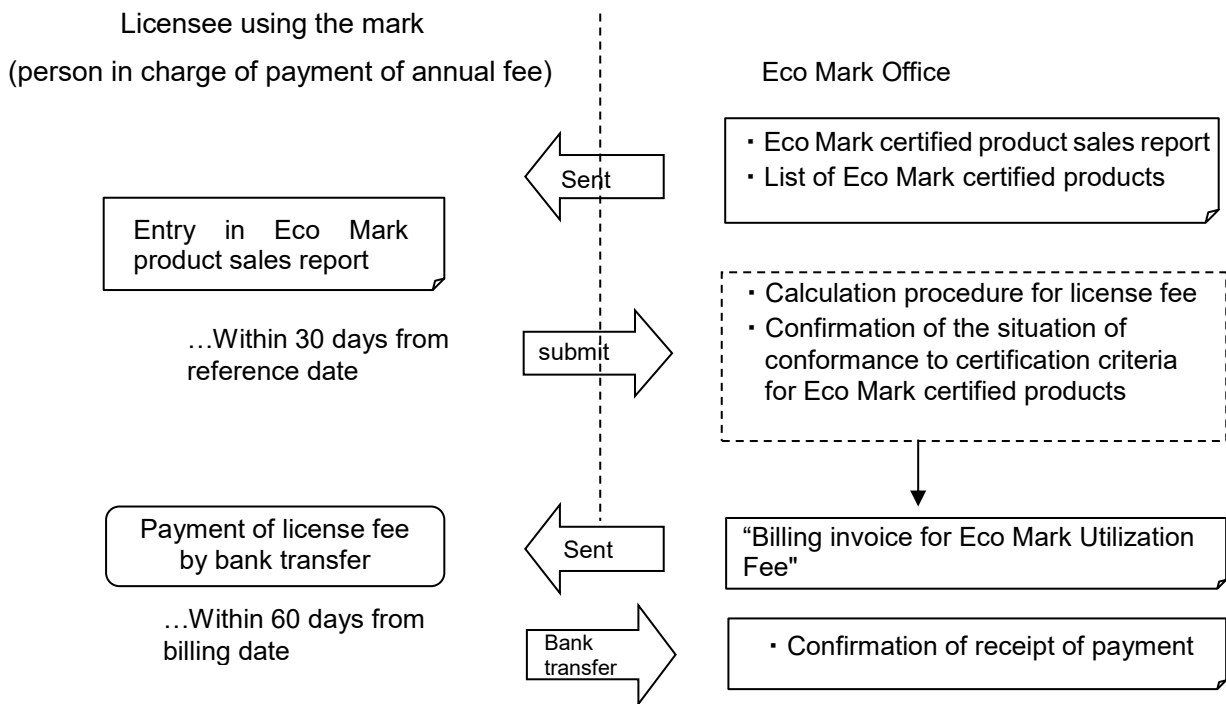
When desiring a qualified invoice that corresponds to the Consumption Tax Invoice System, you can issue it by using the electronic application system. For more information, please see “2-3 Application Fee for product certification.”

For details, please refer the website; <https://www.ecomark.jp/user/certificate/>.

## **5. Report of sales and payment of the Eco Mark annual license fee**

### 5-1. Flow from reporting of the sales for the Eco Mark certified product to payment of annual fee

The flow from reporting sales that becomes the basis for calculation of license fee to payment of license fee is as follows.



<Initial fiscal year (1st year)>

At the time of the initial application for the Eco Mark certification, you are supposed to report the annual sales of the product under application by means of an "Eco Mark Product Sales Report (Form 3-2)" and we will bill you based on such sales at the time of notifying certification.

<Next fiscal year (2nd year)>

[1] The Eco Mark Office will send by e-mail (PDF) an "Eco Mark Product Sales Report" (hereinafter called the "Sales Report") and a "List of the Eco Mark certified products" immediately before the reference date (1st day in the month following the month to which the date of contract belongs) to the person in charge of payment of annual fee (hereinafter called the "person in charge of payment").



[2] The person in charge of payment is requested to submit the "Sales Report" describing the sales of the Eco Mark certified products, etc. during the period of one year immediately before the reference date within 30 days from the reference date by attaching to E-mail (keiyaku@ecomark.jp) or postal mail.



[3] Based on the "Sales Report", the Office will bill you for the Eco Mark annual license fee for the coming one year from the reference date (for the next fiscal year) according to the "Eco Mark Fee Provisions" to be specified separately (a "billing invoice for annual license fee" will be sent to the person in charge of payment).



[4] The person in charge of payment is requested to make payment for the Eco Mark annual

license fee by bank transfer into the bank account designated by our Association within 60 days from the billing date.



[5] By making payment by bank transfer for the Eco Mark annual license fee not later than the deadline date of payment, certification for the next one year (next fiscal year) counted from the reference date becomes effective (is continued). Note that on condition that payment for the annual license fee is made, the use/indication of the Eco Mark may be continued from the preceding year (initial fiscal year) during the period from the reference date to the date of making payment for the annual license fee as well (or to the expiration date for a certified product on which the expiration date is reached).

(Note) If no payment for the Eco Mark annual license fee is made by the deadline date of payment, the contract for the use of the Eco Mark will be cancelled retroactively to the date preceding the reference date just before such deadline date (Certification of all the Eco Mark certified products will be terminated).

<3rd year and thereafter>

Same as [1] through [5] above.

After that, by making payment for the Eco Mark annual fee upon arrival of the reference date each year not later than the deadline date of payment, the period of the Eco Mark certification lasts until the expiration date specified in the applicable certification criteria basically for one year counted from the reference date (or until the expiration date for a certified product on which the expiration date is reached). Hence, there is no need to take renewal procedure for the contract for each certified product.

\* The period of certification for each certified product can be checked with the "List of the Eco Mark certified products" to be issued immediately before the reference date every year.

## 5-2. Entry in and submittal of the Sales Report

### (1) Method of calculation of sales

Sales are the amount of sale of the Eco Mark certified products delivered by the licensee for use of the Eco Mark. For example, if the licensee for use is a manufacturer, sales are the amount of wholesale to distributor companies, etc. And if the licensee is a retail shop, its sales are the sales resulting from the sale to consumers (shop's selling price x number of products sold). General rules for the calculation of sales are as follows.

[1] The sales of the Eco Mark certified products in Japan will be considered.

[2] Irrespective of whether there is use/indication, etc. of the Eco Mark, the sales of the Eco Mark certified products (including all the types, product numbers, etc. registered for certification) will be considered.

A method of reporting sales (example) is described below.

Example 1) When there is no record of sales of the product on which a request was made in the report of sales in the initial fiscal year (at the time of filing an application for the first time for the Eco Mark



certification) or when the period for the record of sale is less than one year

→ Please report annual sales that have been estimated by a reasonable method such as using the results of sale of similar products or the sales target for the product in question as the basis for calculation.

Example 2) When some of the Eco Mark certified products are delivered as such and others of the same products are not delivered as such

→ For the Eco Mark certified products, even if some of them are not delivered as the Eco Mark certified products in practice, the sales to be reported should be the total sales including the amount of the products delivered which have not been delivered as the Eco Mark certified products. However, if the types, product numbers, etc. have been registered for certification and thereby those which should be considered for certification have been clearly defined, then the sales of such types, product numbers, etc. registered for certification should be reported.

Example 3) When the certified products are "wrapping paper", "instruction manuals", etc.

→ If the manufacturer of wrapping paper, etc. has obtained certification (is the licensee), the sales to be reported should be the amount of products delivered for sale to department stores, etc.

→ When a department store has obtained certification (is the licensee) and the products are not sold but are distributed free of charge to people who have purchased other products, etc., the sales to be reported become 0 yen.

→ In the case of being not sold as a single unit, such as instruction manuals to be attached to other products, the sales to be reported become 0 yen.

Example 4) When the certified products are "uniforms for governmental authorities", etc.

→ If the manufacturer of such uniforms has obtained certification (is the licensee), the sales to be reported should be the amount of the products delivered to those who have procured such products.

→ If those who use the uniforms by themselves have obtained certification (are the licensee), the sales to be reported become 0 yen because there is no amount of sale of the products delivered.

Example 5) When the certified products are "containers and packages", etc.

→ If the manufacturer of bottles has obtained certification (is the licensee), the sales to be reported should be the amount of the products delivered to bottlers, etc.

→ If a bottler has obtained certification (is the licensee), the sales to be reported should be the amount of the products delivered which have been made as a result of the filling of contents into bottles by the bottler (for instance, detergents for which certification has been obtained with refilling containers, and the like).

→ If certification has been obtained as returnable containers, the sales to be reported should be the amount of the products delivered as the services (system) as a whole.

Example 6) When the certified products are "rented or leased products", etc.

→ The sales to be reported should be the rental or lease charges.

## (2) On the Sales Report

An "Eco Mark Product Sales Report" (image illustration) is shown below. The items inside the space shown with a bald (in 4 places) are those which require entry. The report contains the latest information on the Eco Mark certified products that has been printed beforehand.

AAA 株式会社 XXXX

202×年 7月 31日までに提出して下さい

エコマーク商品売上高報告書

(公財) 日本環境協会 エコマーク事務局長 殿

●エコマーク使用基本契約書に基づき、下記のエコマーク認定商品について、前年のエコマーク認定期間におけるエコマーク商品売上高を報告します。

No.	認定番号	商品ブランド名	商品担当者	認定通知日	前年のエコマーク認定期間	① 左記認定期間内の売上高 (消費税含まず)	備考
1	2X 109 03X	エコブロック	環境 一部	2020年 6月 22日 2026年 8月 31日	202X年 7月 1日 ～202X年 6月 30日	円	

●上記のエコマーク認定商品について、未届けの追加または変更がある場合、以下□にチェックして下さい。

② 商品番号の追加・名称変更 /  仕様変更 (配合率や原料の変更等) /  製造工場の追加・変更 /  担当者の変更 /  その他 ( )

③ 記入日 20 年 月 日

上記の内容につき相違ありません。

<使用料支払担当者>

AAAA 株式会社  
(本社) 東京都 ●●区 ●●-XX-XX  
TEL: 03X-XXX-XXXX

④ 報告書の記入者

部署: \_\_\_\_\_ 役職: \_\_\_\_\_  
氏名: \_\_\_\_\_ E-mail: \_\_\_\_\_

※社印、代表者印の押印は不要です。  
※本社住所を記載しましたので、ご確認ください。

1 / 1

[important points to enter the report]

(1) Items [1] to [4] below require an entry.

[1] Sales amount for the certifying period on the left (enter the value)

[2] Check (if applies)

[3] Date of entry

[4] Name, department, title, e-mail address of the person who fill in the report.

(2) The sales of each brand (shipment value: actual amount) shall be entered in “[1] Sales amount for the certifying period on the left” irrespective of the use or display of the Eco Mark. (enter the value). If one product brand appears in multiple lines (having 2 or more certification number), the sales can be entered collectively in the box of the newest product.

(3) If “[2] unnotified addition or change” (addition of part number, specification change, change of manufacturing factory, etc.) is checked, the notification shall be made immediately to the Eco Mark Office and approved.

[\(https://www.ecomark.jp/user/change/\)](https://www.ecomark.jp/user/change/)

(Note) In order to ensure proper implementation of annual fee, site audit (hearing) is to be carried out and a report and explanations, etc. are to be requested to licensees using the mark (companies, etc.) that have been chosen arbitrarily every year, concerning the situation of use of the Eco Mark, situation of the manufacture and sale of the Eco Mark products, and the track record of sale (number of products delivered), etc. Accounting slips, etc. that form the basis for the report of sales must be stored for 5 years without fail.

### 5-3. Calculation of the Eco Mark annual license fee

The Eco Mark license fee (per year) will be billed per year based on the provisions for the Eco Mark annual fee based on the total sales of all the Eco Mark certified products of the licensee using the mark (one company). Except for some service fields such as "retail stores", the following table is applicable to ordinary products.

Table: Eco Mark License Fees (annual fee, per licensee)”

Total Sales Category of Eco Mark Certified Product		License Fees (consumption tax included)
~	Equal to or Less than 100,000 yen	11,000 yen
More than 100,000 yen ~	Equal to or Less than 25,000,000 yen	33,000 yen
More than 25,000,000 yen ~	Equal to or Less than 50,000,000 yen	55,000 yen
More than 50,000,000 yen ~	Equal to or Less than 75,000,000 yen	82,500 yen
More than 75,000,000 yen ~	Equal to or Less than 100 000,000 yen	110,000 yen
More than 100,000,000 yen ~	Equal to or Less than 175,000,000 yen	165,000 yen
More than	~ Equal to or Less than	220,000 yen

Total Sales Category of Eco Mark Certified Product		License Fees (consumption tax included)
175,000,000 yen	250,000,000 yen	
More than 250,000,000 yen	~ Equal to or Less than 325,000,000 yen	275,000 yen
More than 325,000,000 yen	~ Equal to or Less than 400,000,000 yen	330,000 yen
More than 400,000,000 yen	~ Equal to or Less than 475,000,000 yen	385,000 yen
More than 475,000,000 yen	~ Equal to or Less than 550,000,000 yen	440,000 yen
More than 550,000,000 yen	~ Equal to or Less than 625,000,000 yen	495,000 yen
More than 625,000,000 yen	~ Equal to or Less than 700,000,000 yen	550,000 yen
More than 700,000,000 yen	~ Equal to or Less than 850,000,000 yen	660,000 yen
More than 850,000,000 yen	~ Equal to or Less than 1,000,000,000 yen	770,000 yen
More than 1,000,000,000 yen	~ Equal to or Less than 2,000,000,000 yen	880,000 yen
More than 2,000,000,000 yen	~ Equal to or Less than 3,000,000,000 yen	990,000 yen
More than 3,000,000,000 yen	~ Equal to or Less than 4,000,000,000 yen	1,100,000 yen
More than 4,000,000,000 yen	~ Equal to or Less than 5,000,000,000 yen	1,210,000 yen
More than 5,000,000,000 yen	~ Equal to or Less than 6,000,000,000 yen	1,320,000 yen
More than 6,000,000,000 yen	~ Equal to or Less than 8,000,000,000 yen	1,430,000 yen
More than 8,000,000,000 yen	~ Equal to or Less than 10,000,000,000 yen	1,540,000 yen
More than 10,000,000,000 yen	~ Equal to or Less than 20,000,000,000 yen	1,650,000 yen
More than 20,000,000,000 yen	~ Equal to or Less than 30,000,000,000 yen	2,200,000 yen
More than 30,000,000,000 yen	~ Equal to or Less than 50,000,000,000 yen	2,750,000 yen
More than 50,000,000,000 yen	~	3,300,000 yen

Note 1: Even if there are multiple certified products belonging to multiple product categories, the annual license fee should be calculated by summing up the sales of such certified products.

Note 2: This table is not applicable to the Eco Mark annual license fee for the product category No.501: "Retail Stores", No.503 "Hotels and Inns", No.505 "Restaurant", No.508 "Sharing Services", No.509 "Retail Facility", No.510 "Cleaning services", No.511 "Takeout and Food Delivery shops" and No.512 "Beauty salons".

#### 5-4. Payment of annual license fee

##### (1) Initial fiscal year

Based on a billing invoice (billing on the Eco Mark annual fee) to be sent to the person in charge of products at the time of notification of certification for the initial certified product, please make payment by bank transfer to the bank account designated by our Association not later than the specified date (within 60 days from the billing date). The invoice will be sent by e-mail (PDF).

## (2) Next fiscal year and thereafter

Based on the "Sales Report" to be submitted every year, we will determine the Eco Mark annual license fee for the coming one year (certification period) counted from the reference date, and will send a billing invoice (billing on the Eco Mark annual fee) to the person in charge of payment. Please make payment by bank transfer to the bank account designated by our Association not later than the specified date (within 60 days from the billing date).

(Note) Payment for the Eco Mark annual license fee is to be made once a year. Hence, even in cases where certified products have been newly obtained during the period of certification or addition of a type or product number, etc. has been made to the certified products, payment of the annual fee does not arise at the time of such obtaining or addition. Note that at the time of a report of sales in next fiscal year, you will be requested to report the track record of sales during one year immediately preceding the reference date, and if there is any difference between the finalized annual fee based on such sales and the annual fee that has already been paid, such difference shall be settled (adjustments shall be made). (For details, see the next section.)

- Bank account for transfer of the Eco Mark annual license fee (Note: The bank account number is different from that for payment of the application fee.)

Bank account name	Japan Environment Association
Bank name	Hibiya Branch of Sumitomo Mitsui Banking Corporation
Swift Code	SMBCJPJT
Saving account	7112266
Amount to be transferred	Amount to be billed
Applicant name	Name of licensee using the mark (business entity)
Invoice registration number	T5010005013660

(Note 1) The bank transfer fee is to be borne by the licensee using the mark.

(Note 2) Only bank transfer should be used as the method of payment. No cash sent by registered mail, check or cash brought directly are accepted, and no payment in installments can be handled.

(Note 3) A bill of receipt is replaced with a remittance receipt (transfer statement etc. that is issued by a bank).

## 5-5. Settlement of the annual license fee (adjustments)

At the time of the Sales Report, you will be requested to report the track record sales during the one year immediately preceding the reference date, and if there arises any difference between the finalized annual license fee (for the preceding fiscal year) based on such sales and the annual license fee that has already been paid, then the amount of overpayment or underpayment will be settled (adjusted) by means of appropriation or

addition at the time of billing the annual license fee during the coming one year (for the present fiscal year).

(Note) If certification of all the Eco Mark products has been completed, upon such completion, you will be requested to report the sales from the reference date immediately before such completion to the date of termination of certification, and the amount of overpayment or underpayment will be settled (adjusted) in the same manner as stated above.

## **6. Method of indication of the Eco Mark**

### **6-1. Rights of using the Eco Mark**

Those can indicate the Eco Mark on products and packages, etc. are restricted to the licensees using the mark. Even products are those certified for the Eco Mark, the mark cannot be printed or pasted by any entity other than the entity that has concluded the contract. In the event that anyone other than the licensee using the Eco Mark has used it, such act constitutes use of the Eco Mark without permission, and such person may be subjected to legal measures including criminal punishment.

### **6-2. Method of indication of the Eco Mark**

The method of indication of the Eco Mark should be as described in the "Guide to Eco Mark Usage" (<https://www.ecomark.jp/office/guideline/guide.html>).

### **6-3. Method of use of a license holder logo**

Aside from indication of the Eco Mark concerning certified products in the preceding section, the licensee using the Eco Mark can use the "Eco Mark license holder logo". With a view to making contributions to environmental conservation, etc. through advertisement and publicizing of the fact that the licensee has the Eco Mark certified products for (appealing to) consumers, etc., the logo can be used on name cards and the licensee's own websites, CSR reports, etc. Prior to use, approval should be obtained from the Eco Mark Office in advance. For the method of filing an application for use, see "Provisions on the Use of "Eco Mark License Holder Logo".

### III. Procedures after certification of the Eco Mark

#### 1. Procedures of addition, change, etc.

1-1. Procedures such as addition, change, etc. concerning the Eco Mark certified products  
 With regard to the Eco Mark certification, if there arises any addition, change, etc., an application should be filed to the Eco Mark Office promptly by using any of the following Forms A through E pursuant to Articles 3 and 13 of the "Basic Contract for the Eco Mark Utilization" and approval should be obtained from the Office beforehand. If no such procedure has been taken, continued use of the Eco Mark will not be allowed. However, approval may not be obtained depending on the details of the application.

(Note) If addition, specifications change, etc. are to be made without permission, such act constitutes use of the Eco Mark without permission or improper use thereof, and such person may be subjected to legal measures including criminal punishment.

Procedure of addition, change, etc.	Fee
1-1.Addition or change concerning the Eco Mark certified products "Application for addition of the Eco Mark certified products" (Form A) "Application for change of the Eco Mark certified products" (Form B)	Free of charge
1-2.Notification of change of the person in charge of the Eco Mark (Form C)	
1-3. Application for change of Eco Mark utilization contractor (Form D)	
1-4. Notification of Change of Eco Mark Utilization Contractor Name, etc. (Form E)	

\* Forms are included in the Appendix.

#### 1-2. Flow of procedures

The flow of procedures such as addition, change, etc. concerning the Eco Mark certified products is as described below. The procedures of addition or change may be taken only when the classification for application of such addition or change is the same as that for the certified products. If the classification for application is different from that for the certified products, then a new application for such addition or change needs to be filed separately. For the method of taking procedures, check the certification criteria (items of criteria, certifying method, etc.) beforehand at the website (<https://www.ecomark.jp>).

Submittal of "Addition (Form A)" or "Change (Form B)" to the Office (by e-mail)



Confirmation that documents for submittal are in order at the Office  
 (If there are any questions, etc., an inquiry will be made by e-mail, etc.)

▼ After the documents are in order

Examination for certification



Notifying the result of examination

(Note) The result of examination will be notified by the Eco Mark Office to the "person in charge of the product" by e-mail.

The notification of the result of examination will be sent by e-mail within 1 week after all the documents have been in order.

(1) On procedures of "addition"

[1] Examples where procedures of "addition" are required

- When types, product number, etc. are to be added such as those for new colors, sizes, designs, etc.
- When successor product types, etc. are to be newly added

[2] Method of procedures of "addition"

Please submit the following necessary documents in PDF format by attaching to e-mail (send to: [sinsei@ecomark.jp](mailto:sinsei@ecomark.jp))

- "Application for addition of the Eco Mark certified products" (Form A)
- Certifying documents related to criteria items requiring examination (only when necessary)

(2) On procedures of "change"

[1] Examples where procedures of "change" are required

- When change is to be made in specifications such as colors, sizes, designs, etc.
- When change is to be made in the product brand name, designation of type (product number), etc.
- When change or addition is to be made in suppliers, etc. such as the manufacturing plant, raw materials, suppliers of raw materials, etc.
- When any model is to be removed from the certified product.
- When any change is to be made concerning the Eco Mark products, aside from above

[2] Method of procedures of "change"

Please submit the following necessary documents. in PDF format by attaching to e-mail (send to: [sinsei@ecomark.jp](mailto:sinsei@ecomark.jp)) "Application for change in the Eco Mark certified products" (Form B)

- Certifying documents related to criteria items requiring examination (only when necessary)

●points of attention

- \* Submission via postal mail may be acceptable in case of no access to e-mails.
- \* When the attachment exceeds 25MB, please use a file transfer service
- \* Please contact Eco Mark Office when you have no reply within 3 days after sending the

documents.

\* Requests to send insufficient documents will also be made by e-mail

(Note) If it is difficult to make judgment on "addition" or "change", please consult the Office.  
Note that restrictions are made on the procedures of "change" depending on the product category.

### 1-3. Other procedures for change

(1) Procedures for changing the person in charge of the Eco Mark products and person in charge of payment

When filing an application for certification/use of the Eco Mark, if any change is to be made in contacts such as the person in charge of products or person in charge of payment, please submit a "Notification of change of the person in charge of the Eco Mark (Form C)" [in PDF format to the Eco Mark Office promptly by attaching to e-mail](#). (send to: keiyaku@ecomark.jp).

[Matters of change that require notification]

Change, etc. in the name of the person in charge, name of department in charge, title, address, telephone, facsimile number, and e-mail address

(Note) If there is any change in the aforesaid matters, please take procedures for such change without fail because otherwise important notice from the Eco Mark Office (Mail Magazine, and "individual notices", etc.) will not be capable of being sent to you.

(2) Procedures for change in the licensee using the Eco Mark

If you wish to change the person using the rights of the Eco Mark to any third party due to merging or division, transfer of operations, etc. of the company, please send an "Application for Change of Eco Mark Utilization Contractor (Form D)" [in PDF format to the Eco Mark Office beforehand by attaching to e-mail](#). (send to: keiyaku@ecomark.jp)

(Note 1) The change involves procedures with a document to which seals (of the company and representative) are affixed.

(Note 2) Since different forms are used depending on the contents of change, please consult the Office beforehand.

After acceptance by the Office and examination of the contents of the application, a notice of approval or disapproval will be sent by e-mail to the current licensee using the mark in about 1 - 2 weeks under normal circumstances. Please note that change may not be approved depending on the contents of application pursuant to Article 13, Paragraph 2 of the "Basic Contract for the Eco Mark Utilization".

(Note) After a change in the licensee, the use/indication of the Eco Mark under the name of the previous licensee will not be allowed.



(3) Procedures for change in the name, representative, etc. of the licensee using the Eco Mark

If the company name or representative, etc. is to be changed, please submit a "Notification of Change of Eco Mark Utilization Contractor Name, etc. (Form E)" [in PDF format by attaching to e-mail to the Eco Mark Office](#). (send to: [keiyaku@ecomark.jp](mailto:keiyaku@ecomark.jp))

(Note) The change involves procedures with a document to which seals (of the company and representative) are affixed.

[Matters of change that require notification]

Change, etc. in the name of the licensee (company) using the mark, representative, address, telephone, facsimile number, and others

## 2. Surveillance (Re-evaluation) after Certification

Eco Mark Office may demand a report collection, investigation, site-audit (hereinafter referred to as surveillance) to an Eco Mark licensee according to Article 15 of the "Basic Contract for the Eco Mark Utilization". Please be sure to respond when the Eco Mark Office individually contacts about the surveillance after the certain period of time from the certification (in 5 years for products certified after January 2023). If the conformity with the certification criteria cannot be confirmed or the surveillance has been rejected, the Eco Mark certification of such products may be terminated or suspended in accordance with the Articles 18 and 19 of the "Basic Contract".

## 3. Cancellation of the Basic Contract for the Eco Mark Utilization

The licensee using the mark can propose cancellation of the contract for use in whole or in part by submitting a specified document not later than 30 days before the reference date each year. With regard to the certified products on which cancellation has been proposed, certification of the Eco Mark terminates upon expiry of the applicable period for certification (until the day preceding the reference date that will come immediately thereafter).

(Note) If you desire "cancellation" of the contract for use, please make a proposal therefor by means of a "Request for cancellation of Eco Mark utilization contract (Form F)" to the Office.

If there is violation, etc. of the contract for using the Eco Mark, the contract for use may be cancelled by annulling certification of the Eco Mark forthwith.

## IV. Q&A

### 1. Q&As concerning application for certification

#### Q1 Who makes the application for Eco Mark?

A In principle, the applicant is the owner of product brand who wish indicate Eco Mark on the product.

#### Q2 Can I apply for the similar product in one time on the one application form.

A The application shall be made according to the application unit defined in "application classification, indication, etc." in the relevant certification criteria..

#### Q3 What is the "product brand name"?

A The product brand means the name of a product to be described in a catalog, etc. or the name of a series, etc. .

#### Q3 Would it be possible to have products that have been manufactured overseas certified for the Eco Mark? Also, are there any documents that are especially required?

A In the case of products being sold in Japan (including products whose sale is planned to be started within 6 months), an application for examination of product certification may be filed even if the products have been manufactured overseas. .

The certification documents to be submitted are the same as those for products manufactured in Japan, but any attachment written in a language other than the Japanese language must be accompanied by its translation into the Japanese language. Also, if no seal (such as company seal) is used, the signature of a responsible person may be used instead of such seal.

#### Q4 What is the "product brand name"?

A Brands are classified into the product brand (brand of the commodity) and corporate brand (brand of the company name). The product brand used here has the same meaning as the former product brand. .

In actual practice, the product brand means the name of a product to be described in a catalog, etc. or the name of a series, etc.

#### Q5 What should be registered as the "type"?

A It basically has the same meaning as that of the product number of a product. The type should be registered using a product number specified as much in detail as possible (size, design, color, product number for indicating a name, specifications for OO, etc.). Note that if some of the same products are to be delivered as the Eco Mark products and others are not to be delivered as such, then the Eco Mark products need to be clearly distinguished from products that are not the Eco Mark products by means of the type, product number, etc.

## 2. Q&As concerning contracts

### **Q1 When the Eco Mark will be capable of being used/indicated?**

A Delivery of products, etc. that use/indicate the Eco Mark is allowed starting on the date of conclusion of the "Basic Contract for the Eco Mark Utilization" (=date of notification of product certification). Even during the period of examination of certification, products with indication of the Eco Mark cannot be delivered until the date of such conclusion arrives. Also, a description such as "Eco Mark pending" is not allowed. .

### **Q1 When certification of the 2nd product and thereafter has been obtained, is there the need to conclude the "Basic Contract for the Eco Mark Utilization" over again?**

A No. The Basic Contract for the Eco Mark Utilization will not be concluded again. Instead, for the Eco Mark products that have been newly certified, a "product list" will be issued as an attachment to the contract as proof of application of the contract. .

### **Q2 What point in time the word "delivery" stands for in the contract for use of the Eco Mark? For instance, how judgment should be made as to delivery to our affiliate companies?**

A "Delivery" means the act of delivery by the licensee (the state of products being distributed to the market or other companies, etc. after being set free from control; including delivery of catalogs as single parts). Hence, even if the destination of delivery is an affiliate company or the like, the point in time at which delivery was made from the licensee is always judged to be the point of "delivery". Cases in which products are already distributed on the market after termination of the contract for using the mark and in which products are already delivered and sold by affiliate companies such as wholesalers, retail shops, etc. do not fall under the category of "delivery" as stated herein.

Also, the expression of "use" of the Eco Mark includes not only the concept of "delivery" as stated above but also posting of the mark on a website, etc. as well as indication of the Eco Mark on material for advertisement, publicizing, etc.

### **Q5 We want to use the same Eco Mark products in our subsidiaries as well at the same time. Would it be possible to use the mark simultaneously in such a way by submitting a "Notification of Change of Eco Mark Utilization Contractor Name, etc."?**

A The contract for using the Eco Mark is to be concluded with each licensee. Hence, it is required that subsidiaries affiliated with your company and others should also conclude a contract for using the Eco Mark individually after separately filing an application for the Eco Mark product certification examination.

**Q2 On the days after the expiration date of product certification that is described in the "Basic Contract for the Eco Mark Utilization", the use/indication of the Eco Mark will not be allowed?**

A On the expiration date (or on the date after such extension if the period has been extended according to the provisions), the contract for using the Eco Mark is terminated, and so use/indication of the Eco Mark is not allowed on the days after such date. Please note that products bearing the Eco Mark that have already been manufactured (the so-called products in stock) cannot be delivered either. However, if certification is re-granted based on certification criteria of the new version, etc. that have been newly established, continued use/indication of the Echo Mark becomes possible. .

**Q6 I wonder if certification of the products of our company is effective or not.**

A Please check if certification is effective or not with the "List of the Eco Mark certified products" of the latest version which is sent on the reference date each year and every time when certified products have been added. In addition, you can browse the latest information on certified products on the Eco Mark website: <https://www.ecomark.jp/>.

### 3. Q&As concerning the Sales Report and payment of the annual fee

**Q1 How much is the annual fee?.**

A . The annual license fee is based on the total sales of all the Eco Mark certified products of the licensee using the mark (one company).

**Q2 Please explain the range of "sales" that will become the basis for calculation of the Eco Mark annual license fee.**

A The sales that form the basis for calculation of the annual license fee should be the sales (not including the consumption tax) when delivery was made by the "licensee using the mark". For instance, if the manufacturer of the product is the licensee using the mark, then the sales are the amount of wholesale to distributing companies, etc., and if a retail shop is the licensee using the mark, then the sales should be the sales from sale to consumers (selling price at shop x quantity of sale). Also, sales to be considered should be those in Japan, and sales of products to be exported overseas should not be included. Conversely, even if products were manufactured overseas, the sales of such products must be included in the Sales Report if they are sold in Japan.

**Q3 If the Eco Mark is not indicated on products, is it possible to exclude the sales of such products in the sales to be reported to you?**

A Irrespective of whether the Eco Mark is used or indicated or not, please report the sales of the Eco Mark certified products (including all the types, product numbers, etc. that have been registered for certification).

**Q4 Should the distribution charge for products be included in the sales to be reported?**

A No. Please report the sales without including any distribution charge therein.

**Q5 Our products have been certified as intermediate products (paper, cloth, etc.) and are delivered to the manufacturer of final products; how should we report the sales?**

A Please report the amount of sale of the Eco Mark certified products delivered (intermediate products) as the sales.

**Q6 When certification for containers has been granted, how the report of sales should be made?**

A When a container manufacturer is the licensee using the Eco Mark and the containers are to be delivered to their users (those who sell the containers after actually filling them with contents, such as bottlers), the sales should be the amount of sale of such containers delivered. On the other hand, if the user of the containers is the licensee using the Eco Mark, the sales should be the amount of sale of the products delivered as obtained by filling the certified containers with contents.

**Q7 When certification of returnable containers or of rented/leased products has been granted, how the sales should be reported?**

A With regard to products certified under product category No. 121 "returnable containers and packing materials", the person engaging in the business for returnable products becomes the licensee using the Eco Mark. Hence, in the same manner as in Q6 above, the sales of the services as a whole including the returnable containers should be reported. Also, regarding rented/leased products as well, if the person engaging in the business for rental/lease business is the licensee using the Eco Mark, then the sales of the services as a whole including the rented/leased products (such as rental/lease fees, etc.) should be reported.

**Q8 In the case of "sale as a set" including the Eco Mark certified products, how the sales should be reported?**

A The sales to be reported should be the in-house book value of the Eco Mark products only.

**Q9 When there are products for which certification has been granted and the expiration date is to arrive halfway in the next fiscal year, how the sales should be reported?**

A Since the sales will be required for finalizing the annual license fee in the preceding fiscal year, according to the Eco Mark certification period as described in the "Eco Mark Product Sales Report", the sales during the period should be reported as they are. Since the finalized annual license fee is calculated based on the sales to be reported after expiry of the certification period in the next fiscal year, if there is any amount of overpayment or

underpayment upon such calculation as compared with the annual license fee that has been already paid, then the difference will be settled (adjusted).

**Q10 Certified products for which the contract was cancelled not later than 30 days before the reference date are included in the "Eco Mark Product Sales Report". Is there any need to report the sales of such products?**

A The sales need to be reported. Please report the sales from the start of the certification period to the date of cancellation during the period of one year immediately preceding the reference date. In the same manner as described in Q8 above, the Eco Mark annual license fee for the preceding fiscal year is finalized, and if necessary settlement (adjustment) is made. Note that the sales of such products will be excluded from the calculation of the annual license fee during the period of one year counted from the reference date (certification period in the next fiscal year).

#### **4. Q&As concerning addition/change**

**Q1 What is the procedures for making addition/change on the certified product.**

A Submit the relevant fom (Form A or B) via email. There is no deadline for applications on addition/change procedure and we accept them at any time. If there are no deficiencies in the documents, you will be notified of the results by e-mail within about one week of the receipt of your application. The forms are on the webpage bellow.  
<https://www.ecomark.jp/user/change/#anc01>

**Q2 Are any expenses required for applying for addition/change?**

A Addition or change does not involve any application fee (testing expenses, etc. required for certification, etc. are to be borne by the applicant).

**Q3 When any addition or change has been approved, how long the effective period of the Eco Mark certification will be?**

A The effective period of the Eco Mark certification will start on the date on which addition or change is approved (date of notification of the result) and end on the date of expiry of the said Eco Mark certification.

**Q4 When applicable certification criteria have been revised, which certification criteria should be abided by thereafter, the old ones or the new ones?**

A With regard to the procedures for addition, change, etc., examination is carried out according to the certification criteria documents under which the products in question that have been certified already were certified for the first time, regardless of any revision of the applicable certification criteria.

**Q5 We want to terminate the types, product numbers, etc. How the procedure for such termination should be taken?**

A Using an "Application for change to Eco Mark products (Form B)", fill out the column for the contents of change with "deletion of type, product number, etc. (due to termination of the number)" and the "name of the type/product number that has been terminated" and submit the form.

**Q6 We want to post the product information and a picture on the certified product page of the Eco Mark website.**

A Please submit the contents you desire to change by means of an "Eco Mark Product Information Registration Form (Form G)" and picture image via e-mail (syuhinjyouhou@ecomark.jp). The image shall be 300px and 350px in jpg format. Form G can be downloaded at the website (<https://www.ecomark.jp/user/entry/>)

**5. Q&As on indication**

**Q1 Is it possible to indicate words such as "Eco Mark pending" on a catalog, etc.?**

A The "Eco Mark logo (image)" and "Eco Mark (name)" are registered as trademarks by our Association. Indication of the "Eco Mark pending" may let consumers misconceive as though obtaining certification is presupposed, and such indication is not allowed.

**Q2 Is it possible to indicate the Eco Mark on products that have been obtained by processing products that have been certified as materials (intermediate products) or parts?**

A If certification has been granted with intermediate products, products obtained by processing them cannot bear the Eco Mark and such products cannot bear the words such as "Eco Mark certified products". In this case, certification for the Eco Mark should be obtained newly with the finished products.

Examples Intermediate product ..... "printing paper", "cloth of clothes", etc.  
Processed product ..... "printed matter", "clothes", etc.

**Q3 When the Eco Mark certified products have been supplied to other companies as OEM products, is it possible to use the Eco Mark on such products in such other companies?**

A Even the products are used on OEM products, indication of the Eco Mark is not allowed unless the destination party is the licensee using the mark. In this case the destination party is also required to obtain the Eco Mark certification newly.

**Q4 Is it possible to indicate the mark by reversing it?**

A If it is difficult to identify the mark when the mark is indicated as it is because the background

color is blue, etc., then the mark may also be used by painting over the portions of "e" and the Earth with black (by reversing the colors).

**Q5 Must the name of the licensee using the mark and the Eco Mark certification number which are to be indicated together with the mark be indicated together on the medium for indicating the mark?**

A For example, it is also possible to indicate the mark on the main body of the product and to describe the name of the licensee using the mark and the Eco Mark certification number on a package, etc. that the consumer picks up together with the product when purchasing the product.

**Q6 In a catalog, is it possible to describe information such as the "Eco Mark certification number" and "name of the licensee using the mark", etc. in a list at the end of such catalog?**

A There is no problem if the Eco Mark product can be identified.

**Q7 What kinds of names can be used other than the "Eco Mark product"?**

A Normally we recommend the use of the "Eco Mark product" or "Eco Mark certified product". If you have any desire to use a particular name, please consult the Office.

**Q8 When "printing a name" on the Eco Mark certified product, is it possible to indicate the Eco Mark as it is?**

A When printing a name on an envelope, business card, ball-point pen, or the like that has been certified for the Eco Mark, the Eco Mark can be indicated as it is by taking the following procedures. Note that in any of the cases, it is a precondition that the Eco Mark will properly be indicated including clear indication of the certification number and the name of the licensee using the mark (or indication of either of these is also acceptable).

Also, only the licensee using the Eco Mark is allowed to use it. No third party is allowed to make an indication such as printing of the Eco Mark together with the "print of a name" (there is no problem in the subcontracting of the printing, etc. of the Eco Mark to any third party by the licensee using the mark before delivery of the Eco Mark products under the licensee's own control). Some examples are given below.

**Example 1. When only the name (name of a company, etc.) is to be indicated (printed) on the Eco Mark certified product later on**

For example, if only printing a name is to be done on ball-point pens that are sold by indicating the Eco Mark on the product itself beforehand, as a rule there is no need to take procedures for an application for "addition" (including printing by a third party).

However, if the product on which a name has been printed is to be controlled under another product number, please take procedures for an application for "addition" by submitting an "Application for addition to Eco Mark Products" beforehand.

**Example 2. When the name is to be indicated (printed) by changing the logo or design of the product name, etc. of the Eco Mark certified product**



When printing a name by changing the surface printing design of the Eco Mark product (such as deleting the logo of the manufacturer's name or product name), registration is required newly as a product number for printing a name. Please take procedures for an application for "addition" by submitting an "Application for addition to Eco Mark Products" beforehand.

**Example 3. When the colors or specifications, etc. of the product are to be changed based on a request of the party printing the name**

If the color or shape of the Eco Mark product (the specifications of the product itself) is to be changed based on an individual request by a party printing a name, registration is required newly as a product number for printing a name. Please take procedures for an application for "addition" by submitting an "Application for addition to Eco Mark Products" beforehand. Note that regarding items in the changed portion that pertains to the certification criteria, a document certifying them, etc. will be required separately.

**Q9 We wish to indicate the Eco Mark on a business card, envelope, paper bag, etc.**

A The following two methods are used as the method of indication of the Eco Mark.

(1) When using business cards, envelopes, paper bags, etc. that have been certified for the Eco Mark

When purchasing the Eco Mark certified products on which the Eco Mark is printed individually beforehand, and printing a name, etc. on such products, there is no need to file an application with the Eco Mark Office.

Note that even when using business cards, envelopes, paper bags, etc. that have been certified for the Eco Mark, if the licensee using the mark has not indicated the Eco Mark on individual products, then it is not possible for other users to print (indicate) the Eco Mark without any permission. In this case, an application similar to that in (2) below will be required.

(2) When using business cards, envelopes, paper bags, etc. that are not certified for the Eco Mark

An application for Eco Mark product certification should be filed as the manufacturer, selling businessperson, or user.

**Q10 Is any procedures needed when I change the Eco Mark indication?**

A No application or contact is required when the Eco Mark indication is changed. Please indicate the logo properly following the 手引き and "Product classification, indication, etc." in the appropriate certification criteria. Please feel free to contact us when you need a support.

**6. Q&As concerning the Eco Mark in general**

**Q1 We want to present the Eco Mark as a news item, etc.**

A Please send the details of such news item, etc. beforehand to the Promotion Section of the Eco Mark Office by e-mail, etc. The details of descriptions, etc., whether the Eco Mark is used properly, etc. will be checked by us.

<https://www.ecomark.jp/about/introduction/media/>

**Q2 We wish to indicate the Eco Mark in order to appeal to the public, showing that our company has the Eco Mark certified products.**

A The "Eco Mark license holder logo" is available. This "holder logo" can be used by a business entity (business, organization, etc.) who has concluded a contract for using the Eco Mark at the time of advertisement and publicizing (appealing) of the fact that the licensee has the Eco Mark certified products to consumers, etc. If you desire the use, indication, etc. of the "holder logo", please read the provisions of the "Eco Mark license holder logo" in the Appendix and file an application with the Office by using a specified "application form", and obtain prior approval.

**Q3 Is any consultation to get certified available?**

A The Eco Mark Office accepts consultation for applying for product certification for free. Consultation via telephone, e-mail, visit, or online, etc. is available of your choice. Please check the below for online consultation.

<https://www.ecomark.jp/acquire/assistance/>

**Q4 What is the relationship between Eco Mark and Green Purchasing Law?**

A Eco Mark certification criteria are more stringent than the criteria on Green Purchasing Law when the Eco Mark product categories correspond to the designated items on the law. Eco Mark is well utilized as a guide for judgement for on procurement by the Green Purchasing Law.

<https://www.ecomark.jp/about/green/>

## **Eco Mark is developing by involvement of everyone**

Eco Mark is a mark labeled to products recognized as imposing less environmental burden and that contribute to environmental conservation. It is the Type I environmental label specified by the International Organization for Standardization. The advantage of Eco Mark is attracting wide attention as it can improve the image of certified products and also be a good guide for “green purchasing” because of its reliability and fairness.

If you have any questions and requests regarding the Eco Mark Program, please contact Eco Mark Office below.

### **Eco Mark Office Japan Environment Association (office hour 9:30-17:30)**

TMM Building 5F, 1-10-5 Iwamotocho Chiyoda-ku, Tokyo 101-0032  
E-mail: [info@ecomark.jp](mailto:info@ecomark.jp) <https://www.ecomark.jp/>

#### **Criteria & Certification Section**

Questions regarding proposal for a new product category, establishment and review of criteria, application for certification examination, addition and change of certified product, etc.

TEL: 03-5829-6284 E-mail: [sinsei@ecomark.jp](mailto:sinsei@ecomark.jp)

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#### **Promotion Section (International cooperation and public relations)**

Questions regarding our public relations and promotions, Eco Mark Award, environmental labelling overseas, etc.

#### **Contracts & Inspections Section**

Questions regarding status of contract (certification), change of person in charge of Eco Mark, reissuance of Eco Mark Product Certificate, Eco Mark product sales report and payment of annual fee, etc.

TEL: 03-5829-6286 E-mail: [keiyaku@ecomark.jp](mailto:keiyaku@ecomark.jp)

