

U.S. Department of Justice  
Washington, DC 20530

**Supplemental Statement**  
**Pursuant to the Foreign Agents Registration Act of 1938, as amended**

For Six Month Period Ending 1/31/2015

(Insert date)

**I - REGISTRANT**

1. (a) Name of Registrant (b) Registration No.

Kobe Trade Information Office 2438

(c) Business Address(es) of Registrant  
1001 Fourth Ave, Suite 2328  
Seattle, WA 98208

2. Has there been a change in the information previously furnished in connection with the following?

(a) If an individual:

- |                           |                              |                             |
|---------------------------|------------------------------|-----------------------------|
| (1) Residence address(es) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (2) Citizenship           | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (3) Occupation            | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

(b) If an organization:

- |                          |                              |  |
|--------------------------|------------------------------|--|
| (1) Name                 | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (2) Ownership or control | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (3) Branch offices       | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |

- (c) Explain fully all changes, if any, indicated in Items (a) and (b) above.

**IF THE REGISTRANT IS AN INDIVIDUAL, OMIT RESPONSE TO ITEMS 3, 4, AND 5(a).**

3. If you have previously filed Exhibit C<sup>1</sup>, state whether any changes therein have occurred during this 6 month reporting period.

Yes  No

If yes, have you filed an amendment to the Exhibit C? Yes  No

If no, please attach the required amendment.

<sup>1</sup> The Exhibit C, for which no printed form is provided, consists of a true copy of the charter, articles of incorporation, association, and by laws of a registrant that is an organization. (A waiver of the requirement to file an Exhibit C may be obtained for good cause upon written application to the Assistant Attorney General, National Security Division, U.S. Department of Justice, Washington, DC 20530.)

4. (a) Have any persons ceased acting as partners, officers, directors or similar officials of the registrant during this 6 month reporting period?

Yes  No

If yes, furnish the following information:

Name	Position	Date Connection Ended
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(b) Have any persons become partners, officers, directors or similar officials during this 6 month reporting period?

Yes  No

If yes, furnish the following information:

Name	Residence Address	Citizenship	Position	Date Assumed
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5. (a) Has any person named in Item 4(b) rendered services directly in furtherance of the interests of any foreign principal?

Yes  No

If yes, identify each such person and describe the service rendered.

(b) During this six month reporting period, has the registrant hired as employees or in any other capacity, any persons who rendered or will render services to the registrant directly in furtherance of the interests of any foreign principal(s) in other than a clerical or secretarial, or in a related or similar capacity? Yes  No

Name	Residence Address	Citizenship	Position	Date Assumed
Yumiko Nesheim	12716 42nd Dr. SE Everett WA 98208	Permanent Residence	Office Administrator	1/6/2015

(c) Have any employees or individuals, who have filed a short form registration statement, terminated their employment or connection with the registrant during this 6 month reporting period? Yes  No

If yes, furnish the following information:

Name	Position or Connection	Date Terminated
Laura Hoak_Kagey	Assistant of Director	1/8/2015

(d) Have any employees or individuals, who have filed a short form registration statement, terminated their connection with any foreign principal during this 6 month reporting period? Yes  No

If yes, furnish the following information:

Name	Position or Connection	Foreign Principal	Date Terminated
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6. Have short form registration statements been filed by all of the persons named in Items 5(a) and 5(b) of the supplemental statement?

Yes  No

If no, list names of persons who have not filed the required statement.

## II - FOREIGN PRINCIPAL

7. Has your connection with any foreign principal ended during this 6 month reporting period? Yes  No
- If yes, furnish the following information:

Foreign Principal

Date of Termination

8. Have you acquired any new foreign principal(s)<sup>2</sup> during this 6 month reporting period? Yes  No
- If yes, furnish the following information:

Name and Address of Foreign Principal(s)

Date Acquired

Kobe Municipal Government

9. In addition to those named in Items 7 and 8, if any, list foreign principal(s)<sup>2</sup> whom you continued to represent during the 6 month reporting period.

10. (a) Have you filed exhibits for the newly acquired foreign principal(s), if any, listed in Item 8?

Exhibit A<sup>3</sup> Yes  No Exhibit B<sup>4</sup> Yes  No 

If no, please attach the required exhibit.

- (b) Have there been any changes in the Exhibits A and B previously filed for any foreign principal whom you represented during this six month period? Yes  No

If yes, have you filed an amendment to these exhibits? Yes  No 

If no, please attach the required amendment.

<sup>2</sup> The term "foreign principal" includes, in addition to those defined in section 1(b) of the Act, an individual organization any of whose activities are directly or indirectly supervised, directed, controlled, financed, or subsidized in whole or in major part by a foreign government, foreign political party, foreign organization or foreign individual. (See Rule 100(a)(9)). A registrant who represents more than one foreign principal is required to list in the statements he files under the Act only those principals for whom he is not entitled to claim exemption under Section 3 of the Act. (See Rule 208.)

<sup>3</sup> The Exhibit A, which is filed on Form NSD-3 (Formerly CRM-157) sets forth the information required to be disclosed concerning each foreign principal.

<sup>4</sup> The Exhibit B, which is filed on Form NSD-4 (Formerly CRM-155) sets forth the information concerning the agreement or understanding between the registrant and the foreign principal.

**III - ACTIVITIES**

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11. During this 6 month reporting period, have you engaged in any activities for or rendered any services to any foreign principal named in Items 7, 8, or 9 of this statement?                      Yes                       No

If yes, identify each foreign principal and describe in full detail your activities and services:

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12. During this 6 month reporting period, have you on behalf of any foreign principal engaged in political activity<sup>5</sup> as defined below?  
Yes                       No

If yes, identify each such foreign principal and describe in full detail all such political activity, indicating, among other things, the relations, interests and policies sought to be influenced and the means employed to achieve this purpose. If the registrant arranged, sponsored or delivered speeches, lectures or radio and TV broadcasts, give details as to dates, places of delivery, names of speakers and subject matter.

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13. In addition to the above described activities, if any, have you engaged in activity on your own behalf which benefits your foreign principal(s)?                      Yes                       No

If yes, describe fully.

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<sup>5</sup> The term "political activity" means any activity that the person engaging in believes will, or that the person intends to, in any way influence any agency or official of the Government of the United States or any section of the public within the United States with reference to formulating, adopting or changing the domestic or foreign policies of the United States or with reference to political or public interests, policies, or relations of a government of a foreign country or a foreign political party.

**IV - FINANCIAL INFORMATION**

**14. (a) RECEIPTS-MONIES**

During this 6 month reporting period, have you received from any foreign principal named in Items 7, 8, or 9 of this statement, or from any other source, for or in the interests of any such foreign principal, any contributions, income or money either as compensation or otherwise? Yes  No

If no, explain why.

If yes, set forth below in the required detail and separately for each foreign principal an account of such monies.<sup>6</sup>

Date	From Whom	Purpose	Amount
8/6/14	Kobe Municipal Gov't	Operating Budget	\$9,636.58
8/14/14	Kobe Municipal Gov't	Operating Budget	\$42,671.00
12/11/14	Kobe Municipal Gov't	Operating Budget	\$48,856.56

\$101,164.14

Total

**(b) RECEIPTS - FUNDRAISING CAMPAIGN**

During this 6 month reporting period, have you received, as part of a fundraising campaign<sup>7</sup>, any money on behalf of any foreign principal named in Items 7, 8, or 9 of this statement? Yes  No

If yes, have you filed an Exhibit D to your registration? Yes  No

If yes, indicate the date the Exhibit D was filed. Date \_\_\_\_\_

**(c) RECEIPTS-THINGS OF VALUE**

During this 6 month reporting period, have you received any thing of value<sup>9</sup> other than money from any foreign principal named in Items 7, 8, or 9 of this statement, or from any other source, for or in the interests of any such foreign principal?

Yes  No

If yes, furnish the following information:

Foreign Principal	Date Received	Thing of Value	Purpose
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<sup>6, 7</sup> A registrant is required to file an Exhibit D if he collects or receives contributions, loans, moneys, or other things of value for a foreign principal, as part of a fundraising campaign. (See Rule 201(e)).

<sup>8</sup> An Exhibit D, for which no printed form is provided, sets forth an account of money collected or received as a result of a fundraising campaign and transmitted for a foreign principal.

<sup>9</sup> Things of value include but are not limited to gifts, interest free loans, expense free travel, favored stock purchases, exclusive rights, favored treatment over competitors, "kickbacks," and the like.

15. (a) **DISBURSEMENTS-MONIES**

During this 6 month reporting period, have you

(1) disbursed or expended monies in connection with activity on behalf of any foreign principal named in Items 7, 8, or 9 of this statement? Yes  No

(2) transmitted monies to any such foreign principal? Yes  No

If no, explain in full detail why there were no disbursements made on behalf of any foreign principal.

If yes, set forth below in the required detail and separately for each foreign principal an account of such monies, including monies transmitted, if any, to each foreign principal.

Date	To Whom	Purpose	Amount
	See Attachment B, called 2438_SUPP_AttachmentB_FEB201 5		

\$69,819.26

Total

**(b) DISBURSEMENTS-THINGS OF VALUE**

During this 6 month reporting period, have you disposed of anything of value<sup>10</sup> other than money in furtherance of or in connection with activities on behalf of any foreign principal named in Items 7, 8, or 9 of this statement?

Yes  No

If yes, furnish the following information:

Date	Recipient	Foreign Principal	Thing of Value	Purpose
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**(c) DISBURSEMENTS-POLITICAL CONTRIBUTIONS**

During this 6 month reporting period, have you from your own funds and on your own behalf either directly or through any other person, made any contributions of money or other things of value<sup>11</sup> in connection with an election to any political office, or in connection with any primary election, convention, or caucus held to select candidates for political office?

Yes  No

If yes, furnish the following information:

Date	Amount or Thing of Value	Political Organization or Candidate	Location of Event
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10, 11 Things of value include but are not limited to gifts, interest free loans, expense free travel, favored stock purchases, exclusive rights, favored treatment over competitors, "kickbacks" and the like.

**V - INFORMATIONAL MATERIALS**

16. (a) During this 6 month reporting period, did you prepare, disseminate or cause to be disseminated any informational materials?<sup>12</sup>

Yes  No

If Yes, go to Item 17.

(b) If you answered No to Item 16(a), do you disseminate any material in connection with your registration?

Yes  No

If Yes, please forward the materials disseminated during the six month period to the Registration Unit for review.

17. Identify each such foreign principal.

18. During this 6 month reporting period, has any foreign principal established a budget or allocated a specified sum of money to finance your activities in preparing or disseminating informational materials? Yes  No

If yes, identify each such foreign principal, specify amount, and indicate for what period of time.

19. During this 6 month reporting period, did your activities in preparing, disseminating or causing the dissemination of informational materials include the use of any of the following:

- Radio or TV broadcasts       Magazine or newspaper       Motion picture films       Letters or telegrams  
 Advertising campaigns       Press releases       Pamphlets or other publications       Lectures or speeches  
 Other (specify) \_\_\_\_\_

**Electronic Communications**

- Email  
 Website URL(s): http://www.cityofkobe.org  
 Social media websites URL(s): http://www.facebook.com/cityofkobe  
 Other (specify) \_\_\_\_\_

20. During this 6 month reporting period, did you disseminate or cause to be disseminated informational materials among any of the following groups:

- Public officials       Newspapers       Libraries  
 Legislators       Editors       Educational institutions  
 Government agencies       Civic groups or associations       Nationality groups  
 Other (specify) General Public ( at events)

21. What language was used in the informational materials:

- English       Other (specify) Japanese (Website and Facebook only)

22. Did you file with the Registration Unit, U.S. Department of Justice a copy of each item of such informational materials disseminated or caused to be disseminated during this 6 month reporting period? Yes  No

23. Did you label each item of such informational materials with the statement required by Section 4(b) of the Act?

Yes  No

<sup>12</sup> The term informational materials includes any oral, visual, graphic, written, or pictorial information or matter of any kind, including that published by means of advertising, books, periodicals, newspapers, lectures, broadcasts, motion pictures, or any means or instrumentality of interstate or foreign commerce or otherwise. Informational materials disseminated by an agent of a foreign principal as part of an activity in itself exempt from registration, or an activity which by itself would not require registration, need not be filed pursuant to Section 4(b) of the Act.

**VI - EXECUTION**

In accordance with 28 U.S.C. § 1746, the undersigned swear(s) or affirm(s) under penalty of perjury that he/she has (they have) read the information set forth in this registration statement and the attached exhibits and that he/she is (they are) familiar with the contents thereof and that such contents are in their entirety true and accurate to the best of his/her (their) knowledge and belief, except that the undersigned make(s) no representation as to truth or accuracy of the information contained in the attached Short Form Registration Statement(s), if any, insofar as such information is not within his/her (their) personal knowledge.

(Date of signature)

(Print or type name under each signature or provide electronic signature<sup>13</sup>)

February 27, 2015

/s/ Masao Kakiuchi

eSigned

<sup>13</sup> This statement shall be signed by the individual agent, if the registrant is an individual, or by a majority of those partners, officers, directors or persons performing similar functions, if the registrant is an organization, except that the organization can, by power of attorney, authorize one or more individuals to execute this statement on its behalf.

REG. NO: 2438  
Kobe Trade Information OfficeAug 2014 to Jan 2015  
CALENDAR OF ACTIVITIES FOR:  
Masao Kakiuchi  
Laura Hoak-Kagey  
Yumiko NesheimATTACHMENT A  
page 1 of 4

START DATE	START TIME	END TIME	DESCRIPTION
8/9/2014	6:00 PM	10:00 PM	Mr. Kakiuchi went to see a Seattle Reign Soccer game with some spectators who were gathered by Kobe Trade Information Office's Event at Memorial Stadium in Seattle
8/22/2014	1:00 PM	3:00 PM	Mr. Kakiuchi went over website functioning back-up process with Yoshie Onodera of Designnym LLC/web design and coding
8/25/2014	2:00 PM	2:45 PM	Hiroyuki Itasaka, Masahiro Sato, Mototsugu Urakawa of Nagasaki City Council paid Mr. Kakiuchi a courtesy call at KTIO
9/3/2014	1:15 PM	2:15 PM	Mr. Kakiuchi had a meeting with Brenda Kipling, property manager at Common Wealth Partners to discuss about DSL installation
9/4/2014	2:00 PM	4:00 PM	Mr. Kakiuchi had a meeting with Dr. Gregory Moncada, Principal of International Community School in Kirkland to discuss upcoming student exchange programs ( Other attendee-Mark Bach/history teacher
9/4/2014	5:30 PM	6:30 PM	Mr. Kakiuchi attended Nikkei Community Meeting at JCCW in downtown Seattle
9/8/2014	4:00 PM	6:00 PM	Mr. Kakiuchi attended Reception for Aki Matsuri at Consulate General's Residence in Seattle
9/11/2014	9:00 AM	10:30 AM	Mr. Kakiuchi attended the Japan American Society program "Japan In Schools" event at Thurgood Marshall Elementary School in Seattle
9/11/2014	3:15 PM	5:30 PM	Mr. Shuji Matsui, Professor, Faculty of Sociology at Kansai University paid Mr. Kakiuchi a courtesy call at KTIO
9/15/2014	11:00 AM	11:45 AM	Ms. Rie Takahashi, Kobe Jazz Vocal Queen and Mr. Yon'dai Taka, President of Shinkaichi Town Management Organization paid Mr. Kakiuchi a courtesy call at KTIO
9/15/2014	7:00 PM	9:00 PM	Mr. Kakiuchi attended Jazz Concert at Jazz Alley in Seattle
9/17/2014	4:00 PM	5:30 PM	Mr. Junro Nishide, Professor of Iwate Prefectural University, paid Mr. Kakiuchi a courtesy call at KTIO
9/19/2014	9:00 AM	12:00 PM	Mr. Kakiuchi attended the Japan Business Association's Event, "Day of Caring at South Seattle Community College
9/19/2014	3:30 AM	5:00 PM	Mr. Kakiuchi had a meeting with Yuki Nakao from iLeap to discuss about future partnerships.
9/26/2014	11:00 AM	12:00 PM	Mr. Kakiuchi picked up exchange students at Seatack and gave them greetings.
10/3/2014	2:00 PM	3:00 PM	Mr. Kakiuchi had a meeting with Mr. Mizoguchi of Hyogo Business and Cultural Center concerning experience the way of the tea ceremony. (JETRO seminar)
10/6/2014	9:00 AM	11:00 AM	Mr. Kakiuchi attended an interview with Karin and Bill Stafford. Mr. Fuminari Ichinomiya, staff writer, of the Nishinippon Shimbun (the west japan dai) interviewed Karin & Bill about TDA, startup Seattle, etc.
10/9/2014	10:00 AM	10:45 AM	ICS 2 exchange students to Kobe. Dr. Gregory Moncada ( Principal) Mark Back - Teacher

REG. NO: 2438  
Kobe Trade Information OfficeAug 2014 to Jan 2015  
CALENDAR OF ACTIVITIES FOR:  
Masao Kakiuchi  
Laura Hoak-Kagey  
Yumiko NesheimATTACHMENT A  
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START DATE	START TIME	END TIME	DESCRIPTION
10/10/2014	10:00 AM	noon	AM- Tea Ceremony preparation at Nikkei Concerns
10/11/2014	2:00 PM	4:00 PM	Tea Ceremony
10/11/2014	5:00 PM	6:30 PM	Reception
10/11/2014	10:00 AM	2:00 PM	Preparation for Experience The way of the Tea at Nikkei Concerns seattle washington
10/14/2014	10:10 AM	2:00 PM	Mr. Kakiuchi flew to Las Vegas from Seattle with Mr. Tsujii, Mr. Watanabe, Mr. Hato, and Mr. Koshiba of Kobe Travel Convention Association ( SEA-SFO by UA 294 /SFO-LV by UA 1456 /stayed Monte Carlo hotel
10/15/2014	10:00 AM	1:30 PM	Mr. Kakiuchi attended the Convention IMEX America with Mr. Tsujii, Mr. Watanabe, Mr. Hato, and Mr. Koshiba of Kobe Travel Convention Association (stayed Hotel Monte Carlo)
10/15/2014	2:00 PM	3:30 PM	Mr. Kakiuchi visited Las Vegas Convention & Visitors Auhorities, Mr. Hugh Sinnock, VP of Customer Experience, and Mr. Ruth Kim, Sales Executive
10/16/2014			Mr. Kakiuchi and other people from Japan traveled to San Francisco from Las Vegas by UA 0364 (stated hotel at Executive Intage Hotel)
10/17/2014	11:00 AM	12:00 PM	Mr. Kakiuchi and other people from Japan visited Tavel Association in San Francisco with MR. Kathryn Horton, VP, Convention Services & Events, and Mr. Hubertus Funke, Director International Tourism
10/17/2014	1:30 PM	3:00 PM	Mr. Kakiuchi and other people from Japan visited Port of San Francisco with Ms. Diane Oshima, Assistant Deputy Director Waterfront Planning
10/18/2014	all day		Mr. Kakiuchi and his party had sightseeing in San Francisco all day.
10/19/2014			Mr. Kakiuchi and his party returned to Seattle by UA704
10/30/2014	1:00 PM	3:00 PM	Mr. Kakiuchi has a meeting with Mr. Mizuguchi and Mr. Sasaki regarding 20th Anniversary Hanshin Earthquake Memorial Service Event for January 2015.
11/3/2014	3:30 PM	4:30 PM	Mr. Kakiuchi had a meeting with Karin about Jan 16th event ( Earthquake Memorial Evnet)
11/4/2014	6:30 PM	8:00 PM	Mr. Kakiuchi attended the dinner hosted by Delta at Canlis restaurant in Seattle
11/6/2014	4:00 PM	6:00 PM	Mr. Kakiuchi attended a JET welcome back reception at Consulate-general Seattle office
11/7/2014	5:00 PM	6:30 PM	Mr. Kakiuchi flew to Las Vegas from Seattle by Alaska 632 Stayed at Luxor ( attended Battle de Egg-Las Vegas)
11/11/2014			Mr. Kakiuchi returned from Las Vegas to Seattle by Alaska 611

REG. NO: 2438  
Kobe Trade Information OfficeAug 2014 to Jan 2015  
CALENDAR OF ACTIVITIES FOR:  
Masao Kakiuchi  
Laura Hoak-Kagey  
Yumiko NesheimATTACHMENT A  
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START DATE	START TIME	END TIME	DESCRIPTION
11/14/2014	10:00 AM	11:00 AM	Mr. Kakiuchi visited Consulate General Seattle office to report about Kobe Trade Info office closing
11/15/2014	1:00 PM	5:00 PM	Mr. Kakiuchi attended JASSW Planning/Kick Off Event: 70th Anniversary of ending WWII in Seattle
11/17/2014	10:00 AM	noon	Mr. Kakiuchi had a ICS meeting with chaperanes about upcoming KOBE trip
11/21/2014	3:00 PM	4:00 PM	Mr. Kakiuchi had a meeting with JASSW regarding the planning of KOBE Beef Event for Feb 2015
12/2/2014	5:00 PM	10:00 PM	Mr. Kakiuchi attended JASSW holiday dinner at Westin Hotel in Seattle
12/3/2014	3:00 PM	4:00 PM	Mr. Kakiuchi had a meeting with Mr. Kawazoe who is a chair of JASSW, and Mr. Mizouchi of Hyogo Business & Culture Center to discuss future student exchanges
12/4/2014	11:00 AM	noon	Mr. Kakiuchi had a meeting with Ms. Saki Nakaoka regarding exchange student from Osaka University of Washington
12/9/2014	12:00 PM	2:00 PM	Mr. Kakiuchi attended the Emperor's Birthday Celebration at Consul-General's residence
12/9/2014	5:00 PM	8:30 PM	Mr. Kakiuchi attended Japanese Business Association Evnet at Sammamish HS regarding returning USA teacher from Japan presentation.
12/16/2014	12:00 PM	2:00 PM	Mr. Kakiuchi attended Hyogo BCC Office welcome reception ( Safeco Plaza Conference Room)
12/16/2014	4:00 PM	5:00 PM	Mr. Kakiuchi had a meeting with Ms. Kanako Matumoto, CPA
12/17/2014	2:00 PM	3:00 PM	Mr. Kakiuchi had a meeting with Mr. Mike Peters to discuss Earthquake memorial event.
12/22/2014	11:30 AM	12:00 PM	Mr. Kakiuchi had a meeting with Mr. Daisaku Izawa of Yamato Transport.
12/22/2014	2:00 PM	3:00 PM	Mr. Kakiuchi had a meeting with Ms. Tomoko Suzuki Branch Director & Ms. Yonekura of Sankei Travel.
1/6/2015	10:00 AM	4:30 PM	Mr. Kakiuchi met Yumiko Nesheim to ask office service from Jan 8
1/8/2015		5:00 PM	last day of Laura Hoak-Kagey
1/15/2015	4:00 PM	6:00 PM	Mr. Kakiuchi had a meeting with Consul General Omura at Consul -General office in Seattle
1/16/2015	5:00 PM	9:00 PM	Mr. Kakiuchi attended JBA New Year's party at Hilton hotel in Bellevue.

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Kobe Trade Information OfficeAug 2014 to Jan 2015  
CALENDAR OF ACTIVITIES FOR:  
Masao Kakiuchi  
Laura Hoak-Kagey  
Yumiko NesheimATTACHMENT A  
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START DATE	START TIME	END TIME	DESCRIPTION
1/16/2015	12:00 PM	3:00 PM	Mr. Kakiuchi and Yumiko Nesheim attended 20th Anniversary ceremony of Earthquake at Seattle center.
1/22/2015	12:00 PM	2:00 PM	Mr. Kakiuchi attended New Year's reception at Consul General's residence.
1/23/2015	3:30 PM	5:00 PM	Mr. Kakiuchi had a meeting with a manager at the Foundry where Kobe beef event will be held for Feb 23.
1/25/2015	12:00 PM	3:00 PM	Mr. Kakiuch attended tea ceremony
1/26/2015	7:00 PM	8:30 PM	Mr. Kakiuchi attended Mitsubishi corp lecture series, Japan Energy Challenges that Mr. Taro Kono who is Japan national diet house of rep gave a speech.
1/29/2015	11:00 AM	14:00	Mr. Kakiuch had a meeting with Mr. Sakai and Mr. Yashiro of JBA and had lunch with them.
1/29/2015	3:00 PM	5:00 PM	Mr. Kakiuchi had a meeting with Mr. Mizoguchi of Hyogo Business and Cultural Center
1/30/2015	11:45 AM	1:30 PM	Mr. Kakiuchi had a meeting with MR. Mizoguchi of HBCC

Registration Number: 2438  
Kobe Trade Information Office

Disbursement of Monies

Attachment B  
1Summary Report  
8/1/2014 through 1/31/2015

<u>Expense Categories</u>	<u>Totals</u>	<u>Category Totals</u>
<b>Office Expenses</b>		
Rent	\$16,812.32	
Operating (consumables)	\$3,296.25	
Communication	\$2,590.16	
Company car Maintenance & Misc	\$8,134.34	
<b>Total Office Expenses</b>		\$30,833.07
<b>Personnel</b>		
Tax	\$5,825.11	
Housing	\$9,588.00	
Insurance	\$1,888.64	
Retirement	\$1,000.00	
Salary	\$15,217.40	
Regional Transport Pass	\$518.00	
<b>Total Personnel</b>		\$34,037.15
<b>Project</b>		
Travel	\$3,725.04	
Memberships/Subscriptions	\$525.00	
Advertising	\$699.00	
<b>Total Project</b>		\$4,949.04
<b>Grand Total</b>		\$69,819.26

Registration Number: 2438  
Kobe Trade Information Office

## Disbursement of Monies

Attachment B  
2

Date	Description	Memo	Category	Amount
8/1/2014	Laura Hoak-Kagey	Stamps	Office Expenses (Business):Operating	-9.80
8/1/2014	Masao Kakiuchi	Rent Reimbursement (April-July)	Personnel:Housing	-210.00
8/1/2014	Bank Of America	Bank Maintenance Fee July 2014	Fees & Charges:Bank Fee	-29.95
8/7/2014	CenturyLink	206-222-0101 / Aug 2014	Office Expenses (Business):Communication	-290.34
8/8/2014	Laura Hoak-Kagey	August 1-15, 2014	Personnel:Salary	-1,219.25
8/8/2014	EFTPS	Social Security	Personnel:Tax	-372
		Medicare	Personnel:Tax	-87.00
		Federal Tax Withholdings	Personnel:Tax	-332.00
8/18/2014	VSP	Vision Insurance September 2014	Personnel:Insurance	-15.16
8/22/2014	Laura Hoak-Kagey	August 16-31, 2014	Personnel:Salary	-1,219.25
8/22/2014	Business Card	Nikkei for 3 Months	Office Expenses (Business):Operating	-315.00
		Gas	Car Expenses & Maintenance	-53.52
		Car Tune-Up	Car Expenses & Maintenance	-253.23
		Gas	Car Expenses & Maintenance	-53.65
		Parking	Car Expenses & Maintenance	-3
		Parking	Car Expenses & Maintenance	-1.25
		Parking	Car Expenses & Maintenance	-15.00
		Parking	Car Expenses & Maintenance	-6.11
		Gas	Car Expenses & Maintenance	-54.10
		Parking	Car Expenses & Maintenance	-6
		Gas	Car Expenses & Maintenance	-55.64
		Parking	Car Expenses & Maintenance	-15.00
8/22/2014	Laura Hoak-Kagey	Sept 2014 Train Pass	Personnel:Train Pass	-126
8/22/2014	NOP-1001 4th LLC	Sept 2014 Rent - Suite 2328	Office Expenses (Business):Operating	-2,791.40
8/22/2014	NOP-1001 4th LLC	Sept 2014 Parking - Suite 2328	Car Expenses & Maintenance	-340
8/22/2014	The Mercer Vanguard Fiduciary Trust Co	Sept 2014 Rent for #502	Personnel:Housing	-1,563.00
8/22/2014	0030	0030 / 88051272075 - Sept 2014	Personnel:Retirement	-250
8/25/2014	Good To Go!	Toll Notice #TB-145998419	Car Expenses & Maintenance	-13.4
8/26/2014	Healthplanfinder/Premera	Aug 2014 Health Insurance (L)	Personnel:Insurance	-261.61
8/26/2014	United Concordia	Laura - Dental Aug 2014	Personnel:Insurance	-43.19
		Kakiuchi - Dental Aug 2014	Personnel:Insurance	-43.19
8/27/2014	FARA Filing Fee	Justice Report - Aug 2014	Office Expenses (Business):Operating	-305.00
8/28/2014	Verizon Wireless	Sept 2014 #464222662-0001	Office Expenses (Business):Communication	-152.52

Total Expenses Month Ending 8/31/2014

-10,505.56

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## Disbursement of Monies

Attachment B  
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Date	Description	Memo	Category	Amount
9/2/2014	Bank Of America	Bank Maintenance Fee Aug 2014	Fees & Charges:Bank Fee	-29.95
9/2/2014	American Honda Finance Corp	#102714956 - Sept 2014	Car Expenses & Maintenance	-448.74
9/8/2014	CenturyLink	206-Z22-0101 / Sept 2014	Office Expenses (Business):Communication	-295.77
9/12/2014	Laura Hoak-Kagey	September 1-15, 2014	Personnel:Salary	-1,219.25
9/16/2014	VSP	Vision Insurance October 2014	Personnel:Insurance	-15.16
9/18/2014	Masao Kakiuchi	SR520 Bndge Toll Reimbursements	Car Expenses & Maintenance	-10
9/24/2014	EFTPS	Social Security	Personnel:Tax	-372
		Medicare	Personnel:Tax	-87
		Federal Tax Withholdings	Personnel:Tax	-332
9/24/2014	Healthplanfinder/Premiera	September 2014 Health Insurance (L)	Personnel:Insurance	-261.61
9/24/2014	United Concordia	Laura - Dental Sept 2014	Personnel:Insurance	-43.19
		Kakiuchi - Dental Sept 2014	Personnel:Insurance	-43.19
9/25/2014	Business Card	parking	Car Expenses & Maintenance	-3
		parking	Car Expenses & Maintenance	-20
		gas	Car Expenses & Maintenance	-69.09
		gas	Car Expenses & Maintenance	-58.72
9/29/2014	The Mercer	Oct 2014 Rent for #502	Personnel:Housing	-1,563.00
9/30/2014	Laura Hoak-Kagey	Postage to Japan	Office Expenses (Business):Operating	-4.16
		September Train Pass	Personnel:Train Pass	-126
9/30/2014	Vanguard Fiduciary Trust Co 0030	0030 / 88051272075 - Oct 2014	Personnel:Retirement	-250
9/30/2014	Laura Hoak-Kagey	September 16-30, 2014	Personnel:Salary	-1,219.25
9/30/2014	NOP-1001 4th LLC	Oct 2014 Rent - Suite 2328	Office Expenses (Business):Operating	-2,791.40
9/30/2014	NOP-1001 4th LLC	Oct 2014 Parking - Suite 2328	Car Expenses & Maintenance	-340
9/30/2014	Verizon Wireless	Oct 2014 #464222662-0001	Office Expenses (Business):Communication	-131.50
9/30/2014	CenturyLink	206-Z22-0101 / Oct 2014	Office Expenses (Business):Communication	-273.82
<b>TOTAL EXPENSES</b>				
<b>Total Expenses Month Ending 9/30/2014</b>				<b>-10,007.80</b>

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## Disbursement of Monies

Attachment B

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Date	Description	Memo	Category	Amount
10/1/2014	American Honda Finance Corp	#102714956 -Oct 2014	Car Expenses & Maintenance	-448.74
10/9/2014	Laura Hoak-Kagey	October 1-15, 2014	Personnel:Salary	-1,219.25
10/16/2014	VSP	Vision Insurance November 2014	Personnel:Insurance	-15.16
10/16/2014	Labor & Industries	2014 3rd Quarter #320,225-00	Personnel:Tax	-51.12
10/17/2014	EFTPS	Social Security	Personnel:Tax	-372
		Medicare	Personnel:Tax	-87.00
		Federal Tax Withholdings	Personnel:Tax	-332
10/22/2014	North American Post	2014 New Year's ad	Advertising (Business)	-99
10/22/2014	Laura Hoak-Kagey	Duster Spray Cans 3-Pack Reimbursement	Office Expenses (Business):Operating	-17.51
10/24/2014	Healthplanfinder/Premiera	October 2014 Health Insurance (L)	Personnel:Insurance	-261.61
10/24/2014	United Concordia	Laura - Dental Oct 2014	Personnel:Insurance	-43.19
		Kakiuchi - Dental Oct 2014	Personnel:Insurance	-43.19
10/29/2014	Verizon Wireless	Nov 2014 #464222662-0001	Office Expenses (Business):Communication	-150.45
10/30/2014	Laura Hoak-Kagey	October 16-31, 2014	Personnel:Salary	-1,219.25
10/30/2014	Transfer To Checking		[BUS IMAX 0293]	15,000.00
10/30/2014	NOP-1001 4th LLC	Nov 2014 Rent - Suite 2328	Office Expenses (Business):Operating	-2,791.40
10/30/2014	NOP-1001 4th LLC	Nov 2014 Parking - Suite 2328	Car Expenses & Maintenance	-340
10/30/2014	The Mercer	Nov 2014 Rent for #502	Personnel:Housing	-1,563.00
10/30/2014	Laura Hoak-Kagey	Nov 2014 Train Pass	Personnel:Train Pass	-126.00
10/30/2014	Vanguard Fiduciary Trust Co 0030	0030 / 88051272075 - Nov 2014	Personnel:Retirement	-250
10/30/2014	CenturyLink	206-222-0101 / Nov 2014	Office Expenses (Business):Communication	-259.08
10/31/2014	Employment Security Department	Qrtly Rpt ES254272000/910741102	Personnel:Tax	-15.13
10/31/2014	Business Card	Gas	Car Expenses & Maintenance	-54.87
		parking	Car Expenses & Maintenance	-13
		parking	Car Expenses & Maintenance	-2.03
		gas	Car Expenses & Maintenance	-55.12
		gas	Car Expenses & Maintenance	-49.14
		parking	Car Expenses & Maintenance	-4.00
		parking	Car Expenses & Maintenance	-5
		Travelocity fee	Business Trips:Air Travel	-21.00
		Flight to LV and SF	Business Trips:Air Travel	-298.2
		Whiteboard and supplies	Office Expenses (Business):Operating	-41.36
		Whiteboard exchange	Office Expenses (Business):Operating	-35.03
		Printer paper and 10x13 envelopes	Office Expenses (Business):Operating	-75.53
		gas	Car Expenses & Maintenance	-48.88
		Gas refund	Car Expenses & Maintenance	0.55
		Office Depot (whiteboard) refund	Office Expenses (Business):Operating	32.84
<b>TOTAL EXPENSES</b>				<b>-10,407.24</b>
<b>REFUND</b>				<b>32.84</b>

**Total Expenses Month Ending 10/31/2014****-10,374.40**

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## Disbursement of Monies

Attachment B  
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Date	Description	Memo	Category	Amount
11/3/2014	Bank Of America	Bank Maintenance Fee Oct 2014	Fees & Charges:Bank Fee	-29.95
11/3/2014	American Honda Finance Corp	#102714956 - Nov 2014	Car Expenses & Maintenance	-448.74
11/5/2014	Communicate Japan	Port of SF/Travel SF arrangements - Meg Mimura	Office Expenses (Business):Operating	-220
11/5/2014	Masao Kakiuchi	3 Days Las Vegas	Business Trips:Daily Allowance	-173.73
		3 Days San Francisco	Business Trips:Daily Allowance	-201.75
11/13/2014	Laura Hoak-Kagey	November 1-15, 2014	Personnel:Salary	-1,219.25
11/14/2014	EFTPS	Social Security	Personnel:Tax	-372
		Medicare	Personnel:Tax	-87
		Federal Tax Withholdings	Personnel:Tax	-332
11/17/2014	Transfer To Checking		[BUS IMAX 0293]	12,000.00
11/17/2014	Travelers	12/1/14 - 11/30/2015 Car Insurance	Car Expenses & Maintenance	-2,252.00
11/18/2014	VSP	Vision Insurance December 2014	Personnel:Insurance	-15.16
11/19/2014	The Hartford	Acct #10889933 Bus. Insurance	Office Expenses (Business):Operating	-546
11/25/2014	Healthplanfinder/Premiera	November 2014 Health Insurance (L)	Personnel:Insurance	-261.61
11/25/2014	United Concordia	Laura - Dental Oct 2014	Personnel:Insurance	-43.19
		Kakiuchi - Dental Oct 2014	Personnel:Insurance	-43.19
11/26/2014	Business Card	Toners and ink cartridges	Office Expenses (Business):Operating	-129.14
		Green Tea / Hojicha	Office Expenses (Business):Operating	-9.56
		3 Month Nikkei Subscription	Office Expenses (Business):Memberships - Subscriptions	-315
		Seatac Parking (for LV)	Car Expenses & Maintenance	-130
		Baggage Fee	Business Trips	-25
		MK North America Transport (SF)	Business Trips:Transportation	-615
		Gas	Car Expenses & Maintenance	-48.79
		Gas	Car Expenses & Maintenance	-49.28
		Taxi (Las Vegas)	Business Trips:Rental Car & Taxi	-32.88
		Taxi (Las Vegas)	Business Trips:Rental Car & Taxi	-30.24
11/26/2014	Laura Hoak-Kagey	November 16-30, 2014	Personnel:Salary	-1,219.25
11/26/2014	The Mercer	Dec 2014 Rent for #502	Personnel:Housing	-1,563.00
11/26/2014	NOP-1001 4th LLC	Dec 2014 Rent - Suite 2328	Office Expenses (Business):Operating	-2,791.40
11/26/2014	NOP-1001 4th LLC	Dec 2014 Parking - Suite 2328	Car Expenses & Maintenance	-340
11/26/2014	Vanguard Fiduciary Trust Co 0030	0030 / 88051272075 - Dec 2014	Personnel:Retirement	-250.00
11/26/2014	Laura Hoak-Kagey	Dec 2014 Train Pass	Personnel:Train Pass	-126.00
11/26/2014	KTIO Deposit	SF Reimbursement (Kobe Visitors & Convention)	Business Trips	934
	<b>Total Expenses</b>			<b>-13,920.11</b>
	<b>Total Income</b>			<b>934.00</b>
<b>Total Expenses Month Ending 11/30/2014</b>				<b>-12,986.11</b>

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Disbursement of Monies

Attachment B  
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Date	Description	Memo	Category	Amount
12/1/2014	American Honda Finance Corp	#102714956 - Dec 2014	Car Expenses & Maintenance	-448.74
12/1/2014	Verizon Wireless	Dec 2014 #464222662-0001	Office Expenses (Business):Communication	-157.05
12/1/2014	Bank Of America	Bank Maintenance Fee Nov 2014	Fees & Charges:Bank Fee	-29.95
12/3/2014	Laura Hoak-Kagey	2014 Bonus	Personnel:Salary	-2,727.68
12/3/2014	CenturyLink	206-222-0101 / Dec 2014	Office Expenses (Business):Communication	-286.23
12/3/2014	EFTPS	Social Security	Personnel:Tax	-502.20
		Medicare	Personnel:Tax	-117.46
		Federal Tax Withholdings	Personnel:Tax	-1,012.50
12/9/2014	Laura Hoak-Kagey	Book of Stamps	Office Expenses (Business):Operating	-9.8
		Gold Pens & 2015 Weekly Planner	Office Expenses (Business):Operating	-49.23
12/10/2014	Healthplanfinder/Premiera	December 2014 Health Insurance (L)	Personnel:Insurance	-271.62
12/15/2014	Transfer To Checking		[BUS IMAX 0293]	20,000.00
12/15/2014	Laura Hoak-Kagey	Dec 1-5, 2014	Personnel:Salary	-1,219.25
12/15/2014	**VOID**Masao Kakiuchi	Daily Allowance LV - 1 Day	Business Trips:Daily Allowance	0
		Hotel Allowance LV - 1 Day	Business Trips:Hotel	0
		Flight to LV reimbursement	Business Trips:Air Travel	0
12/16/2014	EFTPS	Social Security	Personnel:Tax	-372
		Medicare	Personnel:Tax	-87
		Federal Tax Withholdings	Personnel:Tax	-332
12/16/2014	Good To Go!	Toll Notice #TB-146860876	Car Expenses & Maintenance	-28.1
12/16/2014	Laura Hoak-Kagey	82 International Stamps	Office Expenses (Business):Operating	-94.30
		220 Domestic Stamps	Office Expenses (Business):Operating	-107.80
12/17/2014	Masao Kakiuchi	1 Day Las Vegas	Business Trips:Daily Allowance	-53.83
		1 Night Hotel Las Vegas	Business Trips:Hotel	-163.23
12/17/2014	JTB USA	Invoice #706403 / Flight to Las Vegas	Business Trips:Transportation	-727.2
12/19/2014	VSP	Vision Insurance Final 2014	Personnel:Insurance	-18.16
12/22/2014	Business Card	Gas	Car Expenses & Maintenance	-46.11
		Trendmicro (anit-virus software)	Office Expenses (Business):Office Equipment - Software	-65.08
		cityofkobe.org domain renewal	Office Expenses (Business):Operating	-14.99
		1 year of web hosting	Office Expenses (Business):Operating	-107.88
		gas	Car Expenses & Maintenance	-48.58
		parking	Car Expenses & Maintenance	-3
		Christmas Cards	Office Expenses (Business):Operating	-623.61
		Mailing Labels (Amazon)	Office Expenses (Business):Operating	-25.87
		Home Depot (for bamboo)	Office Expenses (Business):Operating	-10.37
		Home Depot (for bamboo)	Office Expenses (Business):Operating	-13.62
		gas	Car Expenses & Maintenance	-48.3
		Fedex (for poster for bamboo signing)	Office Expenses (Business):Operating	-80.48
		Sharpie pens (for bamboo signing)	Office Expenses (Business):Operating	-18
		parking	Car Expenses & Maintenance	-10
		International Transaction Fee	Office Expenses (Business):Operating	-1.96
12/23/2014	Laura Hoak-Kagey	Dec 16-31, 2014	Personnel:Salary	-1,219.25
12/23/2014	NOP-1001 4th LLC	Jan 2015 Rent - Suite 2328	Office Expenses (Business):Operating	-2,791.40
12/23/2014	NOP-1001 4th LLC	Jan 2014 Parking - Suite 2328	Car Expenses & Maintenance	-340
12/23/2014	The Mercer	Jan 2015 Rent for #502	Personnel:Housing	-1,563.00
12/23/2014	United Concordia	Laura - Dental Dec 2014	Personnel:Insurance	-43.19
		Kakiuchi - Dental Dec 2014	Personnel:Insurance	-43.19
12/23/2014	Laura Hoak-Kagey	4 International Stamps - Reimbursement	Office Expenses (Business):Operating	-4.60
12/23/2014	Lasher Holzapfel Sperry & Ebberson	Invoice #532119	Office Expenses (Business):Operating	-175
12/30/2014	Verizon Wireless	Jan 2015 #464222662-0001	Office Expenses (Business):Communication	-152.47
<b>Total Expenses Month Ending 12/31/2014</b>				<b>-16,265.28</b>

Date	Description	Memo	Category	Amount
1/2/15	American Honda Finance C #102714956 - Jan 2015		Car Expenses & Maintenance	-448.74
1/6/15	CenturyLink	206-222-0101 / Jan 2015	Office Expenses (Business):Communication	-290.93
1/6/15	JASSW	Holiday Dinner Invoice #04034	Projects:Business Meetings - Conferences	-100
1/6/15	JASSW	Kobe Beef Event Invoice #04138	Projects:Business Meetings - Conferences	-500
1/8/15	Labor & Industries	2014 4th Quarter #320,225-00	Personnel:Tax	-50.14
1/8/15	Yumi Nesheim	Staples reimbursement	Office Expenses (Business):Operating	-3.60
1/8/15	Yamato Trnsoirt U.S.A., Inc	Bumboo shipping charges Inv#421403681	Office Expenses (Business):Operating	-97.97
1/8/15	Laura Hoak-Kagey	Jan 6-8, 2015	Personnel:Salary	-297.22
1/8/15	Laura Hoak-Kagey	2 Days Train Fare Reimbursement	Personnel:Train Pass	-14.00
1/8/15	EFTPS	Social Security	Personnel:Tax	-43.40
		Medicare	Personnel:Tax	-10.16
		Federal Tax Withholdings	Personnel:Tax	-26.00
1/9/15	EFTPS	Federal Unemployment Tax (for Laura )	Personnel:Tax	-42.00
1/20/15	Business Card	gas	Car Expenses & Maintenance	-45.13
		Pens for Christmas Cards	Office Expenses (Business)	-7.73
		gas	Car Expenses & Maintenance	-42.61
		New Year Ad	Office Expenses (Business)	-80.00
		Nikkei for 3 months	Office Expenses (Business):Memberships - Subscriptior	-315.00
		gas	Car Expenses & Maintenance	-41.76
		repair	Car Expenses & Maintenance	-80.38
		emergency products for display	Office Expenses (Business)	-49.06
		emergency products for display	Office Expenses (Business)	-19.95
		parking	Car Expenses & Maintenance	-10.00
		Nikkei for refund	Office Expenses (Business):Memberships - Subscriptior	105.00
		gas	Car Expenses & Maintenance	-39.00
1/20/15	VSP	Vision Insurance for Laura (will be reimburse f	Personnel:Insurance	-16.69
1/23/15	Yumi Nesheim	Copies/Grue spray/coffee	Office Expenses (Business):Operating	0.00
1/23/15	Good To Go!	Toll Notice Number:TB-157075232	Car Expenses & Maintenance	0.00
1/23/15	NOP-1001 4th LLC	Base Rent	Office Expenses (Business):Operating	-1750.00
		Escalations	Office Expenses (Business)	-1073.36
		Adjustment of Jan 2015	Office Expenses (Business)	-31.96
1/23/15	**VOID** Good To Go	ck#7882		0.00
1/23/15	**VOID** Yumi Nesheim	ck#7881		0.00
1/23/15	Yumi Nesheim	copies/grue spray	Office Expenses (Business):Operating	-69.78
1/23/15	Good To Go!	Toll Notice Number:TB-157075232	Car Expenses & Maintenance	-5.40
1/27/15	The Mercer	Feb 2015 Rent for #502	Personnel:Housing	-1563.00
1/27/15	United Concordia	Jan 2015 Dental Insurance for Kakiuchi	Personnel:Insurance	-43.19
1/28/15	Verizon Wireless	Feb2015 #464222662-0001	Office Expenses (Business):Communication	-150.00
1/30/15	Yumi Nesheim	Office Administrator Service	Office Expenses (Business):Operating	0.00
1/30/15	NOP-1001 4th LLC	Feb 2015 Parking - Suite 2328	Car Expenses & Maintenance	-340.00
1/30/15	**VOID** Yumi Nesheim	CK#7886		0.00
1/30/15	Yumi Nesheim	Office Administrator Service	Office Expenses (Business):Operating	-2087.50
<b>Total Expenses Month Ending 1/31/2015</b>				<b>-9,680.66</b>