2. A request and any supporting documents shall be accompanied by a translation into one of the official languages of the requested Party, unless otherwise decided between the Central Authorities of the Parties. For Japan, the official language is Japanese. For Canada, the official languages are English and French.

3. A request shall include the following:

(a) the name of the competent authority, which means an investigative, prosecutorial or judicial authority with the responsibility for the investigation, prosecution or other criminal proceeding to which the request relates;

(b) the alleged facts pertaining to the subject of the investigation, prosecution or other criminal proceeding and, if the Central Authority of the requested Party so requires, a summary of the evidence supporting the alleged facts;

(c) the nature and the stage of the investigation, prosecution or other criminal proceeding;

(d) the text of the relevant laws of the requesting Party;

(e) a description of the assistance requested; and

(f) a description of the purpose for which assistance is requested, including, if the Central Authority of the requested Party so requires, the evidentiary basis to believe that what is sought in the request is located in the territory of the requested Party and is relevant to the investigation, prosecution or other criminal proceeding.

4. To the extent necessary and possible, a request shall also include the following:

(a) information on the identity, nationality and location of any person from whom testimony, statements or items are sought, or any person who is the subject of the investigation, prosecution or other criminal proceeding in the requesting Party;

(b) a description of the manner in which testimony, statements or items are to be obtained or recorded;

(c) a list of questions to be asked of the person from whom testimony or statements are sought;

(d) a precise description of persons or places to be searched and of items to be sought;

(e) information regarding persons, items or places to be examined;

(f) a description of the manner in which an examination of persons, items or places is to be conducted and recorded, including the format of any written record to be made concerning the examination;

(g) information regarding persons, items or places to be located or identified;

(h) information on the identity and location of a person to be served, the person's relationship to the criminal proceedings and the manner in which service is to be made;

(i) a description of any particular procedure to be followed in executing the request;

(j) any certification requirement in relation to the assistance sought and the reason for such a requirement;

(k) a description of the reasons for confidentiality concerning the request;

(l) where applicable, the names and contact details of officials in the requested Party who have knowledge of the matter under investigation or prosecution;

(m) the time limit within which the requesting Party seeks the execution of the request and the reasons for such a time limit; and