

英文契約書訂正の仕方

・署名前の訂正

英文契約書訂正については、署名前であれば、タイプし直すことが原則であるが、契約書作成後、タイプし直す時間がないとかで、作成済みの契約書に訂正を加える方法は次のようにします。

- ①削除や訂正箇所が読めるように二重線や一重線を引く。
- ②署名欄の両者のイニシャルを、訂正や追加箇所又はその行端に自筆で記す。
- ③パラグラフや条項全文の削除は、パラグラフや条項文全体に掛けて×を記し、条項番号はそのままにする。

イニシャルが **MN** と **JB** の場合

加入例

MN JB

Article 1 Appointment
Supplier hereby appoints Distributor as its ~~exclusive~~ **sole and** distributor to sell Products in Territory subject to the terms and conditions set forth herein and Distributor hereby accepts such appointment.

Article 1 Appointment
Supplier hereby appoints Distributor as its ~~exclusive~~ **sole and** distributor to sell Products in Territory subject to the terms and conditions set forth herein and Distributor hereby accepts such appointment.

MN
JB

削除例

MN JB

Article 1 Appointment
Supplier hereby appoints Distributor ~~and Agent~~ as its sole and exclusive distributor to sell Products in Territory subject to the terms and conditions set forth herein and Distributor hereby accepts such appointment.

Article 1 Appointment
Supplier hereby appoints Distributor ~~and Agent~~ as its sole and exclusive distributor to sell Products in Territory subject to the terms and conditions set forth herein and Distributor hereby accepts such appointment.

MN
JB

削除及び加入例

MN JB

Article 1 Appointment
Supplier hereby appoints Distributor as its ~~sole and exclusive~~ **non-exclusive** distributor to sell Products in Territory subject to the terms and conditions set forth herein and Distributor hereby accepts such appointment.

Article 1 Appointment
Supplier hereby appoints Distributor as its ~~sole and exclusive~~ **non-exclusive** distributor to sell Products in Territory subject to the terms and conditions set forth herein and Distributor hereby accepts such appointment.

MN
JB

全文削除例

MN JB

~~Article 1 Appointment
Supplier hereby appoints Distributor as its sole and exclusive distributor to sell Products in Territory subject to the terms and conditions set forth herein and Distributor hereby accepts such appointment.~~

~~Article 1 Appointment
Supplier hereby appoints Distributor as its sole and exclusive distributor to sell Products in Territory subject to the terms and conditions set forth herein and Distributor hereby accepts such appointment.~~

MN
JB

より念を入れて確認する例

加入例

'sole and' added MN JB	Article 1 Appointment Supplier hereby appoints Distributor as its sole and exclusive distributor to sell Products in Territory subject to the terms and conditions set forth herein and Distributor hereby accepts such appointment.
削除例	
'and Agent' deleted MN JB	Article 1 Appointment Supplier hereby appoints Distributor and Agent as its sole and exclusive distributor to sell Products in Territory subject to the terms and conditions set forth herein and Distributor hereby accepts such appointment.
削除及び加入例	
'sole and exclusive' deleted 'non-exclusive' added MN JB	Article 1 Appointment Supplier hereby appoints Distributor as its non-exclusive sole and exclusive distributor to sell Products in Territory subject to the terms and conditions set forth herein and Distributor hereby accepts such appointment.
全文削除例	
Article 1 deleted MN JB	Article 1 Appointment Supplier hereby appoints Distributor as its sole and exclusive distributor to sell Products in Territory subject to the terms and conditions set forth herein and Distributor hereby accepts such appointment.

・署名後の訂正

署名後は、原契約書に追加するだけの場合の「追加契約書」Supplement Agreement とか、追加だけでなくその他の修正（削除、入れ替え、訂正、変更など）も必要とする場合の「修正契約書」Amendment Agreement を結ぶこととなります。