

Press Release

February 12, 2025

MITSUI-SOKO BUSINESS PARTNERS Co., Ltd.

MITSUI-SOKO Business Partners Launches “Document Cabinet Reduction Service”

*Contributing to operational efficiency and reducing costs by minimizing storage space
through a paperless approach*

MITSUI-SOKO BUSINESS PARTNERS Co., Ltd. (Head Office: Minato-ku, Tokyo; President: Kazuhiro Hyakutome; hereinafter, “we”) has launched the Document Cabinet Reduction Service (hereinafter, the “Service”) to facilitate the transition to paperless offices.

The Service assists in reducing paperwork by collaborating with customers to identify issues through a survey of their current situation, followed by the sorting and organizing of unnecessary documents in cabinets. Additionally, by supporting the establishment of operational rules, including the revision of document management methods, we help manage the continuous increase in documents. We are enhancing customer convenience by introducing an industry-first package plan (¥500,000, excluding tax)*, which clearly outlines service menus and fixed fees.

*Approximately 50 types of documents and 100 cabinets are used as a guideline.

[Background of Providing the Service]

For companies, document cabinets in offices represent a hidden cost and a barrier to achieving paperless operations and work efficiency. They often struggle to reduce paper usage due to challenges such as the inability to determine which documents should be retained, a lack of time for document organization, uncertainty about disposing of originals after digitization, and difficulty in estimating outsourcing costs.

By starting with the reduction of document cabinets in their immediate vicinity, we can help them review their document management system, streamline operations, optimize costs, and minimize risks.

Effects of Introducing the Service

Optimizing Costs

- Optimizes office costs by converting vacated space into meeting rooms, break areas, or accommodating additional personnel for business expansion.
- Reduces work and costs associated with office relocation and layout changes.
- Reduces costs by eliminating the need for supplies like paper and files.
- Clarifies expense budgets through fixed fees.

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Minimizing Risks

- Prevents loss, removal, and other forms of information leakage by organizing documents that do not need to be kept in the office.
- Strengthens internal control through adequate document management rules.

Streamlining Operations

- Enhances document searchability by reviewing the implementation.
- Ensures the proper implementation of business processes by visualizing document life cycles.

For more details about the Service, please visit the following webpage:

<https://www.mbp-co.net/consulting>

We provide business process outsourcing (BPO) services related to information documents in facilities, incorporating robust information security support into the traditional “warehouse” concept of storing goods. We remain committed to supporting the growth of our customers’ businesses by delivering services tailored to protect their valuable information assets and facilitating access to these assets when required.

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For inquiries regarding the Service:

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