**FY2018**  **Project “Platform Coordinator for Japanese SMEs”**

**Application Form**

JETRO Düsseldorf

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| **1. Company information**  **(If you apply for this project as an individual, you do not have to fill out 1.)** | | | | |
| a. Company name |  | | | |
| URL | (http://　　　　　　　　　　　　　　　　　　　　　　　　　　　） | | | |
| b. Company address |  | | | |
| c. TEL |  | | | |
| d. FAX |  | | | |
| e. E-MAIL |  | | | |
| f. Business form (AG, GmbH,  etc.) |  | | | |
| g. Main activity of your  company |  | | | |
| h. Name of representative |  | Title | |  |
| **2. Basic information on the main person in charge of this project**  **（If you apply for this project as an individual, please enter your information here）** | | | | |
| a. Title /Name |  | | | |
| b. Address |  | | | |
| c. Languages |  | | | |
| d. Specialty/Related  certificates | Specialty:  Related certificates: | | | |
| e. Business experience　in Germany (projects that you have been engaged in)/your main role at your company |  | | | |
| f. Your professional  career(including educational  background) |  | | | |
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| g. Experience to work with  JETRO |  | | | |
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| h. How to take advantage of  your business experience/  specialty /network with  this project |  | | | |
| **3. Projects which you can offer (Please check service items which you can offer)** | | | | |
| 【Advising Japanese companies/organizations】  Briefing  Advising with E-Mail  Providing follow-up service  【Introducing potential business partners/ Providing business matching service】  Listing up potential business partners  Hearing of listed up companies  Arranging meetings  　Attending the meetings arranged  Listing up local cooperation partners (local authorities, business circles, etc.)  Providing follow-up service  【Strengthening platform activities】  Cooperating with cooperation partners  Making reports  Providing information at seminars and providing consultation service on-site  Giving advice or suggestions to JETRO/METI about internationalization of Japanese SMEs | | | | |
| **4. Place where you can attend the interview with Japanese SMEs**  (Basically all meetings will take place either at JETRO Düsseldorf (Berliner Allee 10, 40212 Düsseldorf) or JETRO Berlin (Friedrichstraße 70, 10117 Berlin). Therefore, priority will be given to those applicants who can provide their services at each office. In principle, JETRO does not pay any travel expenses to the contractor in case the meeting is held in JETRO’s offices (Düsseldorf or Berlin) or at the place where the contractor and JETRO agree by contract (e. g. contractor’s office in Germany). | | | | |
| JETRO Düsseldorf (Berliner Allee 10, 40212 Düsseldorf) and the coordinator’s office specified with **2.b**  JETRO Berlin (Friedrichstraße 70, 10117 Berlin) and the coordinator’s office specified with **2.b**  　Service is available only at coordinator’s office specified with **2.b** | | | | |
| **Please check the applicable items for the following questions** | | | | |
| If there is a company/organization to which you belong, consent of company/organization has been obtained to apply for this project. (If you apply as an individual and belong to a corporation). | | | Yes　No　There is no cooperation or organization the applicant belongs to | |
| Presence of past criminal punishment (including pending dispute) | | | Yes　No | |
| If there is a contract record in this project and other JETRO projects, serious problems, administrative procedures, business reports, etc. have not caused serious problems during the contract period. | | | No( There has been no serious problems, etc. )  Yes (There has been serious problems, etc.) | |
| The personal health status of the applicant or that of the person mainly engaged in this project is good. | | | Yes　No | |
| Applicant him- or herself or a person mainly engaged in business can secure sufficient working hours for this project and can quickly respond to requests from support companies and others. | | | Yes　No | |
| Applicant him- or herself or a person mainly engaged in business can respond to a requested business trip as necessary. | | | Yes　No | |

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| **4. If there are two or more persons planning to engage in business, fill in the basic information of the employee** | |
| a. Title /Name |  |
| b. Address |  |
| c. Languages |  |
| d. Specialty/Related  certificates | Specialty:  Related certificates: |
| e. Business experience　in  Germany (projects that  you have been engaged  in)/your main role at your  company |  |
|
| f. Your professional career  (including educational  background) |  |
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| g. Experience to work with  JETRO |  |
| h. How to take advantage of  your business experience/  specialty /network with  this project |  |

As stated above, I will apply for the local support platform for small and medium enterprises overseas deployment:

Date

Company Name

Title/ Name

Signature

Handling of personal information:

* Personal information obtained through this public offering will be used for selecting outsourcing parties.
* Personal information described in this document will be forwarded to Japan and stored on JETRO 's domestic servers in Japan. At this time, Japan has not received a decision on the adequacy of data protection from the European Commission, but JETRO appropriately manages the applicant's personal data.
* Applicants can request JETRO if it is necessary to access their own personal data, correct incorrect personal data, restrict data processing during the verification of the accuracy of personal data, etc.

【Person responsible for protecting personal information】 Director General of JETRO Düsseldorf TEL: 0211-136020