

**JAPAN INFORMATION AND CULTURAL CENTRE
EMBASSY OF JAPAN**

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OFFICE USE ONLY

DIRECTOR	
OFFICER IN CHARGE	

LOAN FORM

Please help our services to ALL BORROWERS by:

- a) Requesting not more than **2 ITEMS** at any one time
- b) Returning material within **2 WEEKS** of reception in principal

NAME & POSITION: _____

ORGANISATION: _____

ADDRESS: _____

PHONE & E-MAIL: _____

EVENT NAME: _____

PURPOSE OF LOAN: _____

DATE REQUIRED: _____

RETURN DATE: _____

ESTIMATED NUMBER OF VIEWERS / PARTICIPANTS: _____

LOAN ITEMS

ITEM Name1: _____

Qty: _____

ITEM Name2: _____

Qty: _____

I AGREE TO RETURN ALL ITEMS BORROWED BY THE STIPULATED DATE ABOVE. IF ANY ITEMS ARE LOST AND/OR DAMAGED, I AGREE TO REPAIR THEM AT MY OWN COST, OR, SHOULD THE ITEM(S) BE BEYOND REPAIR, REPLACE WITH IDENTICAL (OR MOST EQUIVALENT) ITEM(S) AFTER DISCUSSION WITH THE EMBASSY OF JAPAN.

Signature: _____

Date: _____

OFFICE USE ONLY:

DISPATCHED: _____ RETURNED: _____