# Application Forms

# (Form1)

Number 　　　　　　　　　　　 MM, DD, YYYY

Mr. Hiroyuki Ishige

Chairman

Japan External Trade Organization (JETRO)

Candidate’s address:

Candidate’s name:　　(In the case of a corporation, enter the name of the company

and the name and title of the representative) (Seal)

**Application for Fiscal Year 2015 Subsidy Program for Projects Promoting Foreign Direct Investment,**

**Site Location and Regional Development in Japan(Subsidy Program for Global Innovation Centers)**

We wish to apply for the above subsidy as follows:

1. **Outline of the candidate project**
2. Category

\*Check the appropriate box (multiple entries allowed)

 　[ ] 　I. Establishment of global innovation centers

　 　[ ] 　II. Experimental studies

　 　[ ] 　III. Feasibility studies (F/S)

1. Project name
2. **Purpose of the candidate project**
3. **Commencement and completion dates of the candidate project**

\*Enter the the specific date (if scheduled) for the commencement of the project.

\*In principle, the project shall be completed by Friday February 3, 2017. (See P4, IV of Application Guidelines)

Day of the decision to grant a subsidy　-　mm, dd, yyyy

1. **Requirements of the subsidy project**

\*Confirm by checking the boxes below.

[ ] 　The subsidized company must be a company whose parent company, or ultimate parent company, is a corporation founded or organized under the law of a foreign country and currently engaged in active operations.

[ ]  The research related to the candidate project must be connected to regenerative medicine or IoT.

[ ]  The candidate company must have favorable prospects of capital or business collaboration with Japanese companies, universities, public research institutions or other oraganizations.

[ ]  The investment plan submitted for this subsidy program should not have been announced or commenced before the cabinet decision on the FY2015 Supplementary Budget Plan made on December 18, 2015.

　[ ]  Check the left box if there is a supplementary plan added to a prior plan which had already been announced or commenced before the date of cabinet decision, and the supplementary plan has not been announced or commenced.

1. **Location of the candidate project (address)**
2. **Company description (Attachment 1)**
3. Outline of the candidate company for the subsidy
4. Outline of the parent company or the ultimate parent company
5. Organization chart of the capital ties between the candidate company and the parent company or the ultimate parent company
6. Board members list
7. **Contents of the candidate project (Attachment 2)**
8. Contents
9. Implementation structure
10. Implementation plan
11. **Effects of the candidate project (Attachment 3)**
12. Innovativeness
13. High value-added aspects
14. Practical application
15. Capital or business collaboration with Japanese companies and organizations, and promotion of overseas development by Japanese companies
16. Expected ripple effects on local economy (only for projects establishing global innovation centers)
17. Employment of high-level global human resources (only for projects establishing global innovation centers)
18. **Cost of the candidate project (Attachment 4)**
19. Summary chart
20. Breakdown of expenses
21. Methods of defraying costs required for the project
22. Income generated by the project
23. **Other required documents**
24. Company description (brochures)
25. Financial statements (balance sheet and income statement) for the past three years

\*Non-consolidated statements of the company applying for the subsidy. However, if consolidated statements are available, they shall also be submitted.

\*If three years have not passed since establishment of the company, the financial statements of the parent company or the ultimate parent company shall be submitted.

1. Layout plan and floor plan of the facilities (only for projects establishing global innovation centers)
2. Relevant documents detailing the establishment of the global innovation center/experimental studies/feasibility studies (F/S) with a visual explanation like brochures or PowerPoint

# (Attachment 1)

Company Description

1. Outline of the candidate company for the subsidy

|  |  |
| --- | --- |
| Name of the company | 　 |
| Name and titleof the representative | 　 |
| Contact person |  |
| Address, phone numberand e-mail address |  |
| Establishment date |  | Financial year |  |
| Capital | thousand yen | Number of employees | person |
| Name of the largest financial stakeholder, ownership ratioand nationality |  |
| Type of industry/business overview |  |
| Outline of existing Japanese sites (names of sites, their locationsand their functions (note)) | 　 |

Note: For functions, fill in the appropriate functions of the Japanese sites such as “regional head-office,” “manufacturing,” “R&D,” “back office,” “physical distribution,” “finance,” “sales operation,” etc.

1. Outline of the parent company or the ultimate parent company

|  |  |
| --- | --- |
| Name of the company |  |
| Home country/region |  |
| Name of the largest financial stakeholder, ownership ratio and nationality |  |
| Company description |  |
| Number of employees |  |
| Sales |  |

1. Organization chart of the capital ties between the candidate company and the parent company or the ultimate parent company

(Alternatively, an existing document can be attached.)

\*Explain clearly the country of the parent company or the ultimate parent company and all others with capital ties to the candidate company.

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| <Example>　　　　　　　　　　　　　　Candidate company●●●Capital ties: Parent company A: ●% C: ●% Subsidiary B(Country:　　)●●●Capital ties: Parent company A: ●% 100%Ultimate parent company A(Country:　　)●●●Capital ties:Subsidiary C(Country:　　)●●●Capital ties: Parent company A: ●% 100% |

1. Board members list

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Surname | Birthday | Gender | Company | Title |
| YYYY | MM | DD |
| (Example) Hanako | Sato | 1960 | 03 | 04 | M | ABC Corporation | CEO |
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Note: Fill in the name, surname, birthday (year, month and date), sex (“M” for male, “F” for female), company name and title of the board members in English.

# (Attachment 2)

Contents of the Candidate Project

1. Contents
2. Outline of the technologies, products or services related to the candidate project for the subsidy.

\*Concretely describe technologies which are planned to be used for the candidate project.

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1. Technical level of the company candidate for the subsidy regarding the technologies, products or services related to the candidate project.

\*Concretely describe the present level of the technology of the candidate company which is planned to be used in the candidate project. Describe the track record of achievements in research of the candidate company. Also describe the patents, original technology and know-how which the candidate company has obtained and plans to use for the project.

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1. Challenges which the candidate company is tackling

\*Specify technical challenges and problems for the technologies, products or services mentioned above 1) and 2).

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1. Means to solve the challenges

\*Describe the concrete plan of how to solve the challenges and problems you have presented in 3) of the candidate project for the subsidy, including content, means and schedule of actual operations.

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1. Outline of innovation center for the candidate project

\*Only for the projects establishing global innovation centers

\*For 3 and 4 below, fill in the square measures of all centers including R&D sites and accompanying facilities.

1. Will the new R & D center be accompanied by any related facilities like operational site, office site or other site? Tick the appropriate check box:

　[ ] Yes　　[ ] No

1. Types of centers (If you checked Yes in 1, describe the types of accompanying facilities):
2. Square measure of the premises: sqm
3. Square measure of the total floor space: sqm
4. Ownership conditions of the center to be used for the candidate project:
5. (Scheduled) Site acquisition date: mm/dd/yyyy
6. Implementation structure
7. Implementation structure (member list)

\*Fill in the names and roles of the project leader, the head researcher and the responsible person in accounting.

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| --- | --- | --- | --- | --- |
| Department/Division | Title | Name | Role | Record of achievement |
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1. Business partners collaborating on the candidate project and the partners’ roles

\*Fill in the names of Japanese companies, universities, public research institutions and other organizations, their roles of the project and the related record of achievement.

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| Collaborating partners | Role | Record of achievement |
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1. Implementation structure of the candidate project

\*The organization chart should specify how the candidate project will be implemented at the commencement.

\*Please specify each person’s name, title and role within this project.

(Planned organization as of mm/dd/yyyy)

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1. Implementation plan
2. Implementation plan during the candidate project period

\*Fill in the schedule of the candidate project during the period to be subject to the subsidy.

\*In principle, the project shall be completed by Friday, February 3, 2017 (Not only the operations but also all of the related payments shall be completed by the subsidized company).

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| Subject | Apr. | May | Jun. | Jul. | Aug. | Sep. | Oct. | Nov. | Dec. | Jan. | Feb. |
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| ○○ |  |  |  |  |  |  |  |  |  |  |  |
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1. Plan of the candidate project (including the plan after that the candidate project is completed)

\*Fill in all information based on the candidate company'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 in Japan”, 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.

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| --- | --- | --- | --- | --- |
| Fiscal year | Project description | Planned amount of investment in equipment(Unit: million yen) | Planned number of newly hired employees in Japan | Planned number of loaned, transferred and newly employed highly skilled foreign personnel from overseas |
| Previous fiscal year of fiscal year in which the candidate project is expected to be completed(Fiscal year ending MM DD, YYYY) |  |  |  |  |
| Fiscal year in which the candidate project is expected to be completed(Fiscal year ending MM DD, YYYY) |  |  |  |  |
| Fiscal year following the fiscal year in which the candidate project is expected to be completed(Fiscal year ending MM DD, YYYY) |  |  |  |  |
| Fiscal year two years after the fiscal year in which the candidate project is expected to be completed(Fiscal year ending MM DD, YYYY) |  |  |  |  |
| Fiscal year three years after the fiscal year in which the candidate project is expected to be completed (Fiscal year ending MM DD, YYYY) |  |  |  |  |
| Total |  |  |  |

1. Describe in detail any medium- to long-term investment plans after the above period (free description)

\*Describe possible medium- and long-term projects of expansion of site, large investments, or strategies including global development in this candidate project.

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1. Business plan which will not be eligible for the subsidy (free description)

\*Describe in detail any investment/employment plans (including additional investment such as development of production bases, extension of production lines, etc.; planned number of newly hired employees; and new projects) which will not be eligible for the subsidy.

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

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| --- | --- | --- | --- |
| Period | Project description | Planned amount of investment(Unit: million yen) | Planned number of newly hiredemployees |
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# (Attachment 3)

Effects of the Candidate Project

1. Innovativeness
2. Innovativeness of the technologies, products or services related to the candidate project

\* Specify innovativeness of the content of the candidate project such as technology and scheme; for example, “This will be the first \_\_\_\_ in the world/Japan capable of \_\_\_\_”.

\* Specify if there are any conditions or aspects that are unique to the project; for example, in terms of its business category.

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1. The present technical level in Japan regarding the technologies, products or services planned to be used for the candidate project

\*Specify the present level of the technology in Japan which is planned to be used for the candidate project: the level in R&D or the level in practical application in present Japan.

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1. High value-added aspects
2. Ways in which the technologies, products or services related to the candidate project will add high value

\*Based on worldwide and Japanese development trends, as well as social and market needs, concretely describe the advantages of the technology and products to be produced at the site (performance, price, CO2 reduction, improvement in safety, etc.) in comparison with the standard technology or products, and to what industry and field they will contribute when they are put into practice.

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1. Originality of the technologies, products or services related to the candidate project.

\*Regarding the technology planned to be used for the candidate project for the subsidy, explain concretely how the technology is original to the research conducted by the candidate company and does not overlap or is not similar to the research that any other Japanese company has conducted.

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1. Practical application
2. Expected period from when results of the candidate project can be put to practical use

　　　Around \_\_\_\_\_\_\_\_\_ (Month) , \_\_\_\_\_\_\_\_\_\_ (Year)

1. Expected economic ripple effects by practical application

\*Regarding practical application of technology planned to be used for the candidate project for the subsidy, concretely describe under what kind of plan the schedule of practical use in 1) above is to be sought after. Also specify the expected ripple effects brought about in japan by the practical application of the technology in concern.

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1. Capital and business collaboration with Japanese companies and other organizations , and promotion of overseas development by Japanese companies

\*Regarding capital and business collaboration with Japanese companies, universities, public research institutions and other organizations, specify the content and circumstances of the collaboration and expected benefits such as promotion of overseas development by Japanese companies.

\*Attach documents to establish certainty of collaboration, such as documents to indicate the conclusion of a memorandum of understanding on collaboration, if any exist.

\*If your company is collaborating with SMEs, specify this in the box for “Name of the anticipated partner company”.

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| --- | --- | --- | --- |
| Name of the anticipated partner company | Timing for the partnership | Description for the partnership | Benefits of the partnership for the both parties |
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1. Expected ripple effects on local economy

\*Only for the projects establishing global innovation centers.

\*Specify ripple effects of the establishment of the center on the local economy, such as contribution to revitalization of the local economy through procurement from local companies.

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1. Employment of highly skilled foreign personnel

\*Only for the projects establishing global innovation centers

\*Specify the background, expertise and tasks (after establishment of the center) of highly skilled foreign personnel (foreign personnel who are supposed to be highly skilled due to their overseas experience of being business executives or research achievements produced overseas) who are expected to be employed or to be stationed or loaned from overseas to the center. (Attaching a document to describe this matter will be accepted)

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| --- | --- | --- |
| Name | Title | The reason the person can be consideredas highly skilled personnel |
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# (Attachment 4)

Cost of the Candidate Project

1. Summary chart

　　　　 (Unit: yen)

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| --- | --- | --- | --- | --- | --- |
| Project category | Eligible expense category | Expense category | Total costs required for this candidate project (Tax included) | Costs eligible for the subsidy (Tax excluded) | Amount of the subsidy grant requested |
| Establishment of global innovation centers | Operating costs | 1. e.g.) Design
 | 34,668,000 | 32,100,000 | 10,700,000 |
| 1. e.g.) Equipment and 　　machinery
 | 17,496,000 | 16,200,000 | 5,400,000 |
| 1. e.g.)XX costs
 | 3,240 | 3,000 | 1,000 |
| Experimental studies | Operating costs | 1. e.g.) Tests
 | 77,760,000 | 72,000,000 | 48,000,000 |
| 1. e.g.) XX costs
 | 3,240 | 3,000 | 2,000 |
| Feasibility studies(F/S) | Operating costs | 1. e.g.) Business trips
 | 324,000 | 300,000 | 300,000 |
| 1. e.g.) XX costs
 | 3,240 | 3,000 | 3,000 |
| Sub total | 130,257,720 | 120,609,000 | 64,406,000 |
| Others | 80,000,000 |  |  |
| Total | 210,257,720 | 120,609,000 | 64,406,000 |

Note 1: For “Expense category” fill in the expenses, using the categories as are stipulated in “the expense categories by project” within III. of Application Guidelines (p3).

Note 2: For “Total costs required for this candidate project” fill in the total amount of the required costs (by category) for the project including the consumption tax.

Note 3: For “Costs eligible for the subsidy” fill in the amount excluding the amount equivalent to the consumption tax.

Note 4: For “Applied amount of the subsidy grant” discard the calculation result after the decimal point after multiplying “costs eligible for the subsidy” by the “subsidy rate” which corresponds to projects stipulated in III. of Application Guidelines (p3).

1. Breakdown of expenses

\*The breakdown shall be entered for each expense category.

1. Establishment of global innovation centers
2. e.g.) Design

　(Unit: yen)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Details of the costs | Costs required for the candidate project(Tax included) | Costs eligible for the subsidy(Tax excluded) | Amount of the subsidy grant requested | Notes |
| e.g.) Outsourcing for design | 32,400,000 | 30,000,000 | 10,000,000 |  |
| e.g.) Ground survey | 2,268,000 | 2,100,000 | 700,000 |  |
| Total | 34,668,000 | 32,100,000 | 10,700,000 |  |

1. e.g.) Equipment and machinery

 　(Unit: yen)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Details of the costs | Costs required for the candidate project(Tax included) | Costs eligible for the subsidy(Tax excluded) | Amount of the subsidy grant requested | Notes |
| e.g.) Related equipment for XX | 1,296,000 | 1,200,000 | 400,000 |  |
| e.g.) A set of XX system | 16,200,000 | 15,000,000 | 5,000,000 |  |
| Total | 17,496,000 | 16,200,000 | 5,400,000 |  |

1. e.g.) XX costs

(Unit: yen)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Details of the costs | Costs required for the candidate project(Tax included) | Costs eligible for the subsidy(Tax excluded) | Amount of the subsidy grant requested | Notes |
| e.g.) XX costs | 3,240 | 3,000 | 1,000 |  |
| Total | 3,240 | 3,000 | 1,000 |  |

1. Experimental studies
2. e.g.) Tests

(Unit: yen)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Details of the costs | Costs required for the candidate project(Tax included) | Costs eligible for the subsidy(Tax excluded) | Amount of the subsidy grant requested | Notes |
| e.g.) Outsourcing for XX examination | 51,840,000 | 48,000,000 | 32,000,000 |  |
| e.g.) XX examination | 25,920,000 | 24,000,000 | 16,000,000 |  |
| Total | 77,760,000 | 72,000,000 | 48,000,000 |  |

1. e.g.) XX costs

(Unit: yen)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Details of the costs | Costs required for the candidate project(Tax included) | Costs eligible for the subsidy(Tax excluded) | Amount of the subsidy grant requested | Notes |
| e.g.) XX costs | 3,240 | 3,000 | 2,000 |  |
| Total | 3,240 | 3,000 | 2,000 |  |

1. Feasibility studies (F/S)
2. e.g.) Business trips

(Unit: yen)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Details of the costs | Costs required for the candidate project(Tax included) | Costs eligible for the subsidy(Tax excluded) | Amount of the subsidy grant requested | Notes |
| e.g.) Three round Air tickets(Haneda to Fukuoka ) | 162,000 | 150,000 | 150,000 |  |
| e.g.) Accommodation(three night x three times) | 162,000 | 150,000 | 150,000 |  |
| Total | 324,000 | 300,000 | 300,000 |  |

1. e.g.) XX costs

(Unit: yen)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Details of the costs | Costs required for the candidate project(Tax included) | Costs eligible for the subsidy(Tax excluded) | Amount of the subsidy grant requested | Notes |
| e.g.) XX costs | 3,240 | 3,000 | 3,000 |  |
| Total | 3,240 | 3,000 | 3,000 |  |

1. Other

\*Enter the costs that are required for the candidate project but which do not fall under numbers 1) to 3) above (such as land acquisition costs).

　　　　　　　　　　　　　　　　　　　　　　　　 (Unit: yen)

|  |  |  |
| --- | --- | --- |
| Details of the costs | Costs required for the　candidate project (Tax included) | Notes |
| e.g.) Purchasing land | 80,000,000 |  |
| Total | 80,000,000 |  |

1. Methods of defraying costs required for the candidate project

\*Enter the total amount written under “Amount of the subsidy grant requested” on “1. Summary chart,” and if any local government grants or subsidies have been provided, enter information on them by adding the necessary number of extra item rows.

　　　　　　　　　　　　　　　　　　　　　　　　 (Unit: yen)

|  |  |
| --- | --- |
| Item | Amount |
| Own Capital |  |
| Bonds issued or borrowings |  |
| Other |  |
| Subsidy |  |
| Total |  |

1. Income generated by the candidate project

\*If any income will be generated from the project, enter that amount.

\*If no income will be generated, write “Not applicable”.

　　 　　　　　　　　　　　　　　　　　　　　　　　(Unit: yen)

|  |  |
| --- | --- |
| Classification of revenues | Amount |
|  |  |
| Total |  |