

National Cancer Center Donation Acceptance Regulations

Article 1 (Purpose)

The purpose of these Regulations is to ensure appropriate accounting of money and goods donated to the National Cancer Center (hereinafter referred to as the "Center.")

Article 2 (Principle of Donation Acceptance)

- 1 The Center can accept donations only if they are for the operations prescribed in Article 3, Paragraph 1 of the Act on National Research and Development Agencies that Conduct Research related to Advanced and Specialized Medical Care.
- 2 Donations shall be received in the name of the President.

Article 3 (Criteria for Accepting a Donation)

- 1 The Center cannot accept any donation from a person who intends to donate on the condition that:
 - (1) any asset acquired with the donation will be transferred or loaned to the donor free of charge;
 - (2) any intellectual property right, etc. generated from research funded by the donation will be transferred or made available to the donor;
 - (3) the donor will audit the account on the use of the donated money or goods;
 - (4) other than the preceding items, the donor will claim any other form of consideration against the Center; or
 - (5) the donor, after proposing to donate, can choose to cancel part or all of the donation, etc.
- 2 Other than those in the preceding paragraph, the Center shall not accept:
 - (1) any donation of money or goods that may significantly increase the expenditures of the Center if accepted;
 - (2) any donation from any anti-social force set forth in Article 2 of the National Cancer Center's Regulations concerning Countermeasures for Anti-social Forces (Regulation No. 48, 2016);
 - (3) any donation from any person listed in any item of Article 32, Paragraph 1 of the Act on Prevention of Unjust Acts by Organized Crime Group Members (Law No. 77, 1991);
 - (4) any donation from a person in an undesirable social position or with low public trust; or
 - (5) any other donation acknowledged as inappropriate by the President.

Article 4 (Handling of a Donation to an Individual Staff Member)

In the event that an individual staff member of the Center receives a donation that falls under any of the following items, such donation shall be donated to the Center.

- (1) A donation for the staff member's research in the course of his/her duties; or
- (2) A donation for research that will be carried out in any facility or with any equipment, etc. of the Center.

Article 5 (Review Meeting on Acceptance of Funding from Outside Sources, etc.)

- 1 The President, if the donation is in the amount of 10 million yen or greater (in case of an in-kind donation, the fair value at the time of offering the donation), shall determine its acceptance after going through a review of the meeting on the acceptance of funding from outside sources, etc.

(hereinafter referred to as the "Review Meeting").

- 2 Any necessary matters for the Review Meeting shall be determined separately.

Article 6 (Acceptance of a Donation)

- 1 A donation shall be accepted by a notice of donation by Form 1. For acceptance, the following items shall be confirmed:
 - (1) Name;
 - (2) Address;
 - (3) Name, value, or quantity of the donated money or goods;
 - (4) Method of payment;
 - (5) Reason for the donation; and
 - (6) Whether to make it public.
- 2 Any case that meets any of the criteria in Article 3 hereof shall be reported to the President. If it is considered inappropriate to accept the donation, Form 2 (the letter to decline the donation) shall be sent to the person who offered to donate.

Article 7 (Receipt of a Donation)

- 1 The President, upon receipt of a donation, shall send Form 3 (the receipt of the donation) to the donor; provided, however, that in case of an in-kind donation, etc., Form 3-2 shall be sent as a receipt of the donation.
- 2 If a donation is for a designated purpose, Form 4 (the incoming and outgoing register by donated fund) shall be prepared to record its incoming and outgoing.
- 3 If a donation, etc. is unrestricted in its purpose, the Center shall use such donation, etc. to fund its operations.
- 4 Designated bank accounts shall be established to manage donations.

Article 8 (Deduction of Administrative Expenses)

The Center shall deduct up to ten (10) % of the donated amount as an administrative expense if a donation made falls under Article 7, Paragraph 2 hereof; provided, however, that this does not apply if the donated amount is less than one hundred thousand (100,000) yen.

Article 9 (Use of the Donation)

Donated money or goods shall be appropriately used for the purpose of the donation.

Article 10 (Change in Purpose of a Donation)

If a donation with a designated purpose falls under any of the following items, such purpose can be changed to fund any other research:

- (1) In the event that it is no longer possible to use the donation as intended and the researcher, etc. obtain a consent of the donor by Form 5 (the consent request form to change the intended use and purpose of the donation), as well as an approval of the President by Form 6 (the approval request form to change the intended use and purpose of the donation) ; or
- (2) In the event that the balance of the donation is less than ten thousand (10,000) yen.

Article 11 (Reporting to the Donor)

A completion of research funded by a donation shall be reported to the donor with Form 7 (the research briefing report) within one (1) month or so.

Article 12 (Others)

The accounting of donated money and goods shall be carried out in compliance with these Regulations, the Regulations on Accounting of the National Cancer Center (Regulation No. 41, 2010), and other pertinent regulations of the Center.

Supplementary Provision

These Regulations shall become effective from April 1, 2010.

Supplementary Provision (Regulation No. 5, 2011) (Effective Date)

These Regulations shall become effective from January 25, 2011.

Supplementary Provision (Regulation No. 8, 2015) (Effective Date)

These Regulations shall become effective from April 1, 2015.

Supplementary Provision (Regulation No. 9, 2015) (Effective Date)

These Regulations shall become effective from March 1, 2015.

Supplementary Provision (Regulation No. 53, 2016) (Effective Date)

These Regulations shall become effective from October 1, 2016.