

Our ref RIDP/BRAR/132595/1
Your ref
Date 18 December 2017

 IBB solicitors

Special Delivery

Mr Masaaki Takashima
15 Earlsfield House
Royal Quarter
Seven Kings Way
Kingston KT2 5BG

Direct line 01895 207 862
Email paul.ridout@ibblaw.co.uk

Dear Mr Takashima

SUSPENSION AND REFUND OF YOUR MEMBERSHIP (NO 618)

We act for the Japan Association in the UK ("JA") and write to you in connection with the publication of the following two Ending Notes on your website, Shukatsuweb,:

- NALC UK's Ending Note; and
- Your version of NALC UK's Ending Note (the "**Shukatsuweb Ending Note**").

As you aware, JA has received multiple complaints about your website allowing free downloads of NALC UK's Ending Note and the Shukatsuweb Ending Note. This is because NALC UK's Ending Note, which is based on the booklet published by NALC Japan, has been published by you without NALC Japan's permission, and a substantial part of the Shukatsuweb Ending Note has been copied from NALC UK's Ending Note, also without NALC Japan's permission. We understand that your actions have been detrimental to JA and in particular to its relationship with NALC Japan.

As a result, we confirm that the council of trustees of JA has decided to suspend your membership of JA in order to investigate your misconduct further, as well as the damage suffered by NALC Japan following publication of the Ending Notes. The council of trustees of JA has made this decision in the best interests of JA, and bearing in mind their legal duties, under both company and charity law, to protect JA's reputation and the need to foster its relationship with NALC. JA will send you a cheque for a full refund of your membership fee for this year.

Our client appreciates that you have already removed the page from your website where NALC UK's Ending Note may be downloaded and that you are no longer claiming copyright ownership in either Ending Note. However, the continued publication of the Shukatsuweb Ending Note on your website is unacceptable to our client. In the circumstances, JA therefore requires you to:

Capital Court 30 Windsor Street Uxbridge Middlesex UB8 1AB
Tel 03456 381 381 Fax 08456 381 351 DX 45105 UXBRIDGE
www.ibblaw.co.uk Email enquiries@ibblaw.co.uk

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- (1) Remove, and stop allowing downloads of, the Shukatsuweb's Ending Note from any section of your website, including but not limited to the middle section of your website (at <http://shukatsuweb.net/endingnote>) by 4pm on 28 December 2017;
- (2) Confirm that NALC UK's Ending Note and the Shukatsuweb Ending Note will not be made available in any other media to any person whatsoever, at any time in the future; and
- (3) Post a warning message to every person who is known to have already downloaded either NALC UK's Ending Note or the Shukatsuweb Ending Note from your website, informing them that the copyright of both booklets belongs to NALC Japan and must not be copied, reproduced or shared in any form by 4pm on 28 December 2017.

We look forward to hearing from you by 4pm on 28 December 2017 that you have completed the actions listed at points (1) and (3) above and that you agree to comply with point (2) listed above.

Yours sincerely



Paul Ridout

Partner, IBB Solicitors

IBB Solicitors' offices will be closed from 5:30pm on Friday 22 December 2017, and will re-open at 9am on Tuesday 2 January 2018.

During this period IBB will not accept service of documents by email or fax.