Check the Details of the Revision Instructions and Resubmit

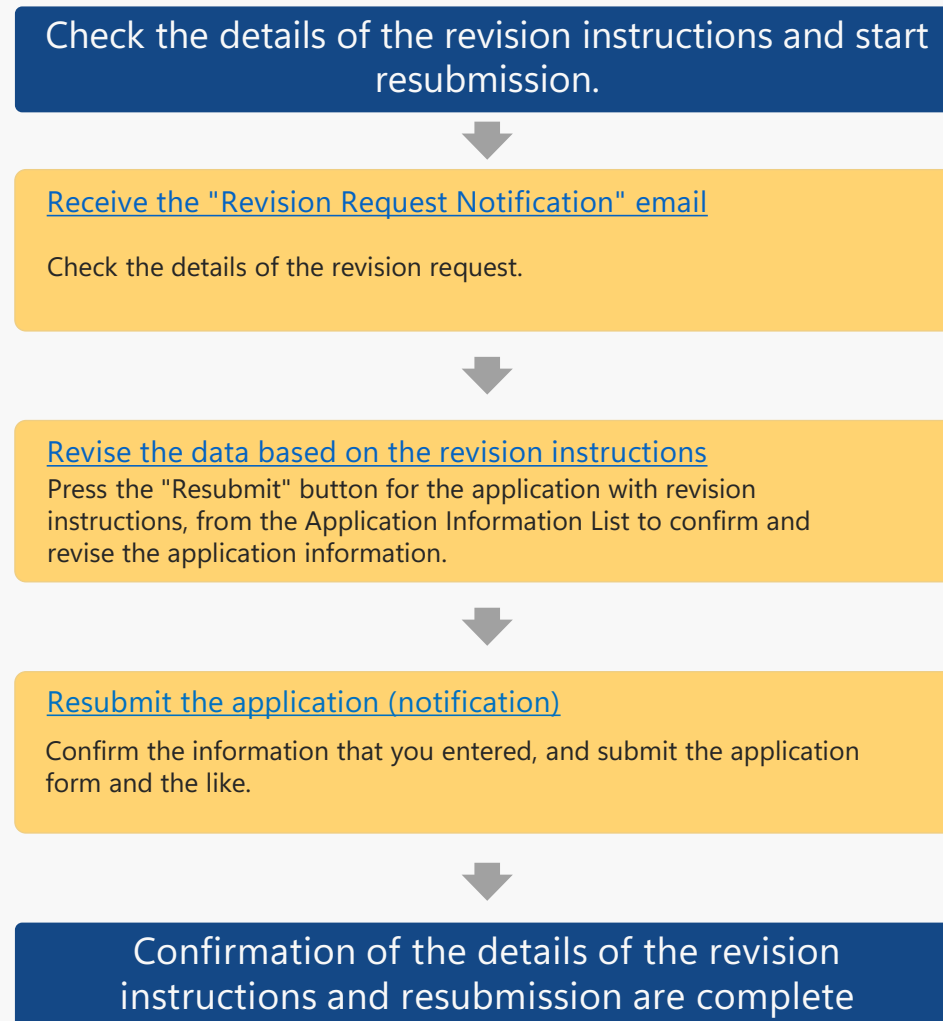# Table of Contents

01. Flow to Check the Details of the Revision Instructions and Resubmit

The following shows the overall flow for confirming and resubmitting revision instructions for "Application (Notification) Information" of a filed application.

> **Check the details of the revision instructions and start resubmission.**

⬇

> **Receive the "Revision Request Notification" email**
>
> Check the details of the revision request.

⬇

> **Revise the data based on the revision instructions**
> Press the "Resubmit" button for the application with revision instructions, from the Application Information List to confirm and revise the application information.

⬇

> **Resubmit the application (notification)**
> Confirm the information that you entered, and submit the application form and the like.

⬇

> **Confirmation of the details of the revision instructions and resubmission are complete**

02. Check the Details of the Revision Instructions and Resubmit
[Receive a "Revision Request Notification" Email]

Check the details of the revision request in the "Revision Request Notification" email.

If revisions are required, an email requesting revisions will be sent to you from the application destination. Check the "■ Revision Request Details" and make the revisions.

03. Check the Details of the Revision Instructions and Resubmit
[Revise Based on the Revision Instructions] 1/3

(1) In the [Main Menu] screen, press the [申請情報一覧] in the heading [Create an Application Form (Notification Form)].

The [Application Information List] screen opens.

03. Check the Details of the Revision Instructions and Resubmit
[Revise Based on the Revision Instructions] 2/3

Select the application (notification) to revise from the [Application Information List].

All application information is displayed.
Also, if there are more than 21 cases, they will be displayed on multiple pages.

(2) Search for the application information to revise. The corresponding application information is displayed when the [Procedure Name], [Type], [Application Destination (Notification Destination)], and [Procedure Status] and the like are entered, and the 検索 is pressed.
* When you select "Supports Corrections" in the [Procedure Status], and search, the application and the like that can be corrected is displayed.
* Resubmission is possible for applications and the like that had revision instructions, and applications and the like that were withdrawn.

(3) To confirm the details of the application (notification) to revise, press the 詳細 .
* Check the details of the revision instructions in the "Revision Request Notification" email.

(4) Press the 再提出 for the procedure to make revisions.

The screen for selecting the application procedure is opened.

* If the attached file size of the selected application (notification) is large, it may take some time for the next screen to be displayed. Please wait for it to be displayed.

03. Check the Details of the Revision Instructions and Resubmit
[Revise Based on the Revision Instructions] 3/3

Revise the data based on the details of the revision instructions.

Revise the application (notification) selected in the [Application Information List].

For the input method of each input screen ([Procedure Selection] screen → [Enter Basic Information] screen → [Enter Information by Application] screen), see the manuals for "New Applications," "Continuing an Application and Reapplying," and "Changes to Applications."

04. Check the Details of the Revision Instructions and Resubmit
[Resubmit the Application (Notification)] 1/2

Confirm the information that you entered, and submit the application form and the like.

Make a final confirmation of the application (notification) information.

(1) If there is an error in the inputted details, press the 〔 ●●の修正 〕 at the bottom right of each information to revise the information.
   * When you press the " 〔 ●●の修正 〕 " button for each screen, you will transition to the appropriate screen. After correcting the information you entered on each screen, please use the button in the center of the bottom row to move to this screen.

(2) If you want temporarily to save the application information, press the 〔 一時保存 〕.
   Also, if you want to edit the temporarily saved application again, see this.

(3) If there is no problem with the details you entered, press the 〔 申請提出 〕.
   A dialog box is displayed for confirmation before submission.

04. Check the Details of the Revision Instructions and Resubmit
[Resubmit the Application (Notification)] 2/2

Confirm the information that you entered, and submit the application form and the like. (Continued)

申請／届出を行います。

※以下のOKボタンの押下日が「申請日／届出日」となります。

OK　　**キャンセル**

When you press the OK, the application form is submitted to the application destination.
* If you want to resubmit the application and the like that had revision instructions, the [application date/notification date] will remain the date originally submitted.

▼

申請提出完了

| STEP 01 | STEP 02 | STEP 03 | STEP 04 | STEP 05 |
| 手続き選択 | 基本情報入力 | 申請別情報入力 | 申請情報確認 | 申請提出 |

申請／届出の提出を行いました。
ご登録いただいたメールアドレスに、申請／届出の提出確認に関するメールを送付しました。

申請情報の確認
メインメニュー画面の「申請情報一覧」から確認できますので、必要に応じてご利用ください。

メニュー画面へ

An email will be sent to confirm your submission of your application form (notification).

➢ If received successfully, you will receive an email stating that the submission has been completed.

➢ If we fail to receive it, you will receive an error email stating that the system was unable to accept it.

When submitting an application form (notification), check the email related to the submission confirmation.
* Refer to the next slide that provides a conceptual view of the email.

▼

If received normally, check the content, such as the items listed in the application destination.

05. Check the Details of the Revision Instructions and Resubmit
[Confirm the Submission Complete E-mail]

Check the content of the e-mail related to confirmation of the submission.

➢ When received normally

➢ When failed to receive

There are two main reasons why reception can fail.
1. Duplicate applications for the same permit and notification in the past
2. Operated in multiple tabs and multiple browsers

If the reasons given above do not seem to apply to you, contact us through "FAQ" with the following information.
"Login ID" "date and time of receiving the email" "inquiry number written in the email" "terminal (OS) used" "browser used"