

# Applying for pre-registration

## 1. Applying for pre-registration

Suppliers wishing to download procurement document files online ("applicants") must make a "pre-registration" as described below.



### (1) Application form for pre-registration

- For pre-registration, applicants must provide the required number of copies of documents described below. Applicants must mail them to the contact point below.
  - ① Corporate Account Application Form one copy
  - ② Oath of Confidentiality one copy
  - ③ Corporate profile (corporate brochures, annual reports, etc.) one copy
- As for "Corporate Account Application Form" and "Oath of Confidentiality" files, please download them from NTT's procurement website.

### (2) Contact point of pre-registration

Online Downloading Section

Global Procurement Office

NIPPON TELEGRAPH AND TELEPHONE CORPORATION

21th floor, 3-19-2 Nishi-shinjuku, Shinjuku-Ku, Tokyo 163-8019 Japan

Telephone: +81-3-5359-6760

Facsimile: +81-3-5359-1484

### (3) Attentions

- In the field for the person responsible on the "Oath of Confidentiality," the person who can take responsibility for the confidentiality provisions specified must make a signature.
- One company can make one registration in principle.
- If any item needs updating after you file your "Corporate Account Application Form" and "Oath of Confidentiality," please notify the updates immediately.

#### **(4) Examining the application forms**

The pre-registration documents that you will have filed will be received and then examined. We will inform you of any item that needs clarification or any missing document.

## **2. Issuance of "corporate account" and "corporate password"**

- After examining your pre-registration documents, NTT will issue a "corporate account" and "corporate password" which are reserved for the applicant and necessary in online downloading.
- Your "corporate account" and "corporate password" will be e-mailed to the e-mail address specified in your Corporate Account Application Form.

#### **[Attentions]**

- Your "corporate account" and "corporate password" will be effective for one year after their issuance. If you wish to extend your effective period after your account expires, you must make a pre-registration again.
- Please store the "corporate account" and "corporate password" issued to you with care not to lose them. Please control them well to prevent their accidental transfer to a third party.