

【Revised Edition】

Fiscal Year 2010

Subsidy Program for Projects Promoting Asian
Site Location in Japan

Public Offering Guidelines

February 2011

Secretariat for Subsidy Program for Projects Promoting Asian Site
Location in Japan

Japan External Trade Organization (JETRO)

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The subsidy Program for Promoting Asian Site Location in Japan is intended to sustain and strengthen high-value-added business sites in Japan and to achieve sustainable growth of the Japanese economy by supporting the establishment of new high-value-added sites in Japan, such as Head Sites or R&D Sites (see “Subsidized Projects” below), which have been proven to have a significant impact on the Japanese economy, and to strategically and proactively invite and build high-value-added business functions that match the strength of the Japanese economy.

I Targeted Projects

1. Subsidized Projects

Projects eligible for the subsidy shall be those for establishing a new Head Site (Note 1) or R&D Site (Note 2). However, the relocation and consolidation of existing sites in Japan are not eligible for the subsidy.

(Note 1) “**Head Site**” herein shall refer to Business relating to the controlled group company’s decision or coordination of project policy (items essential to the execution of the project (sales and marketing, corporate planning, finance, personnel and training, R&D, production management, distribution, legal affairs, etc.), and projects jointly developing facilities for a minimum of 2 controlled group companies (in 2 or more countries).

(Note 2) “**R&D Site**” herein shall refer to facilities needed to carry out R&D, such as industrialization through applied development, trials and product testing from advanced industrial technology in line with technological innovation.

2. Requirements for the Subsidy

Projects that satisfy all of the below requirements:

- (1) Projects must belong to a corporate body consisting of group companies (Note 1) that are running an actual business in two or more countries.
- (2) In principle, the projects prescribed in the Subsidy Project Briefing Document to be submitted when the decisions are made to grant the subsidies shall continue to be conducted in the business sites established through the subsidy projects for three years after the end of the subsidy project operator’s financial year during which the subsidized project period was completed (before the end of the September 2012).
- (3) The investment plans concerning the subsidy projects must not have been announced publicly prior to the cabinet decision pertaining to the “emergency economic measures to cope with the strong yen and deflation” (October 8, 2010). (However, if additional investment plans have been made in addition to the plans announced publicly prior to the date of the cabinet decision, and if such decisions on additional investment had not been announced publicly prior to the date of the cabinet decision, such additional investment shall be considered.)

(Note 1) “Group companies” herein shall refer to the corporate group which is connected with the head office (the ultimate parent company of the corporate group) through capital ties, etc. (The corporate group shall include (i) head office, (ii) companies connected with the head office through capital ties, (iii) companies connected through capital ties with companies that fall into category (ii), and (iv) companies controlled by companies that fall into categories (i) to (iii) through the possession of majority voting rights.) In addition, group companies that operate as branch offices in the said country shall be considered as group companies.

II Eligible Companies

Companies eligible for the subsidy shall be private business operators (Note 1) incorporated in Japan, which meet all the requirements prescribed in the preceding paragraph under Section I-2, and which are able to administer and manage the facilities and equipment after the completion of the projects.

(Note 1) Foreign corporations (including branch offices in Japan) with no corporate status in Japan at the time of applying for this subsidy program must have corporate status in Japan by the time of the grant application if their site is selected by this public offering.

III Subsidized Costs and Subsidy Rates

Subsidized Costs	Details	Subsidy Rates	Limit
(1) Survey design costs	Survey and design costs needed for building, refurbishment or facility installation	(i) SMEs: up to one-half (Note 4) (ii) Non-SMEs: up to one-third	1 billion yen
(2) Facility costs (Note 1)	Costs required for purchasing, building or refurbishment of facilities, including integrally developed facilities. Costs required for land acquisition/development will not apply.		
(3) Equipment costs	Costs needed for purchasing, leasing(Note2), and setting up equipment and software		
(4) Facility rental charges	(Note 2) (Note 3)		

(Note 1) In principle, removal costs (costs to demolish existing buildings or remove existing facilities), exterior work costs, and facility construction costs not directly connected with the facility itself will not apply. The same applies for survey design costs, facility costs, and facility rental charges.

(Note 2) Lease fees for facility and equipment will be subsidized until the end of the project period (the end of September 2012).

(Note 3) Temporary deposits (including collateral) will not apply.

(Note 4) SMEs shall be those which meet either the employee criteria or the capital criteria in line with the type of business as described below (Note).

Type of business	Employee criteria (Number of employees regularly employed) or Capital criteria (Total capital amount of investments)
Manufacturing	300 employees or less or 300 million yen or less
Wholesale	100 employees or less or 100 million yen or less
Retail	50 employees or less or 50 million yen or less
Services	100 employees or less or 50 million yen or less

(Note) Companies which fall under any of the following categories shall be excluded:

- Corporations one-half or more of whose total shares issued and outstanding or investment amount is owned by an identical company other than the small and medium-sized company (hereinafter referred to as “large-scale company”); Specified Venture Capital, Small and Medium Business Investment & Consultation Corporation, and Limited Partnership for Venture Capital Investment) (hereinafter referred to as “deemed large-scale companies”) shall be excluded.
- Corporations one-half or more of whose total shares issued and outstanding or investment amount is owned by an identical deemed large-scale company (excluding Specified Venture Capital, Small and Medium Business Investment & Consultation Corporation, and Limited Partnership for Venture Capital Investment).
- Corporations two-thirds or more of whose total shares issued and outstanding or investment amount are owned by several large-scale companies (including deemed large-scale companies and excluding Specified Venture Capital, Small and Medium Business Investment & Consultation Corporation, and Limited Partnership for Venture Capital Investment).
- Corporations one-half or more of whose company directors are interlocking directors served by directors or employees of large-scale companies (including deemed large-scale companies and excluding Specified Venture Capital, Small and Medium Business Investment & Consultation Corporation, and Limited Partnership for Venture Capital Investment).

IV Project Period

After the decision to grant a subsidy is made, the subsidized project shall be started without delay. In principle, the projects shall be completed by the end of September 2012.

However, in rare cases where the projects cannot be completed within the required period due to unavoidable reasons, the project period may be extended for a reasonable time upon submitting a report describing such reason.

V Duties of Subsidized Companies

Subsidized companies are obliged to comply with the relevant laws and regulations such as the Subsidy Budget Rationalization Act and related regulations including subsidy grant regulations, in addition to the following items:

- (1) The subsidized companies shall obtain approval in advance if they intend to make any changes to the allocation of the subsidized costs or contents of the subsidy project or to suspend or terminate the subsidy project after the decision to grant a subsidy is made.
- (2) If an interim progress report on the subsidy project is requested during the year of the subsidy grant, the subsidized companies shall provide a report without delay.
- (3) When the subsidy project is completed, the subsidized companies shall provide Subsidy Project Result Report.
- (4) The subsidized companies shall do the following with regard to the acquired assets or the assets with increased utility as a result of the subsidy project (hereinafter referred to as “acquired assets, etc.”)
 - (i) The subsidized companies shall continue to manage the acquired assets with due care and strive to manage the assets effectively in accordance with the purpose of the subsidy grant even after the completion of the subsidy project.
The subsidized companies shall also prepare an Acquired Asset Ledger for the acquired assets and manage the assets appropriately during the period of restriction on asset disposal as defined separately.
 - (ii) The subsidized companies shall not dispose of the acquired assets (meaning to use, transfer, loan or offer as collateral the assets contrary to the purpose of the subsidy grant) during the period as set forth separately. However, in rare cases where the acquired assets must be disposed of due to unavoidable and unforeseen circumstances, the subsidized companies may dispose of the acquired assets after obtaining approval in advance. In such cases, a part of or the entire subsidy shall be returned in principle.
- (5) With regard to accounting related to the subsidy project, the subsidized companies shall prepare evidential documents providing detailed balance sheets of the project and retain such documents for five years after the end of the Japanese government’s financial year during which the subsidy project was completed.
- (6) The subsidized companies shall be requested to provide a report on the status of the continuing operations related to the subsidy project. The subsidized companies may also be requested to cooperate with research related to the subsidy project, and to present the outcomes of the project for three years after the end of the subsidy project operator’s financial year during which the subsidy project was completed.

VI Others

- (1) In principle, the subsidy shall be paid after the amount is confirmed by the Subsidy Project Result Report submitted after completion of the subsidy project.
- (2) With regard to the costs related to this application, costs incurred prior to the decision to grant a subsidy shall not be covered, as the subsidy project will start after the date when the decision to grant a subsidy is made.
- (3) Note that it is not permitted to submit (including submissions made after this application) dual applications for this subsidy and other grant programs provided by the Japanese government (including governmental organizations).
Please contact us in advance if there are any questions with regard to dual applications or usage of other grant programs.

VII Submission of Application Form

1. Period of Public Offering

Wednesday, February 9, 2011 to Tuesday, March 29, 2011 (no later than 12:00 p.m. Japan Time)

2. Applications and Inquiries

Application forms shall be submitted to the following address by mail or in person:

<Secretariat for Subsidy Program for Projects Promoting Asian Site Location in Japan>
Japan External Trade Organization (JETRO) Invest Japan Division, Invest Japan Department,
Ark Mori Building 6F, 12-32 Akasaka 1-Chome, Minato-ku, Tokyo 107-6006 JAPAN
TEL: 03-3582-5234 FAX: 03-3505-1990
* If delivering the documents in person, please visit the General Information Desk on the 6th floor.

(Note 1) Applications submitted via FAX or e-mail will not be accepted. The application form should be prepared carefully; if incomplete, it will not be included in the screening.

(Note 2) Submissions after the deadline will not be accepted. Please send the application well in advance to allow sufficient time for delivery by the deadline in case of unforeseen circumstances.

3. Online Information

The English and Japanese versions of the public offering guidelines and application are available at the following websites:

English: <http://www.jetro.go.jp/en/invest/newsroom/announcements/2011/20110202641.html>
Japanese: <http://www.jetro.go.jp/invest/newsroom/press/2011/20110202551.html>

(Note) When using the English version of the application form, please use the forms attached to the English version of the public offering guidelines.

4. Documents to be Submitted

- (1) The application forms can be prepared and submitted in English.
- (2) Applicants must use forms in English attached to the public offering guideline. The documents shall be printed in A4 size. (The boxes in the forms may be widened or shortened if needed.)
- (3) One original and ten hard copies of each document listed under the “List of Submission Documents” below, as well as an electronic version (CD-R with “submission documents” saved in Word format), shall be submitted. The name of the applicant should be printed on the CD-R.
A sequential page number shall be typed in the center of each page of the submission documents.
- (4) Applications will be initially screened and hearings may be held if needed. In some cases, interviews may be conducted as well.
Applicants may be requested to submit additional materials during the screening.
- (5) Please note that the submission documents listed below and additional materials will not be returned.

List of Submission Documents

Name of Document	Form
<input type="checkbox"/> Application Form	Form 1
<input type="checkbox"/> Subsidy Project Briefing Document (including attachments to the Document)	Form 2
<input type="checkbox"/> Overview of the Applicant (Form 3 + brochures)	Form 3
<input type="checkbox"/> Personnel Organization Chart for the Subsidy Project	Form 4
<input type="checkbox"/> Layout Plan and Floor Plan of the Facilities	-
<input type="checkbox"/> Project Financial Plans (for approximately three years)	-
<input type="checkbox"/> Financial Statements (Balance Sheet and Income Statement) (Non-consolidated statements of the applicant. However, if consolidated statements are available, they shall also be submitted.) (For the past three years)	-

VIII Project Screening and Notification of the Results

1. Screening Criteria

(1) Basic Items

- (i) Requirements for the subsidy
 - All requirements for the subsidy listed under Section I and II above are met.
- (ii) Implementation ability of the Head Site operations or R&D activities
 - There is a sufficient ability to implement the business smoothly.
- (iii) Eligibility as a subsidy project operator
 - The subsidy project operator has sufficient financial resources and management to implement the subsidy project smoothly.
- (iv) Validity of the costs eligible for the subsidy
 - The details of the costs are eligible for the subsidy.
- (v) Validity of the time schedule
 - The time schedule ensures that the construction of the relevant site can be completed within the subsidy project period.

(2) Projects

- (i) Uniqueness of the relevant site
 - It is expected that the relevant site is new to Japan. (e.g. the first subsidiary by a foreign group company)
- (ii) Added value of the relevant site
 - The initial investment amount, the amount of new employment, and the site must have each of the following aims:
 - (a) *Head Site*
The site is expected to be superior in terms of the number of sites it controls, and its functions, staff, and business undertaken at the site must create newly added value in Japan.
 - (b) *R&D Site*
The site is expected to be superior in terms of innovativeness, staff, patents and know-how, and business undertaken at the site must create newly added value in Japan.
- (iii) Ripple effects such as business collaborations and accumulation effects
 - It is expected that there will be a high ripple effect on the Japanese economy through

- collaboration with domestic companies, universities or public research institutions, or an accumulation effect in the relevant region.
- It is expected that there will be no risk of drains of patents, technologies or inventions developed by Japanese companies, universities or public/private institutions.
- (iv) Overseas locational competitiveness
 - Whether a review has been made of relocating the project overseas, whether the site has been invited by the relevant region, whether other foreign governments operate a similar location policy, and the reason for deciding to locate the site in Japan

(3) Others

In the case of many applications, projects will be prioritized and selected based on the criteria listed above.

2. Notification of Selection

The selection results (whether an applicant is selected or not) will be announced immediately.

3. Schedule for Public Offering

Application Period: Wednesday, February 9, 2011 to Tuesday, March 29, 2011 (*no later than 12:00 p.m. Japan time*)

Screening: Start on Wednesday, March 30

Unofficial Adoption Announcement: Late April

4. Others

Program application documents and their details will be kept strictly confidential and will not be disclosed to the public without approval from the applicants. However, if we receive reasonable requests or inquiries from other grant agencies, we may inform such agencies of the names of the applicants, the names of the projects, general outlines of the projects, and other information, while restricting the purpose of using such information.

IX Application Forms

(Form 2)

Applicant: Address

Name (In the case of a corporation, enter the name of the company and the name of the company representative) Seal

Outline of Subsidy Project

1. Implementation Plan for the Subsidy Project

- (1) Contents of the subsidy project
 - (i) Project name and contents
 - (ii) Location
 - (iii) Square Measure of the Premises
 - (iv) Ownership conditions of the site to be used for the subsidy project
 - (v) Square Measure of the total floor space
 - (vi) Structure of the building
- (2) Implementation period of the subsidy project
 - (i) (Scheduled) Commencement date of the subsidy project
 - (ii) (Scheduled) site acquisition date
 - (iii) (Scheduled) completion date of the subsidy project
- (3) Assets and liabilities of the applicant
- (4) The defrayer of the costs which will not be covered by the subsidy and the amount to be covered by the defrayer.
- (5) Revenues to be incurred pertaining to the subsidy project

2. Specifics of the Subsidy Project

Explain each of the issues listed under (1) and (2) below and attach reference materials if needed.

- (1) Basic items (Designated form prepared for (i))
 - (i) Fulfillment of Requirements for the subsidy. (Attachment 1)
 - (a) Projects must belong to a corporate body consisting of group companies that are running an actual business in 2 or more countries
 - (b) The relevant Head Site operations or R&D activities must continue for a minimum of 3 years after the end of the project period.
 - (c) The project must not have been announced publicly prior to the date of the cabinet decision (October 8).
 - (d) Foreign corporations (including branch offices located in Japan) must obtain corporate status in Japan for their new business locations.
 - (ii) Implementation ability of the business (There is a sufficient ability to implement the subsidy projects smoothly.)
 - (iii) Eligibility as subsidy project operators (The subsidy project operators have sufficient financial and management strength to implement Head Site operations or R&D activities smoothly.)
 - (iv) Validity of the expenses eligible for the subsidy (The contents of the expenses eligible for the subsidy are valid.)
 - (v) Validity of the time schedule (The time schedule ensures that construction will be completed within the subsidy project period.)
 - (vi) Expectations for adequate facility management (There are adequate facility management plans for the future.)
- (2) Characteristics of the subsidy project (Attached forms shall be used.)
 - (i) Uniqueness of the relevant site (Attachment 2)
 - (ii) Added value of the relevant site (Attachment 3)

- (iii) Ripple effects such as business collaboration and accumulation effects (Attachment 4)
- (iv) Overseas locational competitiveness (Attachment 5)

3. Financial Budget for the Subsidy Project

(1) Revenues

(Unit: yen)

Item	Amount
Own capital	
Bonds issued or borrowings	
Other	
Subsidy	
Total	

(2) Expenditures

(i) Summary chart

(Unit: yen)

Expense category	Costs required for the subsidy project	Costs eligible for the subsidy	Amount of costs covered by	
			Subsidy project operators	Applied amount of the subsidy grant
Survey design costs				
Facility costs				
Equipment costs				
Facility rental charges				
Sub total				
Other		-		-
Total				

(ii) Breakdown of expenses (The breakdown shall be entered for each expense category.)

(A) Survey design costs (Unit: yen)

Type	Costs required for the subsidy project	Costs eligible for the subsidy	Applied amount of the subsidy grant	Notes
Total				

(B) Facility costs (Unit: yen)

Type	Costs required for the subsidy project	Costs eligible for the subsidy	Applied amount of the subsidy grant	Notes
Total				

(C) Equipment costs (Unit: yen)

Type	Costs required for the subsidy project	Costs eligible for the subsidy	Applied amount of the subsidy grant	Notes
Total				

(D) Facility rental charges (Unit: yen)

Type	Costs required for the subsidy project	Costs eligible for the subsidy	Applied amount of the subsidy grant	Notes
Total				

(E) Other (Unit: yen)

Type	Costs required for the subsidy project	Notes
Total		

(Note)

The following formula shall be used when applying for the subsidy taking into account the tax deductions for the payment of consumption tax, etc:

$$[\text{Required subsidy amount}] - [\text{Tax deductions for payment of consumption tax, etc.}] = [\text{Subsidy amount}]$$

Requirements for the Subsidy

1. The group companies shall engage in actual business operations in two or more countries.

(1) Outline of the head office (the ultimate parent company of the group companies)

Company Name	Country and region where the company is located	Company description, status of global business	Name of the largest financial stakeholder, ownership ratio and nationality

(2) Outline of the group companies (Note 1)

Company Name	Country and region where the company is located	Company description, relationship with the subsidy project operators	Business functions (Note 2)	Capital ties, etc. (Note 3)

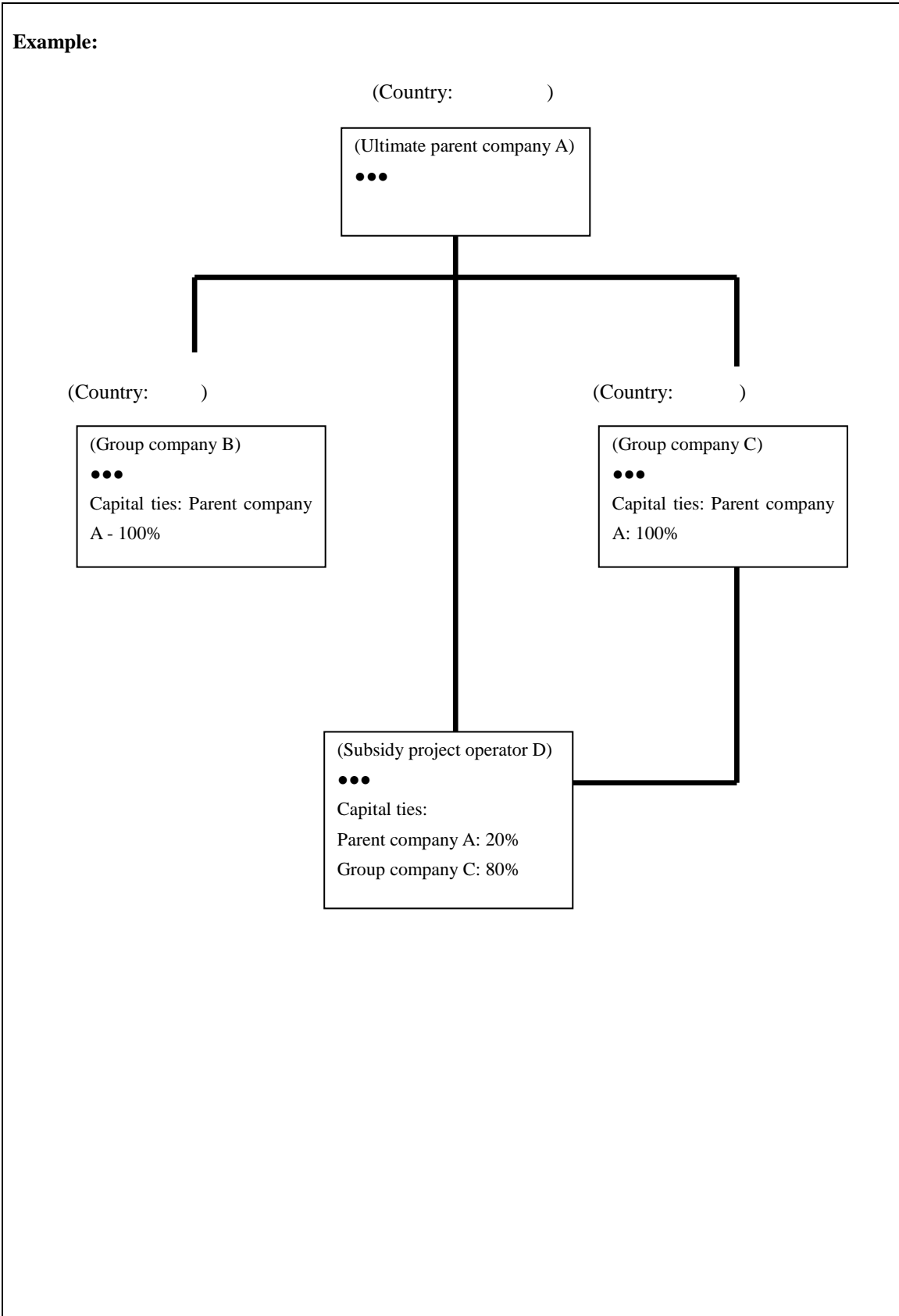
(Note 1) The group companies herein shall refer to the corporate group which is connected with the head office (the ultimate parent company of the corporate group) through capital ties, etc. (The corporate group shall include (i) head office, (ii) companies connected with the head office through capital ties, (iii) companies connected through capital ties with companies that fall into category (ii), and (iv) companies controlled by companies that fall into categories (i) to (iii) through the possession of majority voting rights.) In addition, group companies that operate as branch offices in the said country shall be considered as group companies.

(Note 2) For the business functions, enter appropriate functions such as “regional management, manufacturing, research and development, back office, logistics, financial, sales and marketing, etc.”

(Note 3) Describe relationship with the head office introduced in (1), and how the company fits into the definitions of the “group companies” defined above (Note 1) (capital ties (ownership ratio) and holding ratio of voting rights, etc.)

(Note 4) If there are many group companies, the applicant may fill in details for the major group companies and attach existing documents for other companies.

(3) Organization chart of the group companies (Alternatively, an existing document can be attached.)



2. The relevant Head Site operations or R&D activities must continue for a minimum of 3 years after the end of project period. (Attachment 3)

3. Public announcement of the subsidy project

(1) For the project for which the applicant is applying for the subsidy, whether or not the project had been announced publicly prior to the cabinet decision pertaining to the “emergency economic measures to cope with the strong yen and deflation” (October 8, 2010) (Enter “Yes” or “No.”):

(2) If the answer to question (1) is “Yes,” please describe the additional project which had not been included in the original project announced prior to the date of the cabinet decision.

* Description of the additional investments which had been included in the original investment plan (Attach a public announcement document with regard to (1) above, if available.)

4. Corporate Status in Japan

(1) The time when corporate status in Japan will be obtained, the name of the corporation and the current situation of the registration procedure (This will only apply to those bodies which do not possess a corporate status in Japan (e.g. Foreign corporations, including branch offices in Japan, at the time of the application).

* Attach a document to prove the investment decision of the project.

(Note) Foreign corporations (including branch offices in Japan) with no corporate status in Japan at the time of applying for this subsidy program must have corporate status in Japan by the time of the grant application if their site is selected by this public offering.

Uniqueness of the Relevant Site

* Please describe

- Differences between the new site in Japan which will be established through the subsidy project and the existing sites which the applicant operates overseas or in Japan
- New aspects of Head Site or R&D activities to be conducted at this new site in Japan.

1. Uniqueness of the new Head Site or R&D Site in terms of the sites' presence in Japan

* Explain with specific examples (e.g. the first business site in Japan for the entire group companies, the first R&D site in Japan while the group already has sales offices in Japan)

2. Uniqueness of the Head Site operations or R&D activities to be conducted at the new site in Japan

* Examples: the business model is the first of its kind globally or in Japan, the structure of Head Site operations or R&D activities is the first of its kind globally or in Japan.

* Specify the details if there are any conditions such as “the first time in this business category”

* If there is an existing regional Head office for the group company, describe its outline and explain its relationship with the Head Site in Japan to be established through the subsidy project. (Please specify the segregation from the new Head Site in Japan if applicants especially have an existing regional Head office for Asia)

* Please attach diagrams, photographs for reference, if available.

3. The new site to be established through the subsidy project will not be the relocation or simple consolidation of existing business sites in Japan.

* Please describe outline if the group company has existing Head Site or R&D Site in Japan.

Added Value of the Relevant Site

1. Specifics of the Head Site operations or R&D activities to be conducted at the new site which will be established through the subsidy project.

* In cases where the new business location falls into the category of either Head Site or R&D Site, fill in the details only for the applicable location.

(1) Head Site

(i) Number of business locations controlled, description of the Head Site (including the relationship with the subsidy project operators), functions controlled, business areas controlled (only for cases where business areas are divided due to the business unit structure, etc.), and advantages of the management methods for the Head Site operations

* “Head Site functions” include business management, sales, marketing, business planning, treasury, finance, human resources, human resources development, R&D, production management, logistics, legal and compliance.

* Please attach diagrams, photographs, etc. for reference, if available.

(ii) Added values which will be brought to Japan by conducting the Head Site operations described in (i) above

(iii) In cases where there are highly skilled personnel (such as those who have served as senior executives in an overseas office) among the personnel to be deployed in the new business site, please describe the reasons why such personnel are deemed highly skilled, their previous roles, details of the work to be undertaken by them

(iv) Other (Free comments)

(2) R&D Site

(i) Innovativeness of the R&D activities

* Please attach diagrams, photographs for reference, if available.

(ii) Advantages of the patents, know-how related to the R&D operations

(iii) Added value to be brought to Japan by conducting the R&D operations described in (i) and (ii) above

(iv) In cases where there are highly skilled personnel (such as researchers) among the personnel to be deployed in the new business site, please describe the reasons why such personnel are deemed highly skilled, their previous roles, details of the work to be undertaken by them.

(v) Other (Free comments)

2. Investment, Business and Employment Plan

* In cases where the new business site falls into the category of Head Site or R&D Site, please fill in the details for each of the two.

(1) Business continuity plan and employment plan for the Head Site operations and R&D activities to be conducted at the new business site which will be established through the subsidy project

(i) Business continuity plan (including the amount of investment)

Fiscal year	Project Description
Fiscal year in which the subsidy project is expected to be completed (Fiscal year ending MM DD, YYYY)	
Next fiscal year following the fiscal year in which the subsidy project is expected to be completed (Fiscal year ending MM DD, YYYY)	
Fiscal year two years after the fiscal year in which the subsidy project is expected to be completed (Fiscal year ending MM DD, YYYY)	
Fiscal year three years after the fiscal year in which the subsidy project is expected to be completed (Fiscal year ending MM DD, YYYY)	

Please describe the medium- to long-term investment plans after the above period, if any. (Free comments)

(ii) Employment plan

*Number of employees only includes full-time directors and employees.

Item	Fiscal year in which the subsidy project is expected to be completed (Fiscal year ending MM DD, YYYY)	Next fiscal year following the fiscal year in which the subsidy project is expected to be completed (Fiscal year ending MM DD, YYYY)	Fiscal year two years after the fiscal year in which the subsidy project is expected to be completed (Fiscal year ending MM DD, YYYY)	Fiscal year three years after the fiscal year in which the subsidy project is expected to be completed (Fiscal year ending MM DD, YYYY)	Total
Employment plan (Number of employees)					
Seconded personnel from overseas (Number of employees)					

Please describe the medium- to long-term employment plans after the above period, if any. (Free comments)

(2) Details of investment/employment plans (including investment amount) which will take place at the same location as the subsidy project, but those which will not be eligible for the subsidy.

Business Partnership and Ripple Effects

1. Partnership Plans

- * Please describe specific partnership plans of the Head Site or R&D site with universities, public research institutions or companies. If applicants plan to collaborate with overseas partners, please clarify this.
- * Please describe the progress status (e.g. signing a memorandum) for the partnerships and attach documents which endorse the certainty of the partnerships.
- * If anticipated partners are SMEs, please indicate the names of the companies and the related information (For the definition of SMEs in Japan, please refer to Note 4 in Section III.)

Name of the anticipated partner company	Timing, description and plan for the partnership	Benefits of the partnership for the counterparties

2. Ripple Effects

- * Please describe the expected ripple effects (e.g. industry accumulation effects) of the Head Site operations or R&D activities conducted at the new business site.
- * Please describe specific examples of the expected ripple effects in association with subsidy projects' business plans. (e.g. ripple effects to the surrounding local companies of new business site, sophistication of Japanese human resources due to training which will take place at the new site)
- * If the ripple effects can be shown quantitatively, please specify them with evidence.
- * If ripple effects are expected not only in Japan but overseas, please specify their details as well.

Business plans for the Head Site operations or R&D activities	Ripple effects which can be expected

Overseas Locational Competitiveness

* With regard to the new business site which the applicant will be applying for the subsidy, please describe if there is any consideration to establish the site outside of Japan.

1. Status of consideration to establish a new business site outside of Japan (plans in case the subsidy does not get granted; if considering establishing the site outside of Japan, describe specific details such as the region, size of the new business site, etc)

Optional plans in case the subsidy is not granted	Status of consideration to establish new business sites overseas	
	Country and region	Size, etc.

2. Whether or not there have been invitations from other countries to establish new business site for the particular business (If the answer is “Yes,” please describe in detail)

Countries and regions for the invitation	Organization(s) that took initiative	Details of incentives and conditions

3. Similar location supporting policies of governments outside of Japan

(1) Whether or not there have been subsidy programs to support the establishment of new business sites

(2) Details of the subsidy programs (Describe in detail only if the answer to (1) is “Yes.”)

Name of the subsidy program	Country and region	Details of the subsidy program (budget amount, requirement, whether or not eligibility for the subsidy was limited to domestic companies or overseas companies, etc.)

4. Factors and reasons why the applicant has decided to establish a new business site in Japan

5. Other (Free comments)

(Form No. 3)

Company Description

* If the applicant does not have corporate status in Japan, the following information is required both for the applicant and the subsidy project operator to be established in Japan.

* Refer to Note 4 in Section III for the definition of SMEs in Japan.

Name of the company					
Name of the representative					
Establishment date		Financial year		Small and medium-sized company (Enter "Yes" if it is a small or medium-sized company)	Yes or No
Capital	Thousand yen	Number of employees	person		
Parent company					
Name of the largest financial stakeholder, ownership ratio and nationality					
Description of the business					
Other					

(Form No. 4)

Personnel Organization Chart

Required details	<ol style="list-style-type: none">1. The organization chart should specify how the Head Site operations or R&D activities will be implemented.2. The organization chart should specify the names, titles, and roles of the people in charge.3. With regard to the main people in charge listed in the organization chart, their work experience within the organization, special skills and expertise, etc. should be specified. (This can be included in an attachment.)

<Inquiries Regarding Public Offering>

○ Application / Contact

Head Office	Contact Information
Japan External Trade Organization Invest Japan Division, Invest Japan Department	Ark Mori Building 6F, 12-32 Akasaka 1-Chome, Minato-ku, Tokyo 107-6006 JAPAN TEL: 03-3582-5234 FAX: 03-3505-1990 E-Mail : invest-japan@jetro.go.jp http://www.jetro.go.jp/invest/

Notice: All application documents must be either sent by mail or delivered in person to the address above. Applications submitted via FAX or e-mail will not be acceptable. If delivering the documents in person, please visit the General Information Desk of JETRO on the 6th floor.

○ Other Organization with the Ability to Respond to Inquiries

Organization	Contact Information
Ministry of Economy, Trade and Industry Trade and Economic Cooperation Bureau Trade and Investment Facilitation Division	1-3-1 Kasumigaseki, Chiyoda-ku, Tokyo, 100-8901 JAPAN TEL : 03-3501-1511 (3181~3186) FAX : 03-3501-2082 E-Mail : shinkoka-kobo@meti.go.jp http://www.meti.go.jp/