

**<FY2015>Subsidy Program for Global Innovation Centers
<Checklist for Documents Submission>**

	Submitted documents	Validation space	Number of copies (Printed documents)	
			Original	Hard copies
1	(Form 1)	<input type="checkbox"/>	1	10
2	(Attachment 1) Company description(+brochures)	<input type="checkbox"/>	1	10
3	(Attachment 2) Contents of the candidate project	<input type="checkbox"/>	1	10
4	(Attachment 3) Effects of the candidate project	<input type="checkbox"/>	1	10
5	(Attachment 4) Cost of the candidate project *Please attach documents that justify incurred costs (price estimates, product catalogs, etc.)	<input type="checkbox"/>	1	10
6	(Free format) Financial statements (Balance Sheet and Income Statement) for the past three years (Non-consolidated statements of the candidate. However, if consolidated statements are available, they shall also be submitted.) *If the company is not yet established in Japan, or three years have not passed since establishment of the company, their ultimate parent company's financial statements shall be submitted.	<input type="checkbox"/>	1	10
7	(Free format) Layout plan and floor plan of the facilities (Only for project to set up centers)	<input type="checkbox"/>	1	10
8	(Free format) Outline documents of establishment of global innovation centers, experimental studies or feasibility studies (F/S) with a visual explanation like brochures or PowerPoint.	<input type="checkbox"/>	1	10
9	One CD-R *All submitted documents listed above must be put on. (one CD-R with "Application forms (Form1, Attachment 1 to 4)" saved in Word format and other documents saved in PDF format)	<input type="checkbox"/>	/	/

- Does the application form have the signature or the seal of your representative?
- Is the Candidate's name equal to the name of the company on the Company Description and to the described business operator on the application form?
- Is the layout plan and the floor plan of the facilities attached? (Only for projects to set up centers)
- Are documents that justify incurred costs (price estimates, product, catalogs, etc.) attached?
- Is the total cost required for this candidate project(tax included) of "1. Summary chart "of the Attachment 4 equal to the total of "3. Methods of defraying costs required for candidate project" on the Cost of the
- Is the amount of the subsidy grant requested of "1. Summary chart" of the Attachment 4 equal to the amount of the subsidy of "3. Methods of defraying costs required for candidate project" on the Cost of the
- Is the decimal point suppressed?
- Are all submitted documents listed above put on the CD-R? Is the name of the candidate printed on the CD-R?
- Is the sequential page number typed in the center of each page of the submission documents?
- Are the submitted documents listed above put together by each set? (One original and ten hard copies)

Please note that the application forms and the attached documents should be prepared carefully; if incomplete, they will not be included in the screening.