

* TERMS & CONDITIONS for JETRO Invitation Program*

Article 1. JETRO Invitation Program

Under the JETRO Invitation program (hereafter “the Program”), which aims to provide foreign firms with business matching opportunities with Japanese small- and medium-sized enterprises (SMEs), JETRO will invite one person (“the Invitee”) per company. The duration of the Program is 3 days from 28/1/2019 to 30/1/2019.

Article 2. Application for the Program

To participate in the Program, the Invitee (one person per company) must complete, sign and return this Terms and Conditions for the JETRO Invitation Program to Japan by 1/2/2019 to their nearest JETRO office.

**JETRO reserves the right to refuse or accept any application at its sole discretion.*

Article 3. Services to be provided by JETRO

JETRO shall provide the following services to the Invitee under the Program:

1. Arrangements for a round-trip business class airline ticket via the most direct route between the closest airport to the Invitee's home and Narita/Haneda International airport.
2. Hotel accommodation for the Invitee in Japan during the period of the Program.
3. Arrangements for Program-related transportation within Japan during the period of the Program.(economy class airline ticket for domestic flight) JETRO will not arrange transportation for personal reasons.
4. Arrangements for an interpreter during the business meetings organized by JETRO. His or her interpreter will not accompany the Invitee's personal businesses.

Article 4. Expenses

1. JETRO shall bear the following expenses for the Invitee:

- a. One round-trip airline ticket as stipulated in Article 3-1 and transportation expenses as stipulated in Article 3-3.
- b. Aviation and airport taxes paid by the Invitee when embarking for/from Japan (to be reimbursed to the Invitee upon presentation to JETRO of receipts for such taxes).
- c. Accommodation charges at the hotel designated by JETRO, as stipulated in Article 3-2.

2. Notwithstanding anything herein to the contrary, JETRO shall not bear the following expenses for the Invitee.

- a. Incidental or personal expenses, including, but not limited to, room service, laundry service, mini bar service, alcoholic drinks, internet charges, telephone calls, facsimile transmittals, massage services, gifts and souvenirs, sports facility (exercise room) and postage charges.
- b. Any transportation and hotel accommodations for non-Program activities, including any additional travel expenses or charges resulting from the following cases:

- Selecting a route other than the JETRO-appointed one (i.e., the most direct)
- The Invitee's stay in Japan exceeds or differs from the duration of the Program.

**The duration of the invitee's extended stay should be shorter than that of the JETRO invitation program. If it exceeds the program duration, the expense of the entire round-trip airline ticket shall be borne by the Invitee or the Invitee's company.)*

- c. Expenses incurred for or by other persons accompanying the Invitee.
- d. Expenses incurred as a result of the Invitee's upgrading his or her airline ticket class.
- e. Expenses incurred as a result of the Invitee's changing flight details (route, date, time, airline and/or passenger name) or cancelling the air ticket for any reasons.
- f. Any land travel expenses within the invitees' home country (e.g. taxi fare, bus or train tickets to the departure airport, fuel or parking expenses)

Article 5. Overseas Travel Insurance

1. JETRO shall obtain and pay for overseas travel insurance (through Tokio Marine & Nichido Fire Insurance Co, Ltd.) for the Invitee, who shall be named beneficiary of such policy (or his/her legal heir). An outline of the coverage, including maximum payout amounts, is given below:

- a. Accidental death and physical impediment resulting from an injury: 50 million JPY
- b. Death resulting from illness: 20 million JPY
- c. Medical and Rescue Expenses: 30 million JPY
- d. Comprehensive Household Liability: 60 million JPY
- e. Baggage and personnel effects: 300,000 JPY
- f. Loss or delay of checked baggage: 100,000 JPY

2. The insurance shall be applicable only for the invitation period (from 28/1/2019 to 30/1/2019). The Invitee is expected to obtain, at his/her own expense, insurance for any periods outside of the invitation dates.

3. JETRO shall not take any responsibility for any cases (i.e., injury, damage and/or cost of the Invitee and/or the third party that fall outside of the coverage area—except those clearly stipulated in the coverage—unforeseeable delays, etc). Moreover, JETRO shall not be held liable, without limitation, for any case that is beyond its reasonable control, such as natural disasters, acts of God, war, labor strikes, etc.

Article 6. Waiver of Liabilities

1. JETRO assumes no responsibility or liability for any injury, damage, expense (unless expressly set forth herein), delay or other irregularity suffered by the Invitee, its representatives or any third party, which may or may not be caused by a willful or negligent act or omission on the part of JETRO. Furthermore, JETRO shall not be responsible or liable for any loss or consequence of a natural calamity, labor dispute, acts of God, war, or other event beyond JETRO's reasonable control.

2. JETRO shall bear no responsibility or liability for any loss or damage incurred by the cases below.

- a. The Invitee cannot enter Japan due to visa issuance delay.
- b. Expectations of the Invitee for the Program (business negotiations, results) are not met.

Article 7. Post-Program Requirements

The Invitee must:

1. Submit airline ticket stubs and applicable receipts (for airport taxes and the like) to JETRO for reimbursement of such expenses.
2. Respond to JETRO's follow-up surveys.

Article 8. Cancellation Policy

In the event that the Invitee becomes unavailable to participate in the Program, the Invitee shall promptly notify JETRO of such unavailability and the reason in writing. Any and all costs incurred by JETRO or its affiliates on behalf of the Invitee in connection with the Invitee's cancellation or withdrawal from the Program shall be borne by the Invitee (who cancelled) or the Invitee's company. Payment of such fees/costs must be made within 30 days from the initial payment request to JETRO Tokyo HQ by overseas remittance.

Article 9. Observance of Japanese Law and the Terms and Conditions

The Invitee is required to observe and abide by Japanese laws as well as these Terms & Conditions. Any disputes related to the Program generally shall be governed by Japanese law and adjudicated in Tokyo District Court.

Article 10. Interpretation and Enforcement of the Terms and Conditions

JETRO shall have full responsibility in the interpretation and enforcement of these Terms and Conditions and reserves the right to make changes or additions, as JETRO deems necessary for the proper conduct of the Program.

I hereby accept JETRO's invitation program in accordance with the "Terms and Conditions" herein as of the date written below:

Company Name: _____

Name*: _____

Title*: _____

Signature: _____

Date (mm/dd/yyyy): _____

** Please print in block letters.*