

Japanese Fiscal Year 2012

Subsidy Program for Projects Promoting Asian  
Site Location in Japan

Application Guidelines

August 2012

Secretariat for Subsidy Program for  
Projects Promoting Asian Site Location in Japan  
Japan External Trade Organization (JETRO)

# Table of Contents

	Page
I. Targeted Projects -----	P. 1
II. Eligible Companies -----	P. 2
III. Subsidized Costs and Subsidy Rates -----	P. 2
IV. Project Period -----	P. 5
V. Duties of Subsidized Companies -----	P. 5
VI. Other Matters that Require Attention-----	P. 6
VII. Submission of Application Form -----	P. 6
VIII. Project Screening and Notification of the Results -----	P. 8
IX. Application Forms -----	P. 10
Inquiries Regarding Application -----	P.35

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 by global companies operating internationally, such as Regional Headquarters or R&D Sites (see “Subsidized Projects” below), which have been proven to have a significant impact on the Japanese economy, and by strategically and proactively inviting and building 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 Regional Headquarters (Note 1) or R&D Site (Note 2) in Japan. Relocation and consolidation of existing sites of these in Japan are not eligible for the subsidy, unless new role as a Regional Headquarters or an R&D Site will be added in line with the relocation and consolidation of the site.

(Note 1) **“Regional Headquarters”** herein shall refer to facilities to operate a business relating to the controlled group company’s project policy decision or coordination (which is 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 there shall be controlled group companies in 2 or more countries (Japan can be included)

The controlled group companies shall be those group companies (which is defined by (Note) of 2. Requirements for the Subsidy, written below) operating business activity at the time of submitting this application, and the corporation that presides over the controlled activity within the same corporation located in Japan can be included. If you are to start operating business in Japan and establishing the regional headquarters at the same time, you only need to have at least one controlled group company outside of Japan at the time of submitting this application.

(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) At the time of submitting this application, projects must belong to a corporate body consisting of group companies (Note) that are operating an actual business in two or more countries (including Japan).
- (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 2014).
- (3) The investment plans concerning the subsidy projects must not have been publicly announced, nor the placing of orders, making of contracts, etc. been undertaken prior to the cabinet approval of the “budget bill of 2012 general account” (December 24th, 2011).

\*However, if additional investment plans have been made in addition to the plans that were publicly announced or the placing of orders, making of contracts, etc. undertaken prior to the date of the cabinet decision, and if such decisions on additional investment had not been publicly announced, nor the placing of orders, making of contacts, etc. been undertaken prior to the date of the cabinet decision, such additional investment can be considered.

(Note) “Group companies” herein shall refer to the corporate group which is directly or indirectly connected with the head office (the ultimate parent company of the corporate group) through capital ties, etc. 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) 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) 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 submitting the grant application if their site is selected by this subsidy program.

## III Subsidized Costs and Subsidy Rates

Subsidized Costs	Details	Subsidy Rates	Limit
(1) Survey design costs (Note 1)	Survey and design costs needed for building, refurbishment or facility installation	(i) those establishing a site in the disaster afflicted zones: two-thirds (Note 4)  (ii) SMEs: up to one-half (Note 5)  (iii) Non-SMEs: up to one-third	0.5 billion yen
(2) Facility costs (Note 2)	Costs required for purchasing, building or refurbishment of facilities, including integrally developed facilities. (Excludes costs required for land acquisition/development)		
(3) Equipment costs	Costs needed for purchasing, and setting up equipment and software		
(4) Facility rental charges (Note 3)	Costs needed for leasing facilities (Excludes land lease fees)		

(Note 1) Soil contamination investigation and buried item investigation will not apply.

(Note 2) In principle, removal costs (costs to demolish existing buildings pertaining to rebuild or remove existing facilities, unless incurred integrally with refurbishment of facility), exterior work costs ( an outside light, a gate, a fence, a parking lot, planting, and etc. Excluding those integrally developed with necessity.), costs of relocation of existing facilities 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 3) Lease fees for facility will be, in principle, subsidized until the end of the project period (the end of September 2014). However, if the project period is permitted to extend as written in the note of IV. Project Period, the covered lease fees for facility will be those incurred in the permitted project period.) Temporary deposits (including collateral) will not apply.

(Note 4) Subsidy rate for those establishing a site in the disaster afflicted zones applies to those establishing a site in the disaster afflicted zones (refer to P.4) stipulated in article 3 of article 2 in the Act No.40 of 2011 on Special Public Finance Support and Assistance.

(Note 5) 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”); excluding 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”).
- 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).

**(Reference) Disaster Afflicted Zones**

Disaster afflicted zones are stipulated in article 3 of article 2 in the Act No.40 of 2011 on Special Public Finance Support and Assistance. (As of February 22, 2012)

Aomori-ken	Hachinohe-shi, Misawa-shi, Oirase-cho of Kamimita-gun, Hashikami-cho of Sannohe-gun
Iwate-ken	Morioka-shi, Miyako-shi, Ofunato-shi, Hanamaki-shi, Kitakami-shi, Kuji-shi, Tono-shi, Ichinoseki-shi, Rikuzentakata-shi, Kamaishi-shi, Ninohe-shi, Hachimantai-shi, Oshu-shi, Shizukuishi-cho of Iwate-gun, Kuzumaki-machi of Iwate-gun, Iwate-machi of Iwate-gun, Takizawa-mura of Iwate-gun, Shiwa-cho of Shiwa-gun, Yahaba-cho of Shiwa-gun, Nishiwaga-machi of Waga-gun, Kanegasaki-cho of Isawa-gun, Hiraizumi-cho of Nishiiwai-gun, Sumita-cho of Kesen-gun, Otsuchi-cho of Kamihei-gun, Yamada-machi of Shimohei-gun, Iwaizumi-cho of Shimohei-gun, Tanohata-mura of Shimohei-gun, Fudai-mura of Shimohei-gun, Karumai-machi of Kunohe-gun, Noda-mura of Kunohe-gun, Kunohe-mura of Kunohe-gun, Hirono-cho of Kunohe-gun, Ichinohe-machi of Ninohe-gun,
Miyagi-ken	Sendai-shi, Ishinomaki-shi, Shiogama-shi, Kesenuma-shi, Shiroishi-shi, Natori-shi, Kakuda-shi, Tagajo-shi, Iwanuma-shi, Tome-shi, Kurihara-shi, Higashimatsushima-shi, Osaki-shi, Zao-machi of Katta-gun, Shichikashuku-machi of Katta-gun, Ogawara-machi of Shibata-gun, Murata-mura of Shibata-gun, Shibata-machi of Shibata-gun, Kawasaki-machi of Shibata-gun, Marumori-machi of Igu-gun, Watari-cho of Watari-gun, Yamamoto-cho of Watari-gun, Matsushima-machi of Miyagi-gun, Shichigahama-machi of Miyagi-gun, Rifu-cho of Miyagi-gun, Taiwa-cho of Kurokawa-gun, Osato-cho of Kurokawa-gun, Tomiya-machi of Kurokawa-gun, Ohira-mura of Kurokawa-gun, Shikama-cho of Kami-gun, Kami-machi of Kami-gun, Wakuya-cho of Toda-gun, Misato-machi of Toda-gun, Onagawa-cho of Oshika-gun, Minamisanriku-cho of Motoyoshi-gun,
Fukushima-ken	Fukushima-shi, Aizuwakamatsu-shi, Koriyama-shi, Iwaki-shi, Shirakawa-shi, Sukagawa-shi, Kitakata-shi, Soma-shi, Nihonmatsu-shi, Tamura-shi, Minamisoma-shi, Date-shi, Motomiya-shi, Kori-machi of Date-gun, Kunimi-machi of Date-gun, Kawamata-machi of Date-gun, Otama-mura of Adachi-gun, Kagamiishi-machi of Iwase-gun, Tenei-mura of Iwase-gun, Shimogo-machi of Minamiaizu-gun, Hinoemata-mura of Minamiaizu-gun, Tadami-machi of Minamiaizu-gun, Minamiaizu-machi of Minamiaizu-gun, Kitashiobara-mura of Yama-gun, Nishiaizu-machi of Yama-gun, Bandai-machi of Yama-gun, Inawashiro-machi of Yama-gun, Aizubange-machi of Kawanuma-gun, Yugawa-mura of Kawanuma-gun, Yanaizu-machi of Kawanuma-gun, Mishima-machi of Onuma-gun, Kaneyama-machi of Onuma-gun, Showa-mura of Onuma-gun, Aizumisato-machi of Onuma-gun, Nishigo-mura of Nishishirakawa-gun, Izumizaki-mura of Nishishirakawa-gun, Nakajima-mura of Nishishirakawa-gun, Yabuki-machi of Nishishirakawa-gun, Tanagura-machi of Higashishirakawa-gun, Yamatsuri-machi of Higashishirakawa-gun, Hanawa-machi of Higashishirakawa-gun, Samegawa-mura of Higashishirakawa-gun, Ishikawa-machi of Ishikawa-gun, Tamakawa-mura of Ishikawa-gun, Hirata-mura of Ishikawa-gun, Asakawa-machi of Ishikawa-gun, Furudono-machi of Ishikawa-gun, Miharu-machi of Tamura-gun, Ono-machi of Tamura-gun, Hirono-machi of Futaba-gun, Naraha-machi of Futaba-gun, Tomioka-machi of Futaba-gun, Kawauchi-mura of Futaba-gun, Okuma-machi of Futaba-gun, Futaba-machi of Futaba-gun, Namie-machi of Futaba-gun, Katsurao-mura of Futaba-gun, Shinchi-machi of Soma-gun, Iitate-mura of Soma-gun,
Ibaraki-ken	Mito-shi, Hitachi-shi, Tsuchiura-shi, Koga-shi, Ishioka-shi, Yuki-shi, Ryugasaki-shi, Shimotsuma-shi, Joso-shi, Hitachiota-shi, Takahagi-shi, Kitaibaraki-shi, Kasama-shi, Toride-shi, Ushiku-shi, Tsukuba-shi, Hitachinaka-shi, Kashima-shi, Itako-shi, Moriya-shi, Naka-shi, Chikusei-shi, Bando-shi, Inashiki-shi, Kasumigaura-shi, Sakuragawa-shi, Kamisu-shi, Namegata-shi, Hokota-shi, Tsukubamirai-shi, Omitama-shi, Ibaraki-machi of Higashiibaraki-gun, Oarai-machi of Higashiibaraki-gun, Shirosato-machi of Higashiibaraki-gun, Tokai-mura of Naka-gun, Daigo-machi of Kuji-gun, Miho-mura of Inashiki-gun, Ami-machi of Inashiki-gun, Kawachi-machi of Inashiki-gun, Yachiyo-machi of Yuki-gun,
Tochigi-ken	Utsunomiya-shi, Ashikaga-shi, Sano-shi, Oyama-shi, Moka-shi, Ohtawara-shi, Yaita-shi, Nasushiobara-shi, Sakura-shi, Nasukarasuyama-shi, Mashiko-machi of Haga-gun, Motegi-machi of Haga-gun, Ichikai-machi of Haga-gun, Haga-machi of Haga-gun, Takanezawa-machi of Shioya-gun, Nasu-machi of Nasu-gun, Nakagawa-machi of Nasu-gun,
Saitama-ken	Kuki-shi
Chiba-ken	Chiba-shi, Choshi-shi, Ichikawa-shi, Funabashi-shi, Matsudo-shi, Noda-shi, Narita-shi, Sakura-shi, Togane-shi, Kashiwa-shi, Asahi-shi, Narashino-shi, Yachiyo-shi, Abiko-shi, Urayasu-shi, Inzai-shi, Tomisato-shi, Sosa-shi, Katori-shi, Sammu-shi, Shisui-machi of Inba-gun, Sakae-machi of Inba-gun, Kozaki-machi of Katori-gun, Tako-machi of Katori-gun, Tonosho-machi of Katori-gun, Oamishirasato-machi of Sambu-gun, Kujukuri-machi of Sambu-gun, Yokoshibahikari-machi of Sambu-gun,
Niigata-ken	Tokamachi-shi, Joetsu-shi, Tsunan-machi of Nakauonuma-gun
Nagano-ken	Sakae-mura of Shimominochi-gun

## 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 2014 (Note).

(Note) In certain cases, e.g. investment scale is too large to be completed by the end of September 2014, project period may be extended up to the end of March 2015. In addition, 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 (Note).
  - (ii) The subsidized companies shall not dispose of the acquired assets (disposal contrary to the purpose of the subsidy grant through conversion, gratuitous transfer, free loan, exchange, demolition or destruction) 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 within the period of restriction on disposal of assets, the subsidized companies may dispose of the acquired assets after obtaining approval in advance. In such cases, a part of or the entire subsidy within the total amount of the grant 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.

(Note) In principle, the period of restriction on disposal of assets shall be as provided for in the Appendices of the Ministerial Order on Useful Life, etc. of Depreciable Assets (Ministerial Order No. 15 of 1965, issued by the Ministry of Finance).

## VI Other Matters that Require Attention

- (1) The amount of subsidy applied for through this application (including the subsidy rate) shall not necessarily be the amount that will be granted. After deciding to select a project through this application, the secretariat (JETRO) shall carefully inspect the details of the grant application forms submitted by applicants based on the regulations concerning the application of subsidy, and will notify applicants of the amount that is to be granted via grant notification.
- (2) With regard to the costs related to this application, costs incurred (by placing orders, making a contract, etc) prior to the decision to grant a subsidy (refer to VIII. 3. Schedule for Application) shall not be covered, as the subsidy project will start after the date when the decision to grant a subsidy is made.
- (3) 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.
- (4) 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 the secretariat in advance if there are any questions with regard to dual applications or usage of other grant programs.

## VII Submission of Application Form

### 1. Application Period

Tuesday, August 28th, 2012 to Monday, November 19th, 2012 (12:00 p.m. Japan Time)

\*Note that Period for Acceptance of Application Forms is as follows.

**【Period for Acceptance of Application Forms】**

Monday, November 5th, 2012, to Monday, November 19th, 2012 (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 6<sup>th</sup> 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 (Note) and Japanese versions of the application guidelines and application forms are available at the following websites:

- English: <http://www.jetro.go.jp/en/invest/newsroom/announcements/2012/20120727754.html>
- Japanese : <http://www.jetro.go.jp/invest/newsroom/press/2012/20120727990.html>

(Note) When using the English version of the application forms, please use the forms attached to the English version of the application 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 application 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 (Including Attachments 1 through 8)
<input type="checkbox"/> Layout Plan and Floor Plan of the Facilities	—
<input type="checkbox"/> Schedule relating to site development	—
<input type="checkbox"/> Documents that justify incurred costs (price estimates, product catalogs, etc.)	—
<input type="checkbox"/> Documents that evidence a decision on establishment of a Japanese Corporation (board minutes, a covenant of the parent company, and etc.) *necessary only when the applicant does not possess a corporate status in Japan at the time of application.)	—
<input type="checkbox"/> Financial Statements for the past three years (balance sheets and income statements) *In principle, Non-consolidated statements of the applicant. However, if consolidated statements are available, they shall also be submitted. *If the company has been established for less than three years, the parent company's statement of accounts for the past three years shall be submitted as well.	—
<input type="checkbox"/> Company Profile (company brochures, etc.)	—

## 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 Regional Headquarters operations or R&D activities
  - There is a sufficient ability to implement the business smoothly.
- (iii) Eligibility as a subsidy project operator
  - The subsidized company 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 in Japan 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) **Regional Headquarters**  
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 the contents of the R&D, staff, patents and know-how, and business undertaken at the site must create newly added value in Japan.
- (iii) Ripple effects the subsidized project is expected to have in Japan
  - 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.
  - Contribution to the recovery of disaster affected areas from the Great East Japan Earthquake (e.g. collaboration with companies located in the affected area, location of R&D/Regional Headquarters in the affected area)
- (iv) Overseas locational competitiveness
  - Whether there are any possibilities of establishing the planned site (described in the subsidy application) outside of Japan.

#### (3) Others

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

### 2. Notification of Selection

The selection results will be announced on the website as well as in writing.

### **3. Schedule for Application**

- Public Announcement of the 2012 Subsidy :  
Tuesday, August 28th, 2012 to Monday 19th, November, 2012 (12:00 p.m. Japan Time)
- Period for Acceptance of Application Forms :  
Monday, November 5th, 2012 to Monday, November 19th, 2012 (no later than 12:00 p.m. Japan Time)
- Screening: From Tuesday, November 20th
- Screening Result Notification: late December to early January

(Reference) Schedule from result notification to the commencement of the Subsidy Project

- Grant Application: As soon as possible after the result notification.
- Grant Notification: Within about 30 days of the Grant Application.
- Commencement of the Subsidy Project: Any day after the grant notification.

### **4. Treatment of the Submitted Information**

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 1)

MM, DD, YYYY

Mr. Hiroyuki Ishige  
Chairman  
Japan External Trade Organization (JETRO)

Applicant's Address:

Applicant's Name : (In the case of a corporation, enter the name of the company and  
the name and title of the company representative) (Seal)

**Application for Japanese Fiscal Year 2012  
Subsidy Program for Projects Promoting Asian Site Location in Japan**

We wish to apply for the above subsidy as follows:

1. Objective and contents of the subsidy project

Objective:

Contents: (Refer to (Form 2), Section 1. (1))

2. Commencement and completion dates of the subsidy project

Commencement: mm/dd/yyyy

Completion: mm/dd/yyyy

3. Total amount of costs for the subsidy project: yen

4. Costs subject to subsidy: yen

5. Subsidy amount to be applied for: yen

6. Allocation amount of the costs required for the subsidy project, costs eligible for the subsidy and applied amount of the subsidy grant.

Refer to (Form 2), Section 4. (1) Summary chart

7. Bases for calculation for the above amount

Refer to (Form 2), Section 4. (2) Breakdown of expenses

(Form 2)

Applicant's Address :

Applicant's Name : (In the case of a corporation, enter the name of the company and the name and title of the company representative) (Seal)

### Outline of Subsidy Project

#### 1. Implementation plan for the subsidy project

##### (1) Project name and contents of the subsidy project

Project name:

Contents:

##### (2) Location (The address of the site):

(3) Square measure of the premises:    sqm

(4) Square measure of the total floor space:    sqm

(5) Ownership conditions of the site to be used for the subsidy project:

(6) (Scheduled) Commencement date of the subsidy project: mm/dd/yyyy

(7) (Scheduled) Site acquisition date: mm/dd/yyyy

(8) (Scheduled) Completion date of the subsidy project: mm/dd/yyyy

(9) Progress of the project to establish a site:

\*If there is a plan (land preparation, demolition work, etc.) under way concerning to this project to establish a site, describe a concrete period and progress.

#### 2. Basic Items concerning the requirements of the subsidy

##### (1) Fulfillment of requirements of the subsidy.

- (i) Foreign corporations (including branch offices located in Japan) must obtain corporate status in Japan for their new business locations: Refer to (Attachment 1)
- (ii) Projects must belong to a corporate body consisting of group companies that are operating an actual business in 2 or more countries: Refer to (Attachment 2)
- (iii) The relevant Regional Headquarters operations or R&D activities must continue for a minimum of 3 years after the end of the project period: Refer to (Attachment 3)
- (iv) The project must not have been announced publicly, nor the placing of orders, making of contracts, etc. been undertaken, prior to the date of the cabinet decision (December 24<sup>th</sup>, 2011) : (Choose either of the below)

The Project has been announced, nor the placing of orders, making of contracts, etc. been undertaken, prior to the Cabinet Decision

The Project has not been announced, nor the placing of orders, making of contracts, etc. been undertaken, prior to the Cabinet Decision

(2) Implementation ability of the business (Whether the applicant possesses the ability to implement the subsidy project smoothly.)

\*Explain below and fill in the personnel organization chart on (Attachment 4).

(3) Eligibility of the subsidized company (Whether the applicant possesses financial and management strength to implement the subsidized project smoothly.)

\*Explain below and attach the company's financial statement for the past 3 years.

(4) Validity of the expenses eligible for the subsidy (Whether the contents of the expenses eligible for the subsidy are valid.)

\*Explain below and attach any documents which would serve as evidence of the relevant cost (e.g. estimates/ product catalogs).

(5) Validity of the time schedule (The time schedule ensures that construction will be completed within the subsidy project period.)

\*Explain below and attach operation schedule.

3. The effects of the subsidy project (Attached forms shall be used for explanation.)

(1) Uniqueness of the relevant site: Refer to (Attachment 5)

(2) Added value of the relevant site: Refer to (Attachment 6)

(3) Ripple effects the subsidized project is expected to have in Japan: Refer to (Attachment 7)

(4) Overseas locational competitiveness: Refer to (Attachment 8)

4. Cost of the subsidy project

\*Multiply the subsidy rate by “Costs eligible for the subsidy” to arrive at “Applied amount of the subsidy grant” and round down to the nearest whole number. (Refer to Note 4 and Note 5 in Section III of Application Guidelines for the definition of “SMEs” and subsidy rates.)

(1) Summary chart

(Unit: yen)

Expense category	Costs required for the subsidy project	Costs eligible for the subsidy	Applied amount of the subsidy grant
Survey design costs			
Facility costs			
Equipment costs			
Facility rental charges			
Sub total			
Other		—	—
Total			

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

(i) Survey design costs

(Unit: yen)

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



## (ii) Facility costs

(Unit: yen)

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

## (iii) Equipment costs

(Unit: yen)

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

## (iv) Facility rental charges

(Unit: yen)

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

## (v) Other

(Unit: yen)

Category	Costs required for the subsidy project	Notes
Total		

(Note) Deduct the amount equal to consumption tax in calculating the cost eligible for the subsidy.

5. Other relevant items

(1) Methods of defraying costs required for the subsidy project

(Unit: yen)

Item	Amount
Own capital	
Bonds issued or borrowings	
Other	
Subsidy	
Total	

(2) Income generated by the subsidy project

\*If any income will be generated from the development of the relevant site, enter that amount.

(Unit: yen)

Classification of revenues	Amount
Total	

## Company Description

\* If the applicant does not have corporate status in Japan, the following information is required both for the applicant and the subsidized company to be established in Japan. Attach any documents which would serve as evidence of the decision to establish corporate status in Japan.

\* Refer to Note 5 in Section III of Application Guidelines for the definition of SMEs in Japan.

\* Under “Outline of the Japanese Site(s)” below, describe the functions of each site in Japan, such as regional management, manufacturing, research and development, back office, logistics, financial, sales and marketing, or similar.

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					
Business outlines					
Outline of the Japanese site(s) (Names of sites, their locations and their functions)					
Incorporation plans (*Fill in only if the applicant does not possess a corporate body in Japan at the time of application.)	Planned date of establishment: <span style="color: red;">mm/dd/yyyy</span>  Name of the Japanese corporate body:  Current status of incorporation:				

## Current Status of the Company's Global Operation

### 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)

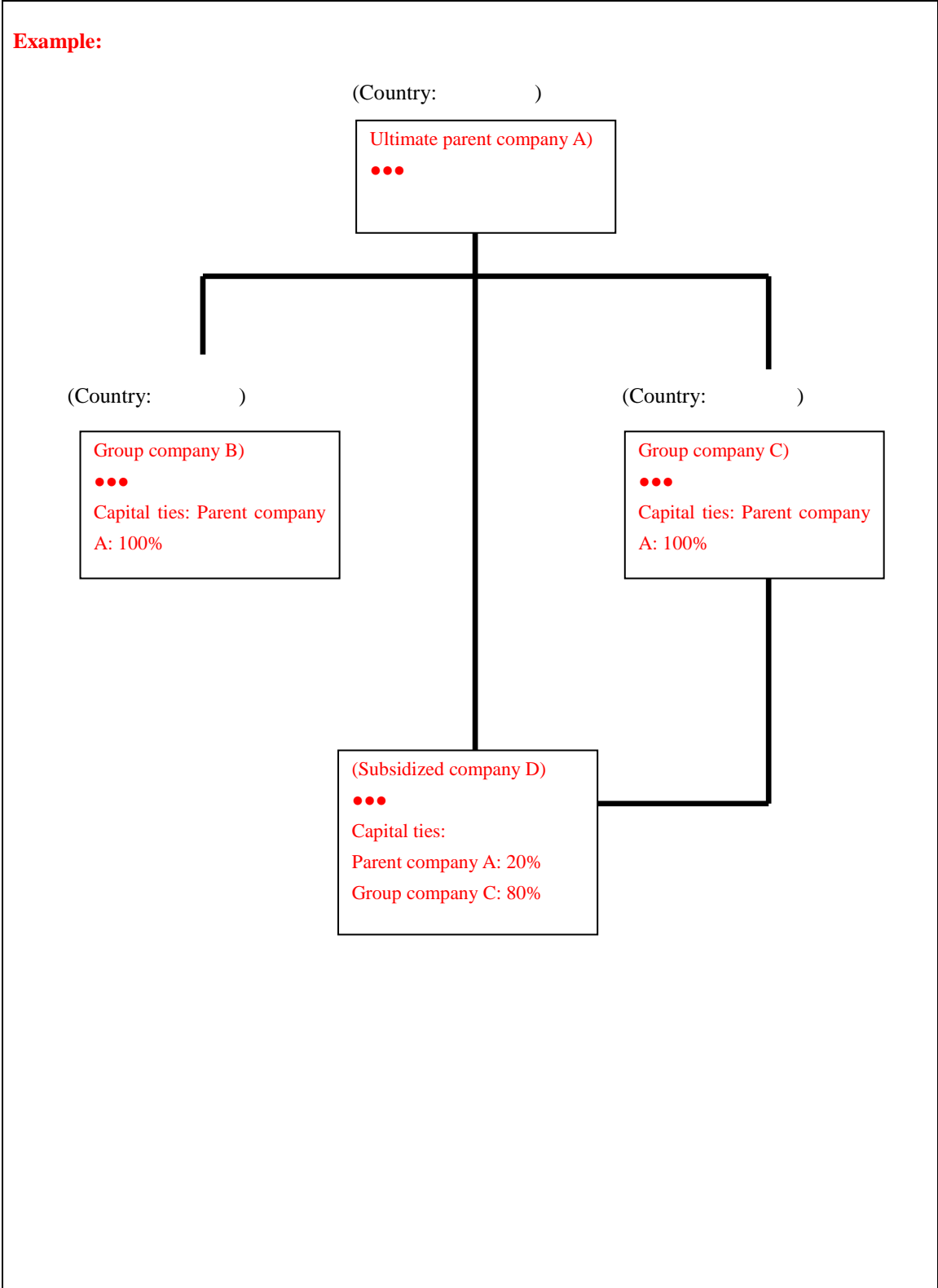
Company name	Country and region where the company is located	Sales (Million Yen)	Number of employees	Business functions (Note 2)

(Note 1) Refer to Note in Section 2, Paragraph I of Application Guidelines for the definition of the group companies. If there are many group companies, the applicant may fill in details for the major group companies and attach existing documents for other 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.”

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

\*Write down all necessary information including location of each group company to show that the applicant fulfills the requirements for “group companies” referred to Note of Paragraph 2, Section I of Application Guidelines.(Ex: capital ties, etc.)



4. Effects that the global operation of group companies will have on the subsidy project

\*Fill in below specific details of any effects (international personnel exchanges, allocation of high-level human resources to Japan, availability of world-class management know-how and technical capabilities, etc.) that the global operation of group companies will have when the applicant implements its new project in Japan.

A large, empty rectangular box with a thin black border, intended for the applicant to provide specific details regarding the effects of global operations on the subsidy project. The box is currently blank.

## Investment, Business and Employment Plan

## 1. Business plan of the site subject to subsidy

\*Fill in all information based on the applicant's fiscal year.

\*Under "Project description", fill in specific details about business plans (subject of study, objective, etc.) for each fiscal year.

\*Under "Planned number of newly hired employees", fill in the number of employees (excluding those dispatched from overseas). After inserting the number of employees for each fiscal year, enter the total number of employees for the entire period in the "Total" row.

## (1) Business plan

Fiscal year	Project description	Planned amount of investment in equipment (Unit: Million yen)	Planned number of newly hired employees (Number of foreign employees planned to be newly hired)	Number of employees planned to be dispatched from overseas
<u>Previous fiscal year of fiscal year</u> in which the subsidy project is expected to be completed (Fiscal year ending MM DD, YYYY)  *Fill in only if there are any plans.			(        )	
<u>Fiscal year</u> in which the subsidy project is expected to be completed (Fiscal year ending MM DD, YYYY)			(        )	
<u>Next fiscal year</u> following the fiscal year in which the subsidy project is expected to be completed (Fiscal year ending MM DD, YYYY)			(        )	
<u>Fiscal year two years after the fiscal year</u> in which the subsidy project is expected to be completed (Fiscal year ending MM DD, YYYY)			(        )	
<u>Fiscal year three years after the fiscal year</u> in which the subsidy project is expected to be completed (Fiscal year ending MM DD, YYYY)			(        )	
Total			(        )	

(2) Describe in detail any medium- to long-term investment plans after the above period, if any.

\*Describe possible medium- and long-term projects of expansion of site, large investment, strategies including global development etc. in R&D or Regional Headquarters.

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2. Business plan which will not be eligible for the subsidy

\*Describe in detail any investment/employment plans (including additional investment such as development of production base, extension of production line, etc. and planned number of newly hired employees) which will take place at the same location as the subsidy project, but those which will not be eligible for the subsidy.

\*If the concrete schedule and the amount of investment, etc. are fluid, describe the range of approximate estimated schedule and amount.

Period	Project Description	Planned amount of investment in equipment (Unit: Million yen)	Planned number of newly hired employees



## Personnel Organization Chart

### 1. Implementation structure of the project

\*The organization chart should specify how the Regional Headquarters operations or R&D activities will be implemented at the commencement.

\*With regard to the main people in charge listed in the organization chart, please specify each person's work experience within the organization, special skills and expertise, etc. (This can be included in an attachment.)

(Planned Organization as of mm/dd/yyyy)

#### <Organization Chart>

\*Make the chart as specific as possible including the information below:

##### <Items to be included>

- Names, Titles
- Each person's role within this project.

2. Allocation of highly skilled personnel

\*From the organization chart above, select those personnel who can be considered as highly skilled (e.g. have served as a senior executive in a global company, produced significant research results, etc.) and fill in their background, specialties and role in the new site planned to be established with the subsidy, below.

Name, Title	The reason the person can be considered as highly skilled personnel

## Uniqueness of the Relevant Site

### 1. Uniqueness of the new Regional Headquarters or R&D site in terms of the site's presence in Japan

\*Please select the applicant's plan from the choices below, and provide explanation when necessary.

#### (1) Establishment of a Regional Headquarters

- Will establish a corporation in Japan for the first time and will set up a Regional Headquarters at the same time.
- Already possess a corporation in Japan, but will set up a Regional Headquarters in addition.
- Already possess a Regional Headquarters in Japan, but will add a new function(s) to the Regional Headquarters.

Outline of the already existing Regional Headquarters:

(i) Outline of the already existing Regional Headquarters
Name and location: Current function(s) of the existing site:
(ii) Differences between the current function(s) and the new function(s) of the existing site (explain in detail how this is neither a site relocation nor a consolidation of sites)

#### (2) Establishment of an R&D site

- Will establish a corporation in Japan for the first time and will set up an R&D site at the same time.
- Already possess a corporation in Japan, but will set up an R&D site in addition.
- Already possess an R&D site in Japan, but will start a new R&D project.

Outline of the already existing R&D site:

(i) Outline of the already existing R&D site
Name and location: Current R&D activities of the existing site:
(ii) Differences between the current R&D activities and the new R&D activities of the existing site(explain in detail how this is neither a site relocation nor a consolidation of sites)

2. Uniqueness of the Regional Headquarters 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 Regional Headquarters operations or R&D activities is the first of its kind globally or in Japan.
- \* Specify if there are any special conditions such as “first time in this business category”
- \* If there is an existing Regional Headquarters for the group company outside of Japan, describe its outline and explain its relationship with the Regional Headquarters to be established in Japan through the subsidy project. (In particular, if the existing Regional Headquarters (outside of Japan) is located in another Asian country, please specify the compartmentalization between the sites)

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## Added Value of the Relevant Site

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

### 1. Regional Headquarters

#### (1) Operation of the Regional Headquarters

<p>(i) Regional Headquarters' function</p> <p>*Describe the supervised operations (sales and marketing, corporate planning, finance, personnel and training, R&amp;D, production management, distribution, legal affairs, etc.) and authorities, etc. over the controlled group companies for each function. If supervised operation differs in each controlled group companies, describe in the way that difference can be known.</p>
<p>(ii) Details of operation of the Regional Headquarters</p> <p>*Concretely describe the plan to operate Regional Headquarters, and method of management (whether there are any special methods of management) and strategies, etc.</p>
<p>(iii) Outline of the Regional Headquarters in the group companies</p> <p>*If, within the group, there is any Regional Headquarters outside Japan, describe the outline of the said Regional Headquarters (country of the location of each controlling sites and controlled sites and details of operations of those sites)</p>

(2) Outline of offices which will be managed by the Regional Headquarters (Including the relationship of those offices with the Regional Headquarters)

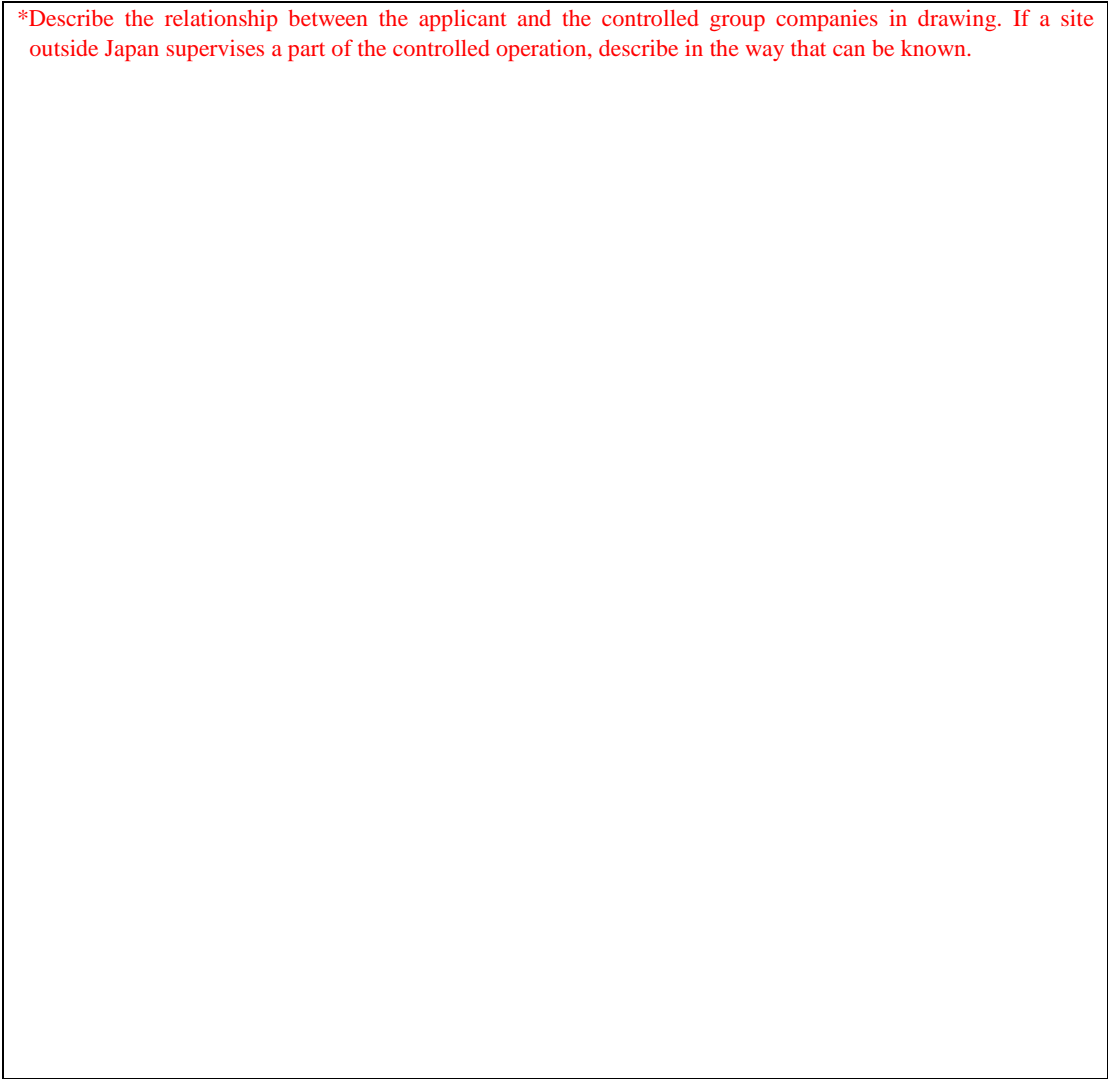
(i) Number of offices to be managed by the Regional Headquarters: (            ) offices

(ii) Outline of the managed offices: (Fill in the table below)

Location (Country, City)	Name of the office	Number of employees	Operation of the office

(iii) Organization Chart showing the relationship between the Regional Headquarters and the managed offices:

*\*Describe the relationship between the applicant and the controlled group companies in drawing. If a site outside Japan supervises a part of the controlled operation, describe in the way that can be known.*



2. R&D site

(1) Outline of technology and products subject to R&D

<p>(i) Outline of technology and products subject to R&amp;D</p> <p>*Explain the technology and products subject to R&amp;D. (Attach the image of the products, pictures that shows the outline, and other supplemental materials, if any.)</p>
<p>(ii) Advantages of the technology and products which will take place at the site</p> <p>*Based on worldwide and Japanese development trend, needs of society and market, concretely explain the advantages (performance, price, CO2 reduction effect, improvement in safety, etc.) and to what industry and field they will contribute when they are achieved.</p>
<p>(iii) Summary of technical problems</p> <p>*Explain the technical problems regarding to taking on the said R&amp;D.</p>

(2) Summary of the R&D project to be implemented

<p>(i) Summary of the R&amp;D project to be implemented</p>
<p>*Concretely describe the R&amp;D project (basic research, applied research, production of prototype, mass production technology, process of evaluation test, etc.) undertaken after the site has been established.</p>
<p>(ii) Implementation plan</p>
<p>*Describe the development plan including how you achieve the objective and when you make it into a product. Write down in detail regarding the mass production and sales strategy.</p>



(3) Patents and know-how relating to the R&D operations

<p>(i) Patents and know-how, etc.</p>
<p>*Enter specific details of patents and unique technology, know-how, etc., that the group currently possess and plans to use at the new R&amp;D site.</p>
<p>(ii) Advantage the applicant has on undertaking the R&amp;D</p>
<p>*Having those patents and know-how, etc. as (i) above, explain concretely what advantage you have on the R&amp;D project to be implemented, based on technical problems and etc.</p>

## Ripple Effects the Subsidized Project is Expected to Have in Japan

### 1. Ripple effects expected in Japan

\*Based on the descriptions provided in the Uniqueness (Attachment 5) and added value (Attachment 6) sections, enter specific details about the expected economic effects and ripple effects of establishing a Regional Headquarters/R&D site in Japan.

\*Please provide specific examples of the expected ripple effects in association with subsidy project's business plans. (e.g. accumulation of intellectual property in Japan due to the acquisition of new patent, contribution of establishment of said technology to the economy and society, sophistication of Japanese human resources due to training which will take place at the new site, activation of regional economy by procurement from local companies, etc.)

\* If the ripple effects can be shown quantitatively, please do so along with evidence.

\* If ripple effects are expected not only in Japan but overseas, please specify.

Business plans to be carried out at the relevant site	Ripple effects which can be expected

### 2. Partnership plans

\*Describe specific partnership plans of the Regional Headquarters or R&D site with universities, public research institutions or companies. If applicants plan to collaborate with overseas partners, please specify.

\*Describe the status of the partnerships (e.g. signed a memorandum of understanding) and attach documents which will serve as evidence of the certainty of the partnerships.

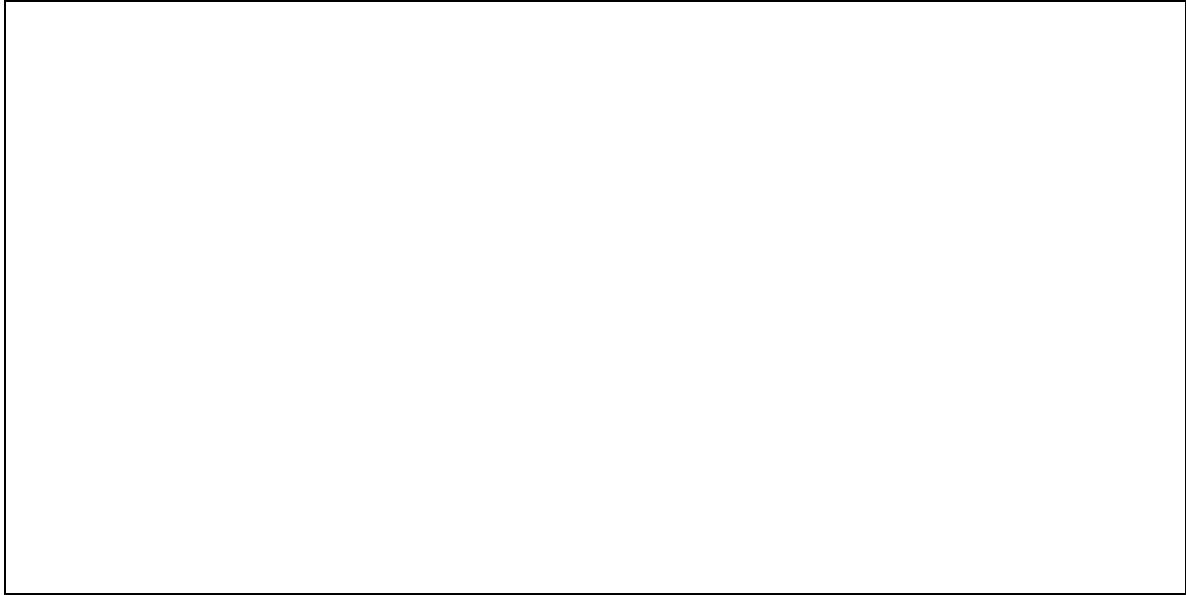
\*If anticipated partners are SMEs, please indicate the names of the companies and related information.

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

### 3. Contribution to recovery from the Great East Japan Earthquake

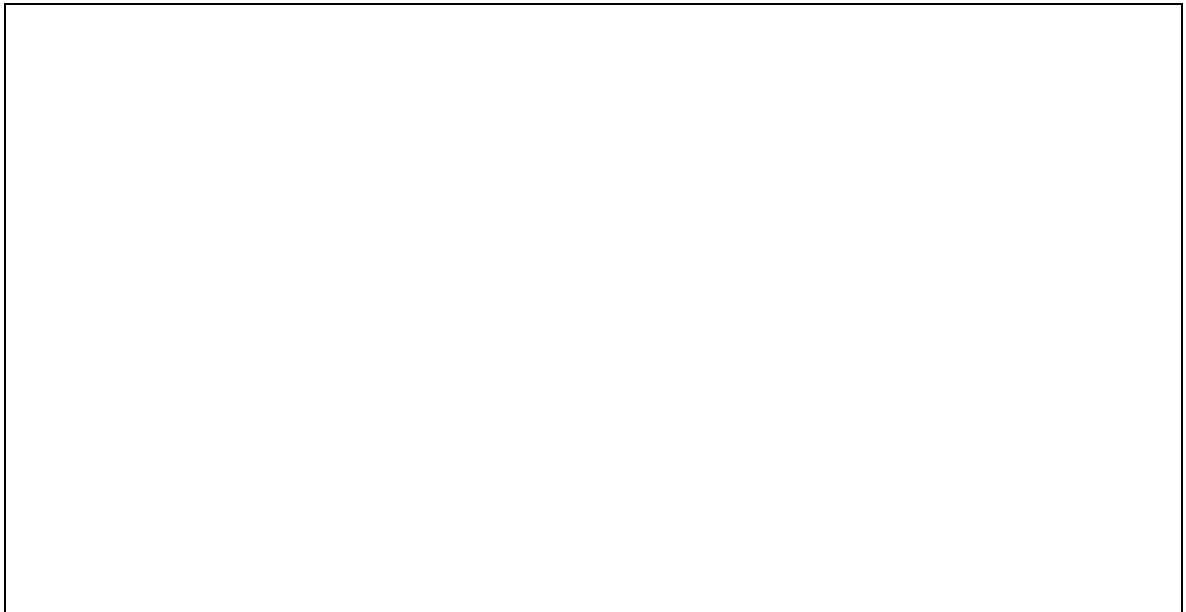
\*Indicate below if the project will have any contribution to the recovery of disaster afflicted areas from the Great East Japan Earthquake (e.g. collaboration with companies located in the afflicted area, location of R&D/Regional Headquarters in the afflicted area).

\*From the ripple effects indicated in 1. and 2. above, summarize the items that will contribute to post-earthquake recovery below.



### 4. Other ripple effects

\*Indicate below any expected ripple effects from business plans (investment, employment, new projects, etc. described in Section 2 of Attachment 3) and efforts other than Regional Headquarters operations or R&D operations carried out at the relevant site. E.G. contribution to the Japanese economy, etc.



## Overseas Locational Competitiveness

### 1. Possibility of locating the sites outside Japan

\*Fill in the items below if you have considered locating outside Japan the site which the applicant plans to establish through this subsidy project.

Country and region	Investment promotion organization	Details of incentives

### 2. Background, contributing factors and reasons for locating the site in Japan

(i) Background for establishing a Regional Headquarters or R&D site
*Describe the background for establishing a Regional Headquarters or R&D site.
(ii) Reasons for Japan becoming the site proposed
*Concretely describe the factors and reasons for Japan becoming the site proposed when considering the location.
(iii) Inferior elements regarding Japan in comparison to other countries. E.G. inferior business environment
*Describe elements of attractive location environment, inferior aspects of Japan such as business environment, regulations etc., if any.

## <Inquiries Regarding Application>

### ○ Application / Contact

The secretariat office	Contact information
<b>Japan External Trade Organization</b>  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 : <a href="mailto:invest-japan@jetro.go.jp">invest-japan@jetro.go.jp</a>  <a href="http://www.jetro.go.jp/en/invest/">http://www.jetro.go.jp/en/invest/</a>

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 accepted. If delivering the documents in person, please visit the General Information Desk of JETRO on the 6<sup>th</sup> floor.

### ○ Other Organization with the Ability to Respond to Inquiries

Organization	Contact information
<b>Ministry of Economy, Trade and Industry</b>  Trade and Investment Facilitation Division, Trade and Economic Cooperation Bureau	1-3-1 Kasumigaseki, Chiyoda-ku, Tokyo, 100-8901 JAPAN  TEL : 03-3501-1511(3181~3186)      FAX : 03-3501-2082  <a href="http://www.meti.go.jp/english/index.html">http://www.meti.go.jp/english/index.html</a>