

Notice to Visitors,

## Entry Procedures at the Head Office of the Bank of Japan

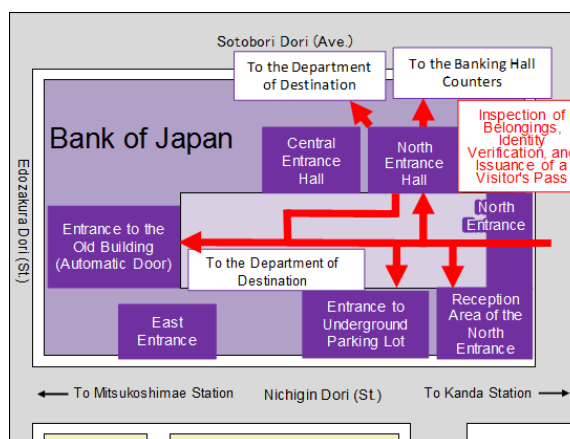
Visitors to the Bank's Head Office (the New Building, the Old Building, and the Annex Building) are required to follow the procedures described below.

### 1. Entrances and Entry Procedures

#### *The New Building and the Old Building*

All visitors to the New Building and the Old Building are requested to enter the Head Office from the North Entrance (on the north side of the New Building, for which the nearest JR station is Kanda) unless otherwise instructed.

Procedures after entering the North Entrance are as follows.



#### For visitors arriving on foot

- (1) Proceed to the North Entrance Hall of the New Building, where you will go through inspections of your belongings.<sup>1</sup>
- (2) For those visiting the Bank for exchange of damaged cash and other purposes, go straight to the Banking Hall Counters after the inspections.
- (3) For those visiting certain departments, after the inspections, move to the Reception Area of the North Entrance Hall for an identity verification before receiving a visitor's pass (except for those who already have a photo ID pass issued by the Bank). After obtaining the pass, proceed to the department you have come to visit. For departments in the New Building, go through the security gate in the North Entrance Hall. For those in the Old Building, exit the New Building and enter the Old Building through the Automatic Door.

1. The North Entrance Hall is open to visitors from 8:30 a.m. to 5:00 p.m. on business days.

When leaving the building, return the visitor's pass to staff in the Reception Area of the North Entrance Hall or to security at the East Entrance Hall.

For visitors arriving by vehicle and using the parking lot on the second basement floor of the New Building

Only visitors with prior permission to use the parking lot may arrive by vehicle. However, limited parking space is available to disabled visitors who need to access the Bank by vehicle for exchange of damaged cash and other purposes. In such cases, please notify security at the North Entrance.

- (1) Upon arrival, your vehicle will be inspected and verified in front of the vehicle barriers at the North Entrance.
- (2) After an identity verification in the Reception Area of the North Entrance, go down to the parking lot on the second basement floor.
- (3) At the parking lot, you will go through inspections of your belongings. After these inspections, you will receive a visitor's pass in the Reception Area. Enter the New Building through its automatic door and proceed to the department you have come to visit.

For visitors exiting their vehicle at the North Entrance, please follow the procedures above for visitors arriving on foot.

***The Annex Building***

All visitors are requested to enter the Annex Building from the entrance facing Edozakura Dori street (please note that this is a one-way street). For information on visiting the Bank's Currency Museum, please visit [the website of the Currency Museum](#).

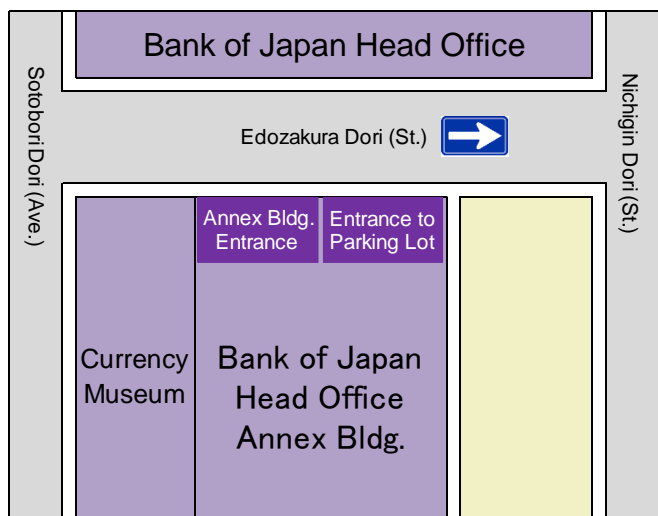
For visitors arriving on foot

- (1) Proceed to the Annex Building Entrance, where you will go through inspections of your belongings.
- (2) Move to the Reception Area for an identity verification before receiving a visitor's pass.
- (3) After obtaining the pass, go through the security gate and proceed to the department you have come to visit.

For visitors arriving by vehicle

Only visitors with prior permission to use the Bank's parking lot may arrive by vehicle.

- (1) Upon arrival, your vehicle will be inspected and verified outside the entrance of the parking lot.



(2) At the parking lot, you will go through inspections of your belongings and then an identity verification before receiving a visitor's pass. After obtaining the pass, enter the Annex Building through a door inside the parking lot and proceed to the department you have come to visit.

For visitors exiting their vehicle in front of the Annex Building, please follow the procedures above for visitors arriving on foot.

## **2. Identity Verification**

All visitors in principle are requested to present a valid photo identification (photo ID) upon their arrival. For details, see [Identity Verification](#).

## **3. Inspections of Belongings**

At each entrance hall and parking lot in the basement of the Head Office, all visitors are required to undergo an X-ray inspection and metal detector screening of their belongings. It may take some time for visitors to enter the Head Office depending on the level of congestion in the inspection area. Visitors are advised to arrive at the Bank well in advance of their appointments.

As a result of the inspections, some items will not be allowed to be brought into the Bank. In such cases, visitors will be requested to follow the Bank's instructions (e.g., to leave such items in lockers situated in the entrance hall). In order to ensure smooth entry, visitors are advised to refrain from bringing items that are unrelated to their visits.

Visitors with a photo ID pass issued by the Bank are also subject to the inspections.

Thank you for your understanding and cooperation.

### ***Contact***

For more information, please contact the following:

Security and Reception Group  
Security and General Services Division  
Administration Department

Tel: +81-3-3277-3534