

# Group Application Steps (1 ~ 6)

There are two versions of the forms (A) Haiku Tally Sheet (Japanese Haiku) and (B) Overseas Group Application Form (Japanese Haiku), one for Japanese haiku and one for English haiku, so be careful to use the correct form.

## 「(A) Haiku Tally Sheet」

**【(A) Overseas Group Haiku Tally Sheet (Japanese Haiku) The 36th ITO EN OI Ocha Shinhaiku Contest (Additional Application)】**

**【Points to note】**  
 ■ Fill in the required information within the boxes and send this form together with the (B) Group Application Form to the submissions office. Circle the words "Additional Application" at the top right of the form if sending it in addition to previous applications.  
 ■ This form and the (B) Group Application Form contain duplicate information, and so the information in the "Group information" box will be the same.  
 ■ This form should not be tallied by class year or class, but by the number of haiku.

**< Completed Example >**

Category	1 haiku	2 haiku	3 haiku	4 haiku	5 haiku	6 haiku	Total
Elementary school students	10	10	10	30	40	100	100
Junior high school students	20	20	150	150	240	440	440
General category A (under 40)							100
General category B (40 and over)							440
Applicant grand total							100
Haiku grand total							440

**Box for filling in the number of applicants and number of haiku**

**Box for filling in group information**

**【Regarding the handling of personal information】**  
 ITO EN Ltd. (hereafter referred to as the company) collects personal information from customers (their name, sex, age, address, telephone number, email address, affiliation etc.) for the following purposes.  
 Notification of the selection results to contact winners regarding matters such as publication copyrights etc. Notification of when the next round of applications commences/ Sending of supplementary prizes.  
 By checking the boxes to the right you are indicating your agreement to the company's handling of your personal information. With regard to applications by minors, checking the boxes indicates the agreement of their guardian.  
 In order to prevent disclosure, loss of or damage to personal information, the company implements all necessary and appropriate data management safety measures, and handles data carefully and safely, under the responsibility of the data management officer. In addition, the company shares collected personal information only with companies undertaking outsourcing operations in order to implement appropriate measures and management with regard to security and privacy.  
 Personal information collected for this competition will be stored for one year after the deadline for applications and then destroyed. However, the personal information of applicants selected for awards will be retained for as long as is necessary, for the purposes outlined above.  
 If any applicant desires the disclosure, amendment, addition, deletion, cessation of usage, or cessation of provision to third parties (hereafter referred to as disclosure etc.) of information, please contact us using the contact information provided below. We will respond to your requests after carrying out the company's prescribed checks and procedures.  
 Any complaints or enquiries related to personal information should be forwarded using the contact information provided below.  
 People receiving the company's services who live in the European Union can complain to the information protection authorities within the European Union, or seek redress through the local courts, if they decide that their rights have been infringed.  
 For more information please refer to the following link: [http://www.itoen-global.com/privacy\\_policy.php](http://www.itoen-global.com/privacy_policy.php)

**Reception date**      Month      Day  
**Reception number**      H-      -      -

All of the applicants have read the text above, and agree to allow the company to handle their personal information.  
 Applicants who are minors apply to participate with the consent of their guardians.  
 (Address) Personal Information Officer, Legal and Intellectual Property Department, ITO EN Ltd.  
 3-47-10 Honmachi, Shibuya-ku, Tokyo 151-8550  
 email: kojinyouhou@itoen.co.jp

## 「(B) Group Application Sheet」

**【(B) Overseas Group Application Form (Japanese Haiku) The 36th ITO EN OI Ocha Shinhaiku Contest】** Deadline for groups: applications must arrive by 12th February, 2025 (Wed)

**② Box for filling Author's Name and Age**

**③ Box for filling Author's Address and Contact Information**

**① Box for filling Haiku**

**Box for filling in group information**

**【Regarding the handling of personal information】**  
 The agreement of guardians is required for applications by minors. Application will be taken to indicate agreement by the guardians.  
 ITO EN Ltd. will use the personal information of applicants for the ITO EN OI Ocha Shinhaiku Contest, and will not use it for any other purpose without prior permission. Application will be taken to indicate the applicant's agreement to the handling of personal information by ITO EN Ltd.  
 <Points to note>  
 ● ITO EN Ltd. will use the personal information of applicants for the ITO EN OI Ocha Shinhaiku Contest, and will not use it for any other purpose without prior permission.  
 ● The agreement of guardians is required for applications by minors.

**Please read the points to note to the left, and place a check mark in the appropriate box below.**

I agree to ITO EN Ltd.'s handling of my personal information.  
 (Only for applications by minors) I wish to apply for the The 36th ITO EN OI Ocha Shinhaiku Contest with the agreement of my guardian.

**<Enquiries regarding personal information>**  
 Personal Information Officer, Intellectual Property Department, ITO EN Ltd.  
 3-47-10 Honmachi, Shibuya-ku, Tokyo 151-8550      email: kojinyouhou@itoen.co.jp  
 <Enquiries regarding application procedures etc. (and other enquiries)>  
 3-23 Kioicho, Chiyoda-ku, Tokyo 102-8553 Telephone: 03-3264-4050 Fax: 03-3263-5668  
 Office reception number

**1** Fill in the group name, address, contact name, group telephone number and direct contact telephone number (when one is available) in the box for filling in group information on both the (A) Haiku Tally Sheet and (B) Group Application Form. (This box is shown above outlined with a dotted line and colored grey.)

※ Please ensure that the group information entered on both forms is the same.

**2** Make the necessary number of copies (1 for each person) of the (B) Group Application Form and enter the information for each author in the ① "Haiku box", ② "Author's Name and Age" box, and ③ "Author's Address and Contact Information" box.

**3** When making your application, please read the section "Regarding the handling of Personal Information," and check the respective checkboxes on both the (A) Haiku Tally Sheet and (B) Group Application Sheet.

### Check the respective checkboxes

- ① Haiku must be written in by the author.
- ② In the "Author's Name and Age" box, write the age of the author at the time of application.
- ③ The information in the "Author's Address and Contact Information" box will be used when sending supplementary prizes, if selected for an award, so please be sure to fill in the required information.
- ※ Authors who do not fill in this information who pass the evaluation must make sure to provide us with the said information when they receive the Notification of Passing the Second Round of Evaluation..
- Each person can enter up to six haiku. When entering both the Japanese Haiku and English Haiku competitions, be sure to use the correct forms for both sections, and enter only a total of up to six haiku for each person.

※ Continued on the other side

- 4** Collect the **(B)** Group Application Forms and fill in the number of applicants and the number of haiku for each category applied for in the “Number of applicants and haiku” box on the **(A)** Haiku Tally Sheet.

<Completed Example>

1 haiku	2 haiku	3 haiku	4 haiku	5 haiku	6 haiku	Total
20 People		10 People		30 People	40 People	100 People
20 haiku		30 haiku		150 haiku	240 haiku	440 haiku
Haiku grand total			Applicant grand total			
100 People			440 haiku			

- Count and fill in the number of haiku and applicants for each of the haiku quantities (categories applied for) applied for by the group, not for each class year or class. (Example : 1 haiku each for 20 applicants = 20 haiku, 3 haiku each for 10 applicants = 30 haiku, 5 haiku each for 30 applicants = 150 haiku, 6 haiku each for 40 applicants = 240 haiku, for a total of 100 applicants and 440 haiku)
- When sending additional haiku, fill in only the number of additional applicants and haiku, then circle the words “Additional Application” at the top right of the form, and send it together with the haiku.

- 5** Send one copy of the **(A)** Haiku Tally Sheet together with the collected copies of the **(B)** Group Application Form and send to the address below by post or delivery service. ※Please do not send applications by fax or via the Internet.

- **Deadline for group applications** 12th February, 2025 (Wednesday) (Must be delivered by this date)
- **Address for applications** ITO EN Oi Ocha Shinhaiku Contest  
3-23 Kioicho, Chiyoda-ku, Tokyo 102-8553
- **Contact** Telephone 03-3264-4050 (10 a.m. - 6 p.m. except for weekends and public holidays, and the New Year holiday period) Fax 03-3263-5668

**6** Other points to note

- The haiku sent with applications must be works created by the applicant which have not been previously announced publicly. If a haiku is found to be not the work of the applicant, or to be a duplicate application, or extremely similar to another haiku, prizes may be withdrawn, even if the results have already been announced.
- When making your application, please be aware that if an applicant is selected for an award, the haiku, as well as the applicant’ s name, age, and address will be disclosed when the award is announced.
- Please be careful not to publicly announce any haiku entered in the competition before the results are announced in late October , 2025 (Planned announcement date).
- The following actions will lead to disqualification  
Public announcement or publication at another haiku competition, through broadcasting (radio or television), in a newspaper, on the Internet or on a blog, also public announcement or publication on your school’ s home page, school blog, or in material distributed either within or outside of your school.

# 【A】 Overseas Group Haiku Tally Sheet (Japanese Haiku)

# The 36th ITO EN Oi Ocha Shinhaiku Contest (Additional Application)

## 【Points to note】

- Fill in the required information within the boxes and send this form together with the (B) Group Application Form to the submissions office. Circle the words "Additional Application" at the top right of the form if sending it in addition to previous applications.)
- This form and the (B) Group Application Form contain duplicate information, and so the information in the "Group Information" box will be the same.
- This form should not be tallied by class year or class, but by the number of haiku.

## < Completed Example >

1 haiku	2 haiku	3 haiku	4 haiku	5 haiku	6 haiku	Total
20 People	10 People	10 People	10 People	30 People	40 People	100 People
20 haiku	20 haiku	30 haiku	40 haiku	150 haiku	240 haiku	440 haiku
Haiku grand total				Applicant grand total		
100 People				440 haiku		

- Any personal information provided will be used solely for the ITO EN Oi Ocha Shinhaiku Contest and will not be used for any other purpose without prior permission.
- For further information please contact the ITO EN Oi Ocha Shinhaiku Contest Office  
3-23 Kioicho, Chiyoda-ku, Tokyo 102-8553 Tel:(81)-3-3264-4050 Fax:(81)-3-3263-5668

## 【Group Information】

Group name	※Please write your official school name for the group name.	
Address		
Telephone number of representative	※Provide a direct contact number if available.	Fax
Contact name	mail address @ ※Overseas groups are required	

## 【Regarding the handling of personal information】

ITO EN Ltd. (hereafter referred to as the company) collects personal information from customers (their name, sex, age, address, telephone number, email address, affiliation etc.) for the following purposes.  
Notification of the selection results/To contact winners regarding matters such as publication copyrights etc./Notification of when the next round of applications commences/ Sending of supplementary prizes

By checking the boxes to the right you are indicating your agreement to the company's handling of your personal information. With regard to applications by minors, checking the boxes indicates the agreement of their guardian.

In order to prevent disclosure, loss of or damage to personal information, the company implements all necessary and appropriate data management safety measures, and handles data carefully and safely, under the responsibility of the data management officer. In addition, the company shares collected personal information only with companies undertaking outsourcing operations in order to implement appropriate measures and management with regard to security and privacy.

Personal information collected for this competition will be stored for one year after the deadline for applications and then destroyed. However, the personal information of applicants selected for awards will be retained for as long as is necessary, for the purposes outlined above.

If any applicant desires the disclosure, amendment, addition, deletion, cessation of usage, or cessation of provision to third parties (hereafter referred to as disclosure etc.) of information, please contact us using the contact information provided below. We will respond to your requests after carrying out the company's prescribed checks and procedures.

Any complaints or enquiries related to personal information should be forwarded using the contact information provided below.

People receiving the company's services who live in the European Union can complain to the information protection authorities within the European Union, or seek redress through the local courts, if they decide that their rights have been infringed.

For more information please refer to the following link. [http://www.itoen-global.com/privacy\\_policy.php](http://www.itoen-global.com/privacy_policy.php)

## 【Number of Applicants & Number of Haiku】

Category	Number of haiku	1 haiku	2 haiku	3 haiku	4 haiku	5 haiku	6 haiku	Total
Elementary school students	Number of applicants	People	People	People	People	People	People	People
	Total number of haiku	Haiku	Haiku	Haiku	Haiku	Haiku	Haiku	Haiku
Junior high school students	Number of applicants	People	People	People	People	People	People	People
	Total number of haiku	Haiku	Haiku	Haiku	Haiku	Haiku	Haiku	Haiku
High school students	Number of applicants	People	People	People	People	People	People	People
	Total number of haiku	Haiku	Haiku	Haiku	Haiku	Haiku	Haiku	Haiku
General category A (under 40)	Number of applicants	People	People	People	People	People	People	People
	Total number of haiku	Haiku	Haiku	Haiku	Haiku	Haiku	Haiku	Haiku
General category B (40 and over)	Number of applicants	People	People	People	People	People	People	People
	Total number of haiku	Haiku	Haiku	Haiku	Haiku	Haiku	Haiku	Haiku

Applicant grand total	Haiku grand total
People	Haiku

Reception date	Month	Day
Reception number	H-	

- All of the applicants have read the text above, and agree to allow the company to handle their personal information.
- Applicants who are minors apply to participate with the consent of their guardians.

【Address】 Personal Information Officer, Legal & Intellectual Property Department, ITO EN Ltd.  
3-47-10 Honmachi, Shibuya-ku, Tokyo 151-8550  
email : kojinyouhou@itoen.co.jp

# 【B】Overseas Group Application Form (Japanese Haiku)

# The 36th ITO EN Oi Ocha Shinhaiku Contest

Deadline for groups:  
applications must arrive by 12th February, 2024(Wed.)

② ※ Required	Furigana		Age	School year
	Author's name	(Surname) ----- (First Name)		

Due to graduation or other reasons, please contact the author directly using their address or telephone number.

③	Author's address	-----		
	Author's telephone number	( )	—	

※The information provided in 3 is for the purpose of sending supplementary prizes to those who are selected for awards, so please fill it in if possible.

## 【Group Information】

Group name	-----		
※Please write your official school name for the group name.			
Address	-----		
Telephone number of representative	-----	Fax	-----
※Provide a direct contact number if available.			
Contact name	-----		
mail address @ ----- ※Overseas groups are required			

Please take care when filling out the form as missing information may result in disqualification.

### 【Regarding the handling of personal information】

The agreement of guardians is required for applications by minors. Application will be taken to indicate agreement by the guardians.

ITO EN Ltd. will use the personal information of applicants for the ITO EN Oi Ocha Shinhaiku Contest, and will not use it for any other purpose without prior permission. Application will be taken to indicate the applicant's agreement to the handling of personal information by ITO EN Ltd.

<Points to note>

●ITO EN Ltd. will use the personal information of applicants for the ITO EN Oi Ocha Shinhaiku Contest, and will not use it for any other purpose without prior permission.

●The agreement of guardians is required for applications by minors.

① Haiku (The haiku must be written here by the author. The haiku must be works created by the author that have not been previously publicly announced.)

6	5	4	3	2	1

★Each person may submit up to six haiku.

★Please attach furigana to any Chinese characters in the haiku.

**Please read the points to note to the left, and place a check mark in the appropriate box below.**

I agree to ITO EN Ltd's handling of my personal information.

(Only for applications by minors) I wish to apply for the The 36th ITO EN Oi Ocha Shinhaiku Contest with the agreement of my guardian.

<Enquiries regarding personal information>

Personal Information Officer, Intellectual Property Department, ITO EN Ltd.

3-47-10 Honmachi, Shibuya-ku, Tokyo 151-8550 email : kojinyouhou@itoen.co.jp

<Enquiries regarding application procedures etc. (and other enquiries)>

3-23 Kioicho, Chiyoda-ku, Tokyo 102-8553 Telephone : 03-3264-4050 Fax : 03-3263-5668

Office reception number \_\_\_\_\_

# 【A】 Overseas Group Haiku Tally Sheet (English Haiku)

# The 36th ITO EN Oi Ocha Shinhaiku Contest (Additional Application)

## 【Points to note】

- Fill in the required information within the boxes and send this form together with the (B) Group Application Form to the submissions office. Circle the words "Additional Application" at the top right of the form if sending it in addition to previous applications.)
- This form and the (B) Group Application Form contain duplicate information, and so the information in the "Group Information" box will be the same.
- This form should not be tallied by class year or class, but by the number of haiku.

## < Completed Example >

1 haiku	2 haiku	3 haiku	4 haiku	5 haiku	6 haiku	Total
20 People	10 People	10 People	30 People	40 People	100 People	
20 haiku	30 haiku	150 haiku	240 haiku	440 haiku		
Haiku grand total					100 People	440 haiku

- Any personal information provided will be used solely for the ITO EN Oi Ocha Shinhaiku Contest and will not be used for any other purpose without prior permission.
- For further information please contact the ITO EN Oi Ocha Shinhaiku Contest Office  
3-23 Kioicho, Chiyoda-ku, Tokyo 102-8553 Tel:(81)-3-3264-4050 Fax:(81)-3-3263-5668

## 【Group Information】

Group name	※Please write your official school name for the group name.	
Address		
Telephone number of representative	Fax	※Provide a direct contact number if available.
Contact name	mail address	@ ※Overseas groups are required

## 【Regarding the handling of personal information】

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## 【Number of Applicants & Number of Haiku】

Category	Number of haiku	1 haiku	2 haiku	3 haiku	4 haiku	5 haiku	6 haiku	Total
Elementary school students	Number of applicants	People	People	People	People	People	People	People
	Total number of haiku	Haiku	Haiku	Haiku	Haiku	Haiku	Haiku	Haiku
Junior high school students	Number of applicants	People	People	People	People	People	People	People
	Total number of haiku	Haiku	Haiku	Haiku	Haiku	Haiku	Haiku	Haiku
High school students	Number of applicants	People	People	People	People	People	People	People
	Total number of haiku	Haiku	Haiku	Haiku	Haiku	Haiku	Haiku	Haiku
General category A (under 40)	Number of applicants	People	People	People	People	People	People	People
	Total number of haiku	Haiku	Haiku	Haiku	Haiku	Haiku	Haiku	Haiku
General category B (40 and over)	Number of applicants	People	People	People	People	People	People	People
	Total number of haiku	Haiku	Haiku	Haiku	Haiku	Haiku	Haiku	Haiku

Applicant grand total	Haiku grand total
People	Haiku

Reception date	Month	Day
Reception number	H-	

- All of the applicants have read the text above, and agree to allow the company to handle their personal information.
- Applicants who are minors apply to participate with the consent of their guardians.

【Address】 Personal Information Officer, Legal & Intellectual Property Department, ITO EN Ltd.  
3-47-10 Honmachi, Shibuya-ku, Tokyo 151-8550  
email : kojinyouhou@itoen.co.jp

# 【B】Overseas Group Application Form (English Haiku)

# The 36th ITO EN Oi Ocha Shinhaiku Contest

Deadline for groups:  
applications must arrive by 12th February, 2025(Wed.)

② ※ Required	Furigana	Age	School year
	Author's name		
<input type="checkbox"/> Due to graduation or other reasons, please contact the author directly using their address or telephone number.			

③	Author's address	
	Author's telephone number	( ) —

※The information provided in 3 is for the purpose of sending supplementary prizes to those who are selected for awards, so please fill it in if possible. Also please understand that as part of the evaluation process it may be necessary to contact the authors directly.

## 【Group Information】

Group name	※Please write your official school name for the group name.	
Address		
Telephone number of representative	Fax	※Provide a direct contact number if available.
Contact name	mail address @ ※Overseas groups are required	

Please take care when filling out the form as missing information may result in disqualification.

### 【Regarding the handling of personal information】

The agreement of guardians is required for applications by minors. Application will be taken to indicate agreement by the guardians.

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<Points to note>

●ITO EN Ltd. will use the personal information of applicants for the ITO EN Oi Ocha Shinhaiku Contest, and will not use it for any other purpose without prior permission.

●The agreement of guardians is required for applications by minors.

① Haiku (The haiku must be written here by the author. The haiku must be works created by the author that have not been previously publicly announced.)

<Haiku 1 >	<Haiku 2 >
<Haiku 3 >	<Haiku 4 >
<Haiku 5 >	<Haiku 6 >

★Each person may submit up to six haiku. ★Parts of entries may be altered at the discretion of the judges.

**Please read the points to note to the left, and place a check mark in the appropriate box below.**

I agree to ITO EN Ltd's handling of my personal information.

(Only for applications by minors) I wish to apply for the The 36th ITO EN Oi Ocha Shinhaiku Contest with the agreement of my guardian.

<Enquiries regarding personal information>

Personal Information Officer, Intellectual Property Department, ITO EN Ltd.

3-47-10 Honmachi, Shibuya-ku, Tokyo 151-8550 email : kojinjyouhou@itoen.co.jp

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