

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 1/31/2016

(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 Avenue  
Suite 4310  
Seattle, WA 98154

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  No (2) Citizenship Yes  No (3) Occupation Yes  No 

- (b) If an organization:

(1) Name Yes  No (2) Ownership or control Yes  No (3) Branch offices Yes  No 

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

Kobe Trade Information Office was previously located at:

1001 Fourth Avenue, Suite 2330  
Seattle, WA 98154

After 1/11/2016 the address of Kobe Trade Information Office has changed to:

1001 Fourth Avenue, Suite 4310  
Seattle, WA 98154**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
Andrew Nave	13406 NE 37th PL Bellevue, WA 98005	United States of America	Assistant Director	10/1/2015

(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
Holly Seely	Assistant Director	9/30/2015

(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

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.

Kobe Municipal Government

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, 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, 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:

See Attachment A

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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> "Political activity," as defined in Section 1(o) of the Act, 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
8/25/2015	Kobe Municipal Gov't	Operating Budget	\$16,646.11
9/25/2015	Kobe Municipal Gov't	Operating Budget	\$49,399.87
12/17/2015	Kobe Municipal Gov't	Operating Budget	\$54,194.85

\$120,240.83

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<sup>8</sup> 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		

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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.

Kobe Municipal Government

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

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.

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**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 03, 2016

/s/ Tetsuya Sometani

eSigned

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<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.

**August 2015 to January 2016****Calendar of Activities for:**

Tetsuya Sometani (Director)

Holly Seely (Assistant Director until 9/30/2015)

Andrew Nave (Assistant Director from 10/1/2016)

Day to day tasks at the Kobe Trade Information Office include the maintenance and development of business and governmental contacts within Seattle and the U.S.A. in order to promote business development within Kobe, as well as to promote the awareness of the City of Kobe itself within Seattle. KTIO also researches and prepares to attend various events that may provide support or information towards the goal of economic development in Kobe. Currently KTIO is looking to attend SXSW in Austin, TX and A&DSS in Seattle, WA in order to gain an understanding of how such events function and to learn if holding such an event would be feasible in Kobe.

Below is a dated list of events and meetings that took place that fall outside the general day to day tasks described above.

Date	Description
8/3/2015	The Director attended the opening ceremony of the MRJ Seattle Engineering Center.
8/19/2015	The Director met with representatives from the OSAKA Akaru Club that came to the KTIO offices.
8/20/2015	The Director visited various travel agencies to promote the City of Kobe, and later visited iLeap in order to exchange business ideas.
8/22/2015	The Director flies from Seattle to San Francisco for a business trip.
8/21~26	The Director traveled with a group of 20 exchange students from Japan to visit various businesses and business representatives in the Silicon Valley area in order to learn more about business entrepreneurship.
8/27/2015	The Director returns to Seattle from the San Francisco business trip.
9/12/2015	The Director attends the 18th Annual Akimatsuri festival in Seattle.
9/14/2015	The Director meets with the Brisbane/Kobe Sister city representative, and attends a post-festival meeting regarding the 18th Annual Akimatsuri festival at the Official Seattle Residence of the Consulate General of Japan in Seattle.
9/18/2015	The Director volunteers at a local park cleaning event organized by United Way alongside members of the Seattle Japanese Business Association.

9/19/2015	The Director attends a Sister City reception held at the Seattle Consulate General's office.
9/21/2015	The Director meets with representatives of the Kobe Jazz Queen program and gives a greeting to the attendees before the performance.
9/22/2015	The Director flies to New York from Seattle on a business trip.
9/21~9/28 2016	The Director attended the Invest Japan 2015 Seminar held in New York as the representative of Kobe, and staffed a booth promoting investment in Kobe as well as products made in Kobe.
9/29/2015	The Director Returns to Seattle from New York.
10/6/2015	The Director discussed sales promotion ideas with the Kobe Shu-Shin-Kan brewery.
10/14/2015	The Director meets 4 exchange students from the Kobe area who visited the KTIO offices.
10/20/2015	The building management meets with the Director regarding an office move that will be required to do internal reorganization.
10/23/2015	The Director attends the 40th anniversary celebration of Nikkei Concerns.
10/26/2015	The Director visits and takes a tour of the Moses Lake region and meets some of the industries around the area.
10/28/2015	The Director leaves Seattle for Japan on a business trip.
11/2/2015	(in Japan) The Director interviews the Hyogo International Association chairman regarding their position; visits the Kobe Municipal Gov't industry development bureau; and visits the port authority of Kobe.
11/4/2015	(In Japan) The Director visits the Hyogo International Association Headquarters; meets with President Koshiba of the Kobe Convention and Visitors Association; tours the Siggraph Asia 2015 event in Kobe; meets with the Director and department heads of The Sangyo Shinko Co. LTD; visits the international development department of Kobe.
11/5/2015	(In Japan) The Director attends a meeting with the Hyogo Prefectural Governor and Vice Governor in order to exchange ideas on economic development, alongside the city economic development department and the public relations department.
11/6/2015	(In Japan) The Director tours the Kobe International Community Center; meets with the city economic department head and the economic development department regarding the investment support center.
11/9/2015	The Director visits the CEO and CFO of the Port of Seattle.
11/10/2015	The Director visits the Port of Seattle to meet with the Holland America company and to watch their departure.
11/18/2015	The Director meets with the Fukuoka Prefecture San Francisco office director Mr. Kanahori.

11/19/2015	The Director meets with Karin Zaugg Black from the Seattle Kobe Sister City Association regarding the 60th anniversary of the Seattle/Kobe sister city agreement.
11/24/2015	The Director meets with an international trade specialist from the US Chamber of Commerce US Export assistance center in order to discuss trade to and from Kobe.
12/1/2015	The Director meets Mr. Izawa of the Japanese Business Association.
12/10/2015	The Director and Andrew Nave attend the Japanese Emperor's Birthday celebration event at the Seattle Japanese Consulate General's residence. There they staff a booth promoting the city of Kobe.
12/17/2015	The Director leaves Seattle for San Francisco.
12/18/2015	The Director attends a luncheon with representatives of 500 startups in order to discuss business development in Kobe.
1/11/2016	The Director and Andrew Nave took part in the office move from Suite 2330 to Suite 4310. Afterwards, The Director attended a seminar regarding the MRJ airplane.
1/15/2016	The Director attended the Seattle Japanese Business Association New Year's celebration dinner.
1/21/2016	The Director and Andrew Nave attended the New Year's Celebration at the Seattle Japanese Consulate General's residence and staffed a booth promoting the city of Kobe.
1/25/2016	The Director took part in a meeting regarding the promotion of foodstuffs imported from Aomori Prefecture. Later, The Director attended the inauguration ceremony for new members of the Japanese Business Association of Seattle.
1/26/2016	The Director met with the JTB travel agency representative of Seattle at the KTIO offices, and later met with the Hyogo Prefecture representative regarding the terms of the sublease.
1/31/2016	The Director attended a New Years event held by the Seattle Tankokai association, and later took part in the promotion of WAGYU from Hyogo Prefecture.

**Summary Report**  
**8/1/2015 through 1/31/2016**

Expense Categories	Totals	Category Totals
<b>Business Expenses</b>		
Business Trips	\$7,276.87	
Travel	\$1,899.73	
Advertising	\$286.45	
Misc Business Expenses	\$1,375.58	
<b>Total Business Expenses</b>		<b>\$10,838.63</b>
<b>Office Expenses</b>		
Communication	\$2,128.07	
Office Equipment	\$694.10	
Operating	\$7,430.79	
Company Car Expenses, Maintenance & Misc	\$5,142.95	
Other Office Expenses	\$41.08	
<b>Total Office Expenses</b>		<b>\$15,436.99</b>
<b>Personnel</b>		
Bus Pass	\$524.75	
Housing	\$8,652.00	
Insurance	\$300.00	
Salary/Wages	\$16,728.80	
Tax	\$896.03	
<b>Total Personnel Expenses</b>		<b>\$27,101.58</b>
<b>Budget Refund</b>		<b>\$50,158.30</b>
<b>OVERALL TOTAL</b>		<b>\$103,535.50</b>

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Date	Payee	Memo	Category	Amount
8/3/2015	Hyogo Business And Cultural Center	August 2015 rent	Office Expenses (Business):Operating	\$325.10
8/4/2015	Global Career Partners, Inc.	Holly - Salary 7/16-7/31	Personnel:Salary	\$2,885.76
8/4/2015	Global Career Partners, Inc.	Temp to Hire Fee - Holly Seely	Personnel:Salary	\$5,529.60
8/5/2015	Intuit Online Payroll	Direct Deposit Test Charge	Misc. Expense (Business)	\$0.80
8/5/2015	Wire Transfer Fee	Bank of America/Transfer to Kobe	Fees & Charges	\$45.00
8/5/2015	Wire Transfer To Kobe	Bank of America/Transfer to Kobe	Budget Refund	\$6,492.76
8/10/2015	Bed Bath & Beyond	Cleaning Supplies for Kobe Terrace	Supplies (Business)	\$17.50
8/12/2015	Nissan Finance	August 2015 - Nissan Rogue Rental	Car Expenses & Maintenance	\$457.07
8/17/2015	Shell	Gas	Car Expenses & Maintenance	\$46.46
8/17/2015	Centurylink	206-622-7640 - July 2015	Office Expenses (Business):Communication	\$232.83
8/17/2015	Holly Seely	7/1-7/15 Salary	Personnel:Salary	\$1,195.84
8/17/2015	Tetsuya Sometani	Reimbursement - August 2015 Rent	Personnel:Housing	\$1,442.00
8/18/2015	Mr. Detail	Car Washing - Nissan Rogue	Car Expenses & Maintenance	\$49.32
8/18/2015	FARA Filing Fee	Justice Report - Feb 2015 to July 2015	Office Expenses (Business):Operating	\$305.00
8/22/2015	Uber	From Mercer Island to Seatac Airport	Business Trips:Rental Car & Taxi	\$32.78
8/23/2015	Uber	From SF International Airport	Business Trips:Rental Car & Taxi	\$56.50
8/24/2015	Kaname Izakaya	Sometani - iLeap Business Dinner	Misc. Expense (Business)	\$70.00
8/25/2015	Uber	Sometani - San Francisco 8/22-8/27	Fees & Charges:Service Fee	\$5.00
8/25/2015	Uber	Sometani - San Francisco 8/22-8/27	Business Trips:Rental Car & Taxi	\$7.26
8/25/2015	Uber	Sometani - San Francisco 8/22-8/27	Business Trips:Rental Car & Taxi	\$23.15
8/25/2015	Sundance Steakhouse	Sometani - San Francisco 8/22-8/27	Business Trips	\$253.37
8/25/2015	Tetsuya Sometani	Reimbursement - SF 8/22-8/27	Business Trips:Daily Allowance	\$1,073.12
8/27/2015	Uber	Sometani - Seatac to KTIO	Business Trips:Rental Car & Taxi	\$28.00
8/27/2015	Watson Security Group, Inc.	8/17 Safe Assistance	Misc. Expense (Business)	\$180.31
8/27/2015	Buca Di Beppo	Sometani - San Francisco 8/22-8/27	Business Trips	\$258.37
8/27/2015	Vision Del Mar, LLC	SF 8/25 - Interpretation Service	Business Trips	\$452.70
8/28/2015	Verizon Wireless	Aug-15	Office Expenses (Business):Communication	\$128.65
8/31/2015	Uber	Fare Change for \$28 trip on 8/27	Fees & Charges:Service Fee	\$0.77
8/31/2015	Uber	Sometani - SF Trip 8/22-8/27	Business Trips:Rental Car & Taxi	\$5.29
8/31/2015	Washington Dental Service	Sometani - August Dental Insurance	Personnel:Insurance	\$50.00
8/31/2015	Holly Seely	7/16-7/31 Salary	Personnel:Salary	\$1,195.84
<b>Total Expenses Month Ending 8/31/2015</b>				<b>\$22,846.15</b>

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Date	Payee	Memo	Category	Amount
9/1/2015	Bank Of America	Bank Maintenance Fee	Fees & Charges:Bank Fee	\$29.95
9/3/2015	Sound Transit	Holly - Orca Card August 2015	Personnel:Bus Pass	\$108.00
9/3/2015	Orca	Bus Pass for Andrew Nave	Personnel:Bus Pass	\$108.00
9/4/2015	Nikkei Concerns	40th Anniversary Dinner & Auction	Office Expenses (Business):Memberships - Subscriptions	\$175.00
9/4/2015	Hyogo Business And Cultural Center	September 2015 rent	Office Expenses (Business):Operating	\$325.10
9/4/2015	NOP-1001 4th LLC	Safeco Plaza Parking 9/2015	Car Expenses & Maintenance	\$340.00
9/7/2015	Chevron	Gas	Car Expenses & Maintenance	\$42.23
9/8/2015	Visit USA Bureau, Inc.	SF 8/22-8/27 Transportation	Business Trips:Rental Car & Taxi	\$905.00
9/9/2015	USPS Safeco Plaza	Stamps for KTIO	Supplies (Business)	\$12.00
9/10/2015	Sankel Travel	Agent Fee	Business Trips:Air Travel	\$20.00
9/10/2015	Delta Airlines	Sankei Travel - Sometani NYC Trip	Business Trips:Air Travel	\$404.20
9/11/2015	Wire Transfer Fee	Bank of America/Transfer to Kobe	Fees & Charges	\$45.00
9/11/2015	Wire Transfer To Kobe	Bank of America/Transfer to Kobe	Budget Refund	\$5,083.47
9/14/2015	IMPARK00250109A	Sometani - Parking	Parking	\$38.00
9/14/2015	ANA Air	Sometani - Air Fare	Travel (Business)	\$394.40
9/14/2015	Nissan Finance	Nissan Rogue Payment - Sep 2015	Car Expenses & Maintenance	\$457.07
9/14/2015	Holly Seely	Salary 9/1-9/15	Personnel:Salary	\$1,195.84
9/14/2015	Delta Airlines	Sometani - Air Fare	Travel (Business)	\$1,480.00
9/16/2015	Uber	Sometani	Business Trips:Rental Car & Taxi	\$6.80
9/16/2015	Uber	Sometani	Business Trips:Rental Car & Taxi	\$6.90
9/17/2015	SEATTLE 684-PARK	Sometani - Parking for 1 Hour	Parking	\$2.50
9/21/2015	Uwajimaya Seattle	For Reception in NYC	Business Trips	\$123.30
9/22/2015	CenturyLink	206-622-7640 - Sep 2015	Office Expenses (Business):Communication	\$228.78
9/22/2015	NOP-1001 4th LLC	Oct 2015 Parking	Car Expenses & Maintenance	\$340.00
9/22/2015	Tetsuya Sometani	Reimbursement - Sep 2015 Rent	Personnel:Housing	\$1,442.00
9/24/2015	Delta Airlines	Luggage Fee	Business Trips:Air Travel	\$25.00
9/24/2015	IMPARK00250109A	Sometani - Parking	Parking	\$56.00
9/25/2015	Uber	Sometani - NYC Sept 2015	Business Trips:Rental Car & Taxi	\$13.93
9/25/2015	Uber	Sometani - NYC Sept 2015	Business Trips:Rental Car & Taxi	\$15.65
9/28/2015	Uber	Sometani - NYC Sept 2015	Business Trips:Rental Car & Taxi	\$8.00

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Registration Number 2438  
Kobe Trade Information Office

Disbursement of Monies

Attachment B  
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9/28/2015 Uber	Sometani - NYC Sept 2015	Business Trips:Rental Car & Taxi	\$9.19
9/28/2015 Uber	Sometani - NYC Sept 2015	Business Trips:Rental Car & Taxi	\$11.27
9/28/2015 Uber	Sometani - NYC Sept 2015	Business Trips:Rental Car & Taxi	\$14.11
9/28/2015 Uber	Sometani - NYC Sept 2015	Business Trips:Rental Car & Taxi	\$16.58
9/28/2015 Benash Delicatessen	Sometani - NYC Sept 2015	Misc. Expense (Business)	\$98.00
9/29/2015 Uber	Sometani - NYC Sept 2015	Business Trips:Rental Car & Taxi	\$17.27
9/29/2015 Delta Airlines	Luggage Fee	Business Trips:Air Travel	\$25.00
9/29/2015 Washington Dental Service	Sometani Sept Dental Insurance	Personnel:Insurance	\$50.00
9/30/2015 Uber	Sometani - NYC Sept 2015	Business Trips:Rental Car & Taxi	\$16.20
9/30/2015 SQ * Abdinajib Beynah	Sometani - NYC Sept 2015	Business Trips:Rental Car & Taxi	\$48.00
9/30/2015 Verizon Wireless		Office Expenses	
9/30/2015 Holly Seely	Salary 9/16-9/30	Sep-15 (Business):Communication	\$127.75
		Personnel:Salary	\$1,195.84
<b>Total Expenses Month Ending 9/30/2015</b>			<b>\$15,061.33</b>

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Date	Payee	Memo	Category	Amount
10/1/2015	Uber	Sometani - NYC Sept 2015	Business Trips:Rental Car & Taxi	\$15.08
10/1/2015	Uber	Sometani - NYC Sept 2015	Business Trips:Rental Car & Taxi	\$15.12
10/1/2015	Bank Of America	Bank Maintenance Fee	Fees & Charges:Bank Fee	\$29.95
10/6/2015	Sound Transit	Andy - Orca Card October 2015	Personnel:Bus Pass	\$95.00
10/8/2015	Wire Transfer Fee	Bank of America/Transfer to Kobe	Fees & Charges:Bank Fee	\$45.00
10/8/2015	Tetsuya Sometani Hyogo Business And	Reimbursement - NY Trip Transportation	Business Trips:Rental Car & Taxi	\$257.65
10/8/2015	Cultural Center	October 2015 rent	Office Expenses (Business):Operating	\$325.10
10/8/2015	Wire Transfer To Kobe	Bank of America/Transfer to Kobe	Budget Refund	\$10,832.01
10/9/2015	Labor & Industries	2015 3rd Quarter #320,225-00	Personnel:Tax	\$38.77
10/9/2015	Balance Adjustment	Balance Adjustment for reconciliation	Balance Adjustment	\$254.66
10/13/2015	Nissan Finance	Nissan Rogue Payment - Oct 2015	Car Expenses & Maintenance	\$457.07
10/15/2015	Andrew Nave	Wage for 10/1-10/15	Personnel:Wages	\$571.58
10/15/2015	Tetsuya Sometani	Reimbursement - Oct 2015 Rent	Personnel:Housing	\$1,442.00
10/19/2015	Esd Ach State	ESD WA UI-Tax	Personnel:Tax	\$9.79
10/20/2015	NOP-1001 4th LLC	November 2015 Parking - Suite 2330	Parking	\$340.00
10/20/2015	IRS	941 Employers Federal Tax	Personnel:Tax	\$1,417.28
10/22/2015	Liberty Mutual	Insurance Adjustment for Nissan Rogue	Car Expenses & Maintenance:Car Insurance	\$146.00
10/22/2015	Centurylink	206-622-7640 212B - Oct 2015	Office Expenses (Business):Communication	\$227.52
10/26/2015	Uber.Com	8665761039 CA	Business Trips:Rental Car & Taxi	\$26.05
10/27/2015	Sound Transit	Andy - Orca Card November 2015	Personnel:Bus Pass	\$90.00
10/27/2015	Andrew Nave Hyogo Business And	Wage for 10/16 - 10/31	Personnel:Wages	\$602.98
10/27/2015	Cultural Center	Shared Space for April to October 2015	Office Expenses (Business):Operating	\$2,579.64
10/28/2015	Verizon Wireless		Oct-15 Office Expenses (Business):Communication	\$127.90
10/29/2015	Uber.Com	8665761039 CA	Business Trips:Rental Car & Taxi	\$29.25
<b>Total Expenses Month Ending 10/31/2015</b>				<b>\$19,975.40</b>

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Date	Payee	Memo	Category	Amount
11/3/2015	Inmotionhosting C	Website Hosting	Office Expenses (Business):Operating	\$107.88
11/4/2015	Itunes	866-712-7753 CA	Office Expenses (Business):Communication	\$3.28
11/5/2015	Aki's Body Shop Hyogo Business And Cultural Center	Nissan Rogue repair deductible payment	Car Expenses & Maintenance	\$500.00
11/10/2015	Center	November 2015 rent	Office Expenses (Business):Operating	\$325.10
11/10/2015	Infra Innovations, Inc.	Moses Lake guide and transportation	Travel (Business)	\$500.00
11/11/2015	Uber.Com	8665761039 CA	Business Trips:Rental Car & Taxi	\$7.20
11/12/2015	Uber.Com	8665761039 CA	Business Trips:Rental Car & Taxi	\$7.10
11/12/2015	Tetsuya Sometani	Reimbursement - Kobe, Japan trip	Business Trips:Daily Allowance	\$326.89
11/12/2015	Nissan Finance	Nissan Rogue Payment Nov 2015	Car Expenses & Maintenance	\$457.07
11/12/2015	Tetsuya Sometani	Reimbursement - Nov. 2015 Rent	Personnel:Housing	\$1,442.00
11/12/2015	Tetsuya Sometani	Reimbursement - New York trip	Business Trips:Daily Allowance	\$1,685.70
11/16/2015	Uber.Com	8665761039 CA	Business Trips:Rental Car & Taxi	\$21.16
11/18/2015	Itunes	866-712-7753 CA	Office Expenses (Business):Communication	\$5.47
11/18/2015	Inmotionhosting C North American Post	Domain Renewal for cityofkobe.org	Office Expenses (Business):Operating	\$14.99
11/19/2015	Publishing, Inc	Hokubei Hochi 2016 NY ad	Advertising (Business)	\$120.00
11/19/2015	Andrew Nave	Nov 01-15 wages	Personnel:Wages	\$351.79
11/23/2015	Office Depot	Misc Office Supplies	Office Expenses (Business):Office Equipment	\$2.18
11/23/2015	Office Depot	Misc Office Supplies	Office Expenses (Business):Office Equipment	\$2.84
11/23/2015	Office Depot	Misc Office Supplies	Office Expenses (Business):Office Equipment	\$6.57
11/23/2015	Office Depot	Misc Office Supplies	Office Expenses (Business):Office Equipment	\$43.81
11/24/2015	Centurylink	206-622-7640 212B - Nov 2015	Office Expenses (Business):Communication	\$226.23
11/27/2015	Shell	SEATTLE WA	Car Expenses & Maintenance	\$43.79
11/30/2015	Washington Dental Service	SEATTLE WA	Personnel:Insurance	\$50.00
11/30/2015	The Gallery Collection	Holiday Cards	Misc. Expense (Business)	\$136.47
<b>Total Expenses Month Ending 11/30/2015</b>				<b>\$6,387.52</b>

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Date	Payee	Memo	Category	Amount
12/1/2015	Verizon Wireless Hyogo Business And	Nov-15	Office Expenses (Business):Communication	\$120.11
12/1/2015	Cultural Center	December 2015 rent	Office Expenses (Business):Operating	\$325.10
12/1/2015	Andrew Nave Hyogo Business And	Wages for Nov 16-30 2015	Personnel:Wages	\$493.08
12/1/2015	Cultural Center	Shared Space Fee for Nov & Dec 2015	Office Expenses (Business):Operating	\$737.04
12/2/2015	Impark	877-909-6199 PA	Parking	\$256.67
12/3/2015	Andrew Nave	Reimbursement for Office Supplies	Office Expenses (Business):Operating	\$30.67
12/7/2015	Shatz Law Group	Legal Consultation	Misc. Expense (Business)	\$250.00
12/7/2015	PIP Printing	Business Cards and Office Stationary for address change	Office Expenses (Business):Operating	\$428.35
12/10/2015	Expedia	Booking fee for SF trip	Business Trips	\$7.00
12/10/2015	Tetsuya Sometani	Reimbursement - UW Parking 12/9/2015	Office Expenses (Business):Operating	\$15.00
12/10/2015	Andrew Nave	Reimbursement - Stamps for Office Postage	Supplies (Business)	\$20.80
12/11/2015	Alaska Air	Roundtrip to SF for 500 meeting	Business Trips:Air Travel	\$505.20
12/14/2015	Uber.Com	866-576-1039 CA	Business Trips:Rental Car & Taxi	\$15.53
12/14/2015	Nissan Finance	Nissan Rogue Payment Dec 2015	Car Expenses & Maintenance	\$457.07
12/15/2015	Andrew Nave	Transportation Reimbursement for Dec 01-15	Personnel:Bus Pass	\$45.75
12/15/2015	Andrew Nave	Wages for Dec 01-15	Personnel:Wages	\$555.88
12/15/2015	Tetsuya Sometani	Reimbursement - December 2015 Rent	Personnel:Housing	\$1,442.00
12/16/2015	Uber.Com	8665761039 CA	Business Trips:Rental Car & Taxi	\$24.44
12/18/2015	Uber.Com	8665761039 CA	Business Trips:Rental Car & Taxi	\$25.69
12/18/2015	Uber.Com	8665761039 CA	Business Trips:Rental Car & Taxi	\$28.58
12/21/2015	Uber.Com	8665761039 CA	Business Trips:Rental Car & Taxi	\$36.06
12/21/2015	Uber.Com	866-576-1039 CA	Business Trips:Rental Car & Taxi	\$43.95
12/23/2015	Centurylink Washington Dental	206-622-7640 - Dec 2015	Office Expenses (Business):Communication	\$228.12
12/29/2015	Service	SEATTLE WA	Personnel:Insurance	\$50.00
12/30/2015	Verizon Wireless Washington Dental	Dec-15	Office Expenses (Business):Communication	\$122.75
12/31/2015	Service	SEATTLE WA	Personnel:Insurance	\$50.00

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Kobe Trade Information Office

Disbursement of Monies

Attachment B  
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**Total Expenses Month Ending 12/31/2015**

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**\$6,314.84**

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Date	Payee	Memo	Category	Amount
1/4/2016	Andrew Nave North American Post	Bus Reimbursement	Personnel:Bus Pass	\$31.50
1/4/2016	Publishing Japan Business Association	New Years 2016 ad Japan Business Association New Years Party	Advertising (Business)	\$80.00
1/4/2016	Of Seattle	2016	Misc. Expense (Business)	\$100.00
1/4/2016	Impark	877-909-6199 PA	Parking	\$200.00
1/4/2016	Andrew Nave	Wages 12/16-12/31	Personnel:Wages	\$367.49
1/12/2016	Nissan	Nissan Finance payment	Car Expenses & Maintenance	\$457.07
1/14/2016	USPS	Address change update fee	Office Expenses (Business):Operating	\$1.05
1/14/2016	Uber.Com	866-576-1039 CA	Business Trips:Rental Car & Taxi	\$5.30
1/14/2016	Wire Transfer Fee	Bank of America/Transfer to Kobe	Fees & Charges	\$45.00
1/14/2016	Wire Type Intl		Budget Refund	\$27,750.06
1/15/2016	Primo Cleaners	Happi Cleaning	Office Expenses (Business):Operating	\$19.75
1/15/2016	Tetsuya Sometani	Transportation Reimbursement for SF Trip: Daily Allowance/Hotel Allowance for Dec 17	Business Trips:Transportation	\$55.00
1/15/2016	Tetsuya Sometani	SF trip	Business Trips:Daily Allowance	\$254.78
1/15/2016	Tetsuya Sometani	Reimbursement January 2016 Rent	Personnel:Housing	\$1,442.00
1/18/2016	Uber.Com	8665761039 CA	Business Trips:Rental Car & Taxi	\$22.01
1/18/2016	Uber.Com	8665761039 CA	Business Trips:Rental Car & Taxi	\$23.19
1/19/2016	Andrew Nave	Trasportation Reimbursement for Jan 01-15	Personnel:Bus Pass	\$46.50
1/19/2016	Deluxe Checks	Checks for new office	Office Expenses (Business):Operating	\$435.20
1/19/2016	Andrew Nave	Wages for Jan 01-15	Personnel:Wages	\$587.28
1/20/2016	Texaco	EDMONDS WA	Travel (Business)	\$25.33
1/20/2016	Amazon	AMZN.COM/BILL WA	Office Expenses (Business):Office Equipment	\$115.06
1/20/2016	Amazon	AMZN.COM/BILL WA	Office Expenses (Business):Office Equipment	\$473.34

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1/21/2016	Intuit	888-537-7794 CA	Office Expenses (Business):Operating	\$16.43
1/21/2016	Tankokai Se Ca	4029357733 CA	Misc. Expense (Business)	\$40.00
1/25/2016	Andrew Nave	Office Postage Expense reimbursement	Office Expenses (Business)	\$11.98
1/25/2016	Centurylink	206-622-7640 212B - May 2015	Office Expenses	
		Reimbursement for Uber to JBA farewell party	(Business):Communication	\$230.21
1/26/2016	Yuko Saika		Office Expenses (Business)	\$29.10
	Hyogo Business And			
1/27/2016	Cultural Center	January 2016 rent	Office Expenses (Business):Operating	\$325.10
	Hyogo Business And			
1/27/2016	Cultural Center	June 2015 rent	Office Expenses (Business):Operating	\$368.52
		Promotional Sake for NY Reception at Consulate Residence		
1/28/2016	Yuko Saika		Advertising (Business)	\$86.45
			Office Expenses	
1/28/2016	Verizon Wireless	Apr-13	(Business):Communication	\$118.47
1/29/2016	State Wa Esd	4th Q WA Unemployment Tax	Personnel:Tax	\$5.69
1/29/2016	Washington Dental Service	SEATTLE WA	Personnel:Insurance	\$50.00
1/29/2016	Internal Revenue Service	4th Q WA L&I Tax	Personnel:Tax	\$56.75
1/29/2016	Internal Revenue Service	941 Employers Quarterly Federal Tax	Personnel:Tax	\$662.40
<b>Total Expenses Month Ending 1/31/2016</b>				<b>\$34,538.01</b>