**Subsidy Grant Regulations (4th call):**
**ASEAN Support Program for GX/DX Human Resource Development**

Enacted 23rd February 2026

**Article 1 (General Rules)**

1. The subsidy for ASEAN Support Program for GX/DX Human Resource Development (hereinafter referred to as the "Subsidy") shall be governed by these Subsidy Grant Regulations (hereinafter referred to as the "Regulations") and the Application Guideline (referring to the one prepared for the respective calls for applications, hereinafter referred to as the "Guideline" including subsequent amendments).
2. The Regulations aim to achieve the "Purpose of Grant" specified in Article 2, by defining the procedures for the Subsidy administered by AEM-METI Economic and Industrial Cooperation Committee Secretariat(hereinafter referred to as the "Secretariat") which has been established at the Bangkok Office of the Association for Overseas Technical Cooperation and Sustainable Partnerships (hereinafter referred to as "AOTS"). AOTS has been delegated the management of AEM-METI Economic and Industrial Cooperation Committee Secretariat by AEM-METI Economic and Industrial Cooperation Committee, to ensure proper and efficient handling of the Subsidy grants. An entity designated by the Secretariat may provide administrative support and carry out specific tasks on its behalf.
3. In general, English shall be the language used for the implementation of the Subsidy.
4. The currency used for the payment and refund of the Subsidy shall be Japanese Yen which will be exchanged to or from local currencies.
5. In the event that any ambiguity arises in the interpretation among the Regulations, the Guideline and other provisions set forth by the Secretariat, the Regulations shall prevail.

**Article 2 (Purpose of Grant)**

The Subsidy is based on the fiscal year 2023 supplementary budget "The Program for Human Resource Development of Future Industry in the Global South" and aims to subsidize part of the participation fees of commercialized and standardized trainings and expenses of trainings for trainers for green transformation ("GX") and digital transformation ("DX"). These trainings are to enhance productivity and reduce greenhouse gas emissions of companies belonging to the Japanese supply chains in the ASEAN region in collaboration with local training institutions. The purpose of the grant is to increase the sustainability and resilience of the Japanese supply chains in the ASEAN region, and to expand the spread of GX/DX-related products and services of Japanese companies.

**Article 3 (Subsidized Projects, Eligible Expenses, Subsidy Rate, and Maximums)**

1. The Secretariat shall examine applications of projects that provide trainings for eligible trainees, satisfying the requirements specified in Attachment 1. Based on the review results of an advisory committee established by the Secretariat (hereinafter referred to as the "Advisory Committee"), the Secretariat will decide the projects to be subsidized (hereinafter referred to as "Subsidized Projects") and certify the trainings (hereinafter referred to as "Certified Trainings"). Within the budgetary limits of the Subsidy, the Secretariat shall provide the Subsidy for participation fees of Certified Training for trainees and expenses of training for trainers listed in Attachment 2

(hereinafter collectively referred to as “Eligible Expenses”), necessary for the implementation of Subsidized Projects.

2. The Eligible Expenses, subsidy rates, maximums, and examples of necessary evidence to get subsidized through the Subsidy are as shown in Attachment 2.
3. Any expenses incurred for Subsidized Projects prior to the notification date through the document from the Secretariat (hereinafter referred to as the “Notification of Certification Decision”) shall not be recognized as Eligible Expenses.

**Article 4 (Application)**

1. The Secretariat shall solicit applications of projects during the open call period as specified in the Guideline.
2. The institutions that meet the requirements specified in Attachment 1 and wish to obtain the Subsidy (hereinafter referred to as ”Applicants”) shall submit the necessary application documents (hereinafter referred to as ”Application Documents”) as specified in the Guideline including Application Form (Form 1), Pledge of Anti-social Forces Dissociation and Counter-Terrorism (Form 2), and Pledge of Personal Information Protection (Form 3), to the Secretariat by the end of the open call period.
3. If Applicants intend to jointly implement trainings, they shall designate a representative who will be responsible for the overall operations and management of Subsidized Projects. The representative shall submit Application Documents.
4. Application Documents shall be submitted to the Secretariat through the method specified in the Guideline.

**Article 5 (Notification of Certification Decision)**

1. In the event that Application Documents are submitted, the Secretariat shall examine the contents of the applications, request specific Applicants to make a presentation, and conduct on-site inspection, if necessary, in collaboration with the Advisory Committee. When Applications are deemed appropriate, the Secretariat shall make decisions of certification and send the Notification of Certification Decision (Form 4) to Applicants. The Applicants who receive the Notification of Certification Decision are hereinafter referred to as “Subsidy Recipients”.
2. The Secretariat may set necessary conditions when making the Notification of Certification Decision.

**Article 6 (Withdrawal of Application)**

If Subsidy Recipients are dissatisfied with the contents of the Notification of Certification Decision or the conditions and wish to withdraw their application, they shall notify the Secretariat using Notification of Withdrawal of Application (Form 5) within ten (10) days from the date of the receipt of the notification.

**Article 7 (Financial Management of Subsidized Projects)**

1. With respect to the cost related to Subsidized Projects, Subsidy Recipients shall prepare an account book and all evidential documents, organize the account(s) for each eligible training, keep each account distinct from other financial records, and always maintain the revenues and expenditures related thereto in a tangible format.

2. Subsidy Recipients shall retain the account book and evidential documents in the preceding paragraph for five (5) years after the end of the Japanese government's financial year (ending on 31st March) during which Subsidized Projects are completed or it is approved to discontinue Subsidized Projects, in order that they can be provided for inspection at any time upon request from the Secretariat or relevant parties.

**Article 8 (Approval of Plan Changes)**

1. Subsidy Recipients shall submit an Application for Approval of Change of Plan (Form 6) to the Secretariat for approval prior to any of the following events:
    (1) In the event that Subsidy Recipients intend to change the content of Subsidized Projects, however, the following minor changes shall be excluded:
        i. Those which do not alter the objective of Subsidized Projects and that are considered to contribute to more efficient achievement of the objective through free ingenuity of Subsidy Recipients; or
        ii. Those that will be made to the details of Subsidized Projects that are unrelated to the objective or efficiency of Subsidized Projects.
    (2) In the event that Subsidy Recipients intend to transfer all or a part of Subsidized Projects to other entity; or
    (3) In the event that Subsidy Recipients intend to suspend or discontinue all or a part of Subsidized Projects.
2. The Secretariat shall review the Application for Approval of Change of Plan submitted by Subsidy Recipients, and if the Secretariat deems the proposed changes to be appropriate in consultation with relevant parties, the Secretariat shall notify Subsidy Recipients of the approval of the application.
3. In the event that the Secretariat grants approvals as outlined in the preceding paragraph, the Secretariat reserves the right to adjust the contents of the Notification of Certification Decision or set conditions thereto as necessary.

**Article 9 (Contracts and Agreements)**

1. In implementing Subsidized Projects, Subsidy Recipients shall, from an economic perspective, conduct competitive bidding to the extent possible when entering into sales contracts, subcontracting agreements, or other contracts excluding contracts with amounts less than one million Japanese Yen or the equivalent in local currencies (hereinafter collectively referred to as "Contracts") and select the lowest bidder among those who have submitted tenders. However, in cases where conducting competitive bidding for Subsidized Projects is difficult or inappropriate, they may be carried out through discretionary contracts.
2. Subsidy Recipients shall submit copies of concluded Contracts to the Secretariat upon request from the Secretariat.
3. Subsidy Recipients, when entering into Contracts, shall take measures to request cooperation from the contracting party of Contracts in conducting necessary investigations for the proper execution of Subsidized Projects.
4. Subsidy Recipients shall not contract with the companies subject to suspension of subsidy grant or nomination by the Ministry of Economy, Trade and Industry of Japan (hereinafter referred to as "Suspended Companies"). However, if it is difficult or inappropriate to carry out Subsidized

Projects without Suspended Companies for operational reasons, Subsidy Recipients may contract with such companies with the approval of the Secretariat.

5. If the Secretariat becomes aware that Subsidy Recipients have engaged in a contract with Suspended Companies, the Secretariat may instruct/request Subsidy Recipients to take necessary measures, and Subsidy Recipients shall comply with the instruction/request.

**Article 10 (Prohibition of Assignment of Claims)**

Subsidy Recipients shall not assign or transfer all or part of the claims which occur pursuant to the certification decisions specified in Article 5, Paragraph 1 to any third parties without obtaining the consent of the Secretariat.

**Article 11 (Incident Report)**

In the event that it is anticipated that Subsidized Projects cannot be completed within the scheduled period of time, or carrying out of Subsidized Projects has become difficult, Subsidy Recipients shall promptly submit an Incident Report (Form 7) to the Secretariat, and comply with its instructions.

**Article 12 (Situation Report)**

Subsidy Recipients shall submit a Situation Report (Form 8) and any other requested report to the Secretariat with respect to the carrying out of and the status of revenue and expenditure of Subsidized Projects, promptly upon request from the Secretariat.

**Article 13 (Result Report)**

1. In the event that Subsidized Projects are completed (including the cases where it is approved to discontinue Subsidized Projects), Subsidy Recipients shall submit a Result Report (Form 9) and Application for Subsidy Grant (Form 10) to the Secretariat within thirty (30) days from the date of completion or discontinuation of Subsidized Projects or by the due date specified in the Guideline, whichever comes earlier.
2. In the event that Subsidy Recipients are unable to provide the Result Report and the Application for Subsidy Grant set forth in Paragraph 1 for unavoidable reasons, the Secretariat may extend the date of the submission.

**Article 14 (Succession of Subsidized Projects)**

In the event that Subsidy Recipients will change due to inheritance, merger, division, etc., the Secretariat may approve the entity that intends to continue implementing Subsidized Projects as the successor to Subsidy Recipients through the submission of an Application for Approval of Succession (Form 11) in advance by the successor.

**Article 15 (Determination of Subsidy Amount)**

1. The amount of the Subsidy shall be calculated in Japanese Yen, based on the table of foreign exchange rate in Attachment 2.
2. For the Subsidy payment, in the event that the Secretariat receives the Result Report, the Secretariat shall examine the report and other documents, conduct on-site inspection as necessary, and if the Secretariat deems that the reported result of Subsidized Projects conforms to the content of the certification decision (or the approved content, if approval was given pursuant to Article 8, Paragraph 2), and the conditions attached thereto, the Secretariat shall determine the amount of the Subsidy to be granted and notify determination of the Subsidy using Notification of Subsidy Amount Decision (Form 12) to Subsidy Recipients.
3. In the event that the amount of the Subsidy to be granted to Subsidy Recipients is determined, if the Subsidy has already been granted the amount of which exceeds the determined amount, the Secretariat shall order the Subsidy Recipients to refund the exceeding amount.
4. The refund of the exceeding amount in the preceding paragraph shall be made within twenty (20) days of the day on which the order is issued. In the event that the refund is not made within the time limit, an arrearage charge shall be imposed for the unpaid amount until the payment is made, calculated at a rate of 10.95% per annum.

**Article 16 (Payment of Subsidy)**

1. The Secretariat and AOTS shall pay the Subsidy to Subsidy Recipients based on the notified amount of the Subsidy pursuant to Article 15. However, if deemed necessary by the Secretariat, the Secretariat and AOTS could make partial interim payments of the Subsidy after Subsidy Recipients submit Application for Subsidy Grant (Form 10) and other supporting documents instructed by the Secretariat.
2. When Subsidy Recipients intend to receive the payment of Subsidy including partial interim payment, Subsidy Recipients shall submit an Invoice for Subsidy (Form 13) to the Secretariat.
3. In the case that fees for currency exchange are incurred for the payment or refund, the burden shall be borne by Subsidy Recipients.
4. If the payment of the Subsidy becomes impossible or delayed due to force majeure events such as natural disasters, political upheavals, civil unrest, infectious diseases, terrorism, etc., or other reasons not attributable to the Secretariat and AOTS. The Secretariat and AOTS shall not be held responsible for any inability or delay in payment of the Subsidy to Subsidy Recipients.

**Article 17 (Cancellation or Amendment of Certification Decision)**

1. If there is an application for suspension or discontinuation of all or part of Subsidized Projects under Article 8, Paragraph 1, item 3, or if any of the following events occur, the Secretariat reserves the right to revoke or alter all or part of the content of certification decision:
    (1) Subsidy Recipients have violated laws or regulations, the Regulations, or dispositions made by or instructions given by the Secretariat based on any law or regulation, or the Regulations;
    (2) Subsidy Recipients have used the Subsidy for purposes other than those outlined for Subsidized Projects;
    (3) Subsidy Recipients have engaged in fraudulent, negligent, or otherwise inappropriate conduct with respect to Subsidized Projects;

(4) A change in circumstances or the like has occurred after the certification decision is made, making it unnecessary to continue all or a part of Subsidized Projects;
(5) It is discovered that Subsidy Recipients meet any of the "Conditions for non-payment of Subsidy" specified in Attachment 1; or
(6) In addition to the cases listed in the preceding items, the Secretariat determines that the Subsidy payment is inappropriate.

2. The provisions of the preceding paragraph shall also apply after the determination of the amount of the Subsidy pursuant to Article 15.
3. Upon revoking or altering the certification decision under Paragraph 1, the Secretariat shall promptly notify Subsidy Recipients.
4. In the event of revocation under Paragraph 1 and if the Subsidy pertaining to the parts subject to the revocation has already been disbursed, the Secretariat shall order Subsidy Recipients to refund all or a part of the disbursed amount of the Subsidy within a specified timeframe.
5. When requesting a refund under Paragraph 4, except in cases specified in Paragraph 1, item 4, the Secretariat shall collect, in addition to the Subsidy amount, a surcharge calculated at a rate of 10.95% per annum for the period from the date of receipt of the Subsidy until the date of refund.

**Article 18 (Allocation of Surcharge)**

1. A surcharge is the penalty amount calculated by multiplying the outstanding refund amount of the disbursed Subsidy by the interest rate of 10.95% per annum, as specified in Article 17, Paragraph 5, for the period from the receipt date of the disbursed amount until the actual date of payment. In case that there is more than one (1) disbursement date, the surcharge will be applied from the most recent disbursement date.
2. In managing surcharges, the Secretariat shall allocate payment(s) made by Subsidy Recipients towards the claimed refund amount until it equals the disbursed Subsidy amount claimed for refund along with the penalty amount(s).

**Article 19 (Calculation of Arrearage Charge)**

1. If Subsidy Recipients are requested to refund the disbursed Subsidy and fail to make the payment by the due date, the Secretariat shall collect an arrearage charge calculated based on the refund amount with an interest rate of 10.95% per annum for the period from the day after the due date until the date of refund. However, in case the claimed amount for refund is settled through multiple payments, the calculation of an arrearage charge will be applied to each payment, based on the outstanding refund amount after each payment and the day after the date of their immediate prior payment.
2. The provisions of Article 18, Paragraph 2 shall apply mutatis mutandis when collecting arrearage charges under the preceding paragraph.

**Article 20 (Effectiveness Analysis of Subsidy)**

Subsidy Recipients and trainees shall cooperate with the Secretariat when being requested for interview(s) or survey(s) which are aimed at analyzing the effectiveness of Subsidized Projects for the Subsidy.

**Article 21 (On-site Inspection, etc.)**

The Secretariat may conduct on-site inspection, etc., when deemed necessary, and Subsidy Recipients are obligated to cooperate fully with such investigations.

**Article 22 (Measures in Case of Insufficient Budget)**

1. If the Secretariat anticipates a potential shortfall in the budget for the Subsidy before the deadline for submission of the Result Report, the Secretariat may suspend the acceptance of the Result Report pending an assessment of the execution status of the Subsidy budget. In such instances, notification shall be provided promptly through channels such as the Secretariat website, etc.
2. If the suspension of Result Report acceptance as stated in the preceding paragraph becomes necessary, the Secretariat shall specify the relevant details separately through channels such as the Secretariat website, etc.

**Article 23 (Information Management and Confidentiality)**

The Secretariat shall properly manage personal information obtained from Applicants, Subsidy Recipients, etc., and the use of this information shall be limited to activities related to the Subsidy and its effectiveness analysis.

**Article 24 (Exclusion of Anti-social Forces, etc.)**

1. The Secretariat shall not provide the Subsidy to entities that fall under the items listed in a Pledge of Anti-social Forces Dissociation and Counterterrorism (Form 2), and Applicants shall agree to this.
2. Applicants shall confirm the items in Form 2 before the application, and submission of the pledge shall be construed as confirmation and consent to abide by this provision.

**Article 25 (Damages)**

1. In the event that Subsidy Recipients violate the Regulations and cause damage to the Secretariat or AOTS, Subsidy Recipients shall be liable to compensate for all damages incurred by the Secretariat or AOTS including not only direct loss or damage but also costs incurred by the Secretariat, or AOTS in response to Subsidy Recipients' violation of the Regulations, such as personnel expenses of employees of the Secretariat or AOTS, or designated third parties, actual expenses, as well as litigation expenses, expenses for lawyers and other experts, and the amount of the Subsidy already paid, but not limited to these.
2. If Subsidy Recipients implement Subsidized Projects based on plans certified by the Secretariat and incur any damages to themselves or third parties as a result, the Secretariat and AOTS shall not be liable for such damages.

**Article 26 (Jurisdiction and Governing Law)**

All disputes arising from or related to the Subsidy shall be exclusively submitted to the jurisdiction upon the Tokyo District Court, and shall be governed by and construed in accordance with the laws of Japan.

**Article 27 (Other Necessary Matters)**

In addition to the provisions stipulated in the Regulations, any other necessary matters regarding the Subsidy grant shall be separately determined by the Secretariat in consultation with relevant parties.

Attachment 1

The Subsidized Projects shall meet all of the following requirements 1 through 5.

1. Actions Eligible for Support
   The Subsidy supports two following actions;
   1) Conduct Certified Trainings to trainees such as employees (hereinafter referred to as “Training for Employees”).
   2) Conduct trainings to persons to become trainers for Certified Trainings (hereinafter referred to as “Training for Trainers”).

2. Eligible Trainings
   Each training shall be classified in one of the following three training categories and meet all eligibility criteria in their respective category to receive support through the Subsidy.

   2.1 Lecture Training for Employees

| | |
|---|---|
| Content | • Include knowledge and skills to accelerate either GX or DX.<br>• Must be commercialized and standardized. |
| Training Period | The total training duration must be at least six hours |
| Training Style | To be conducted fully online, on-site, or in a hybrid format |
| Location | To be conducted in ASEAN countries |
| Other | Must be available to other public clients not eligible for the Subsidy, at the commercial price as the participation fee stated in the Application Documents |

   2.2 OJT Training for Employees

| | |
|---|---|
| Content | • Include knowledge and skills to accelerate either GX or DX.<br>• Must be commercialized and standardized. |
| Training Period | The number of actual training days must be at least seven days, while the entire training period must not exceed six months |
| Training Style | • Not to be conducted fully online<br>• Include On-the-Job Training (hereinafter referred to as “OJT”) or practical training equivalent to OJT |
| Location | To be conducted in ASEAN countries |
| Other | Must be available to other public clients not eligible for the Subsidy, at the commercial price as the participation fee stated in Application Documents |

   2.3 Training for Trainers

| | |
|---|---|
| Content | Include knowledge and skills necessary to conduct Certified Trainings |
| Training Period | The number of actual training days must be equal to or more than seven days. But entire training period must not exceed six months |
| Training Style | • Not to be conducted fully online<br>• Include OJT or practical training equivalent to OJT |
| Location | To be conducted in ASEAN countries |
| Other | Subsidy Recipients must not receive any fee from trainees for Training for trainers |

3. Eligible Trainees
    1) Training for Employees

    There are three types of eligible individuals for Training for Employees as follows:

    I. Employees of companies in ASEAN countries which Japanese companies, as legal entities registered in Japan, hold the shares of 10% or more (hereinafter referred to as "Japanese-affiliated companies")

    II. Employees of non-Japanese affiliated companies(*1) in ASEAN countries with a recommendation letter from Japanese-affiliated companies or Japanese companies, demonstrating a business relationship as part of the production or procurement supply chain at any tier

    III. Individuals who have received a job offer from Japanese-affiliated companies or are participating in an internship at Japanese-affiliated companies

    *1: Companies whose relationship with their recommendation letter issuers is limited to being customers, end-users, distributors, or sales agencies shall not be eligible

    Note: In exceptional cases, the Secretariat may, taking into account specific circumstances, recognize certain companies as Japanese-affiliated companies even if they do not strictly meet the above criteria.

    2) Training for Trainers

    All individual names for Training for Trainers shall be on the list as "Expected Trainees of Training for Trainers" on the Application Documents submitted by Subsidy Recipients, and whose CVs are attached thereto for getting support through the Subsidy.

4. Subsidy Recipients

4.1 Requirements for Eligible Subsidy Recipients

Subsidy Recipients must meet all the following requirements.

| Requirements |
|---|
| 1) Being a legal entity<br>2) Having been collectively authorized by the local authorities to operate their business in respective ASEAN countries<br>3) Possessing necessary personnel and resources to effectively carry out Subsidized Projects<br>4) Having a solid management foundation required for the smooth execution of Subsidized Projects and demonstrating sufficient capability in managing funds and resources |

Furthermore, Subsidy Recipients must not fall under any of the following conditions for non-payment of the Subsidy.

| Conditions for non-payment of the Subsidy |
|---|
| 1) The Secretariat deems it inappropriate to grant the Subsidy to Subsidy Recipients if it is found that Subsidy Recipients fall under any of the following events, considering comprehensively the nature of the acts, the involvement of officers, the duration of the misconduct, and the social impact:<br>a) Receipt or acknowledgment of subsidies, grants, or funds (hereinafter referred to as "subsidies, etc.") through deception or other fraudulent means.<br>b) Use of subsidies, etc., for improper purposes.<br>c) Violation of grant decision of subsidies, etc., conditions attached thereto, or dispositions by the heads of ministries or agencies based on laws or regulations, etc. (excluding those listed in b).<br>d) Violation of laws and regulations, etc. by Subsidy Recipients as an institution or by executives and other employees belonging to Subsidy Recipients |

e) Engaging in dishonest acts in relation to business activities.

2) Subsidy Recipients violate the contents of the Pledge of Anti-social Forces Dissociation and Counterterrorism.
3) In the event that the Secretariat determines that the Subsidy Recipient, as an organization, is under the control or material influence of the military or military personnel in any form.

4.2 Organizations

If Subsidy Recipients consists of several institutions to implement training, it is required to designate a representative and partner organization(s) among Subsidy Recipients. The representative will be responsible for the whole process of Subsidized Projects on behalf of partner organization(s) and will receive the Subsidy. The representative must submit the Application Documents.

5. Obligations for Subsidy Recipients

5.1 Obligations for Subsidy Recipients

In addition to the obligations listed below, Subsidy Recipients must comply with this Application Guideline, the Subsidy Grant Regulations (hereinafter referred to as the "Regulations") and other provisions set forth by the Secretariat. As this information may be updated periodically, Subsidy Recipients must check for the latest updates.

1) Subsidy Recipients must obtain prior approval from the Secretariat if they intend to change plan of Subsidized Projects or if they plan to suspend or discontinue Subsidized Projects after receiving the Notification of Certification Decision.
2) Subsidy Recipients must promptly report their progress upon request by the Secretariat requests.
3) Subsidy Recipients must submit a Result Report within 30 days from the day following the completion of Subsidized Projects or by 31st January 2027, whichever comes earlier.
4) Subsidy Recipients must prepare an account book and all evidential documents, organize the account(s) for each eligible training, keep each account distinct from other financial records, and always maintain the revenues and expenditures related thereto in a tangible format until 31st March 2032.
5) Subsidy Recipients shall acknowledge that the Secretariat may conduct unannounced on-site inspections of Training for Employees and Training for Trainers.
6) Subsidy Recipients have an obligation to protect personal information when collecting information as described in 5.2. below.
7) When obtaining personal information in the Subsidy, Subsidy Recipients must obtain consent for third-party information provision to the Secretariat, AOTS and relevant authorities.
8) Subsidy Recipients must agree to cooperate in interview(s) or survey(s) related to Subsidized Projects and other activities such as presenting project outcomes or achievements.
9) Subsidy Recipients must obtain consent from their business partners (such as subcontractors) involved in Subsidized Projects and trainees because the Secretariat may conduct surveys or on-site inspections with them if necessary.
10) Subsidy Recipients must assume any responsibilities related to the implementation of Trainings for Employees and Training for Trainers, including those delegated to partner organization(s) or subcontractor(s).
11) Subsidy Recipients shall be responsible for complying with the laws of countries where Subsidized Projects are implemented.
12) Subsidy Recipients shall be responsible for verifying both the eligibility and identity of the trainees before conducting Certified Trainings.
13) Subsidy Recipients shall be responsible for certifying completion of the Trainings for Employees and Training for Trainers by eligible trainees based on the evaluation criteria set in the Application Documents and shall submit the necessary evidence based on the requests from the Secretariat.

14) Regarding Training for Employees, Subsidy Recipients shall publish the standard prices of Certified Trainings on their website, brochure or other mediums which Subsidy Recipients officially use for informing trainings.

5.2 Reporting and Cooperation

Based on the obligation shown in 5.1., the Secretariat requests the following items to Subsidy Recipients. Details such as information items, format and submission method will be provided after the Notification of Certification Decision.

5.2.1 Submission of Progress Report

To monitor the implementation of the subsidy budget, training site utilization, and trends in training execution, Subsidy Recipients must regularly report the following information to the Secretariat in a designated manner.

| Type of Training | Report Frequency | Examples of Report Item |
|---|---|---|
| Training for Employees | Weekly | • Number of applicants for Certified Trainings and their personal information such as the name of trainee, company the trainees belong to, etc.<br>• Number of trainees who completed Certified Trainings |
| Training for Trainers | Monthly | • Incurred Eligible Expenses (in local currencies) with necessary evidence<br>• Name of trainees who completed training |

5.2.2 Cooperation with Satisfaction Questionnaire

Subsidy Recipients are required to cooperate in conducting satisfaction questionnaires to trainees for the purpose of effectiveness analysis. The Secretariat will prepare the satisfaction questionnaire online and Subsidy Recipients will assist in its distribution and collection.

5.2.3 Support Arranging Interviews and Surveys to Trainees and Others

As part of effectiveness analysis of the Subsidy, the Secretariat may conduct interviews or surveys with trainees or personnel from HR or management of trainees' companies in a year or later after completion of Certified Trainings. Subsidy Recipients shall support arranging such interviews or surveys. The interviews or surveys are planned to inquire about whether trainees have utilized what they learned in Certified Trainings to launch projects within the company they belong to, achieved concreate and measurable results such as increased productivity or reduced greenhouse gas emissions, or the occupations that trainees have taken up after Certified Trainings.

Attachment 2

1. Eligible Expenses

Eligible Expenses must be essential and justified for implementing Training for Employees and Training for Trainers, with documented evidence to support related expenditures. Each piece of evidence submitted to the Secretariat must be either an original document or a copy, and the details will be explained after Notification of Certification Decision to Subsidy Recipients.

＜Eligible Expenses for Training for Employees＞

Eligible Expenses for Training for Employees are the original participation fee of Certified Trainings shown in the Application Documents for eligible trainees.

After examining the evidence of eligible trainees shown in the following list submitted by Subsidy Recipients, the total Eligible Expenses for Training for Employees will be determined.

| Eligible Trainees | Required Evidence |
|---|---|
| a) Employees of Japanese-affiliated companies | 1) Employee ID card with full name or other documents such as a certification letter proving employment at a Japanese-affiliated company.<br>2) Receipt issued by Subsidy Recipients as proof that the eligible trainees or their companies have paid the portion of the participation fee that remains after deducting the expected subsidy amount.<br>3) Certificate of completion or other documents showing completion of Certified Trainings by eligible trainees |
| b) II. Employees of non-Japanese affiliated companies in ASEAN countries with a recommendation letter from Japanese-affiliated companies or Japanese companies, demonstrating a business relationship as part of the production or procurement supply chain at any tier | 1) Recommendation letter from a Japanese-affiliated company or Japanese companies<br>2) Employee ID card with full name or other documents such as a certification letter proving employment at a non-Japanese affiliated company in ASEAN countries<br>3) Receipt issued by Subsidy Recipients as proof that the eligible trainees or their companies have paid the portion of the participation fee that remains after deducting the expected subsidy amount.<br>4) Certificate of completion or other documents showing completion of Certified Trainings by eligible trainees |
| c) Individuals who have received a job offer from a Japanese-affiliated company or are participating in an internship at a Japanese-affiliated company | 1) Recommendation letter from the Japanese-affiliated company<br>2) Employment offer notice or intern ID card including the full name, or other documents such as a certification letter proving future employment or internship at the Japanese-affiliated company.<br>3) Receipt issued by Subsidy Recipients as proof that the eligible trainees or their companies have paid the portion of the participation fee that remains after deducting the expected subsidy amount.<br>4) Certificate of completion or other documents showing completion of Certified Trainings by eligible trainees |

＜Eligible Expenses for Training for Trainers＞

The following expenses will be recognized as Eligible Expenses upon approval by the Secretariat. For contracts of 1,000,000 Japanese Yen or more, or the equivalent in local currencies, Subsidy Recipients shall, from an economic perspective, conduct competitive bidding to the extent possible, and select the lowest bidder among those who have submitted tenders. However, in cases where conducting competitive bidding for Subsidized Projects is difficult or inappropriate, they may be carried out through discretionary contracts. In that case, a statement of reasons shall be requested.

| Expense | Definition | Remark | Examples of evidence |
|---|---|---|---|
| 1. Personnel expense | • Personnel expense of Subsidy Recipients to operate the training | • Personnel expense will be calculated according to the contract unit price or salary table, and will be paid according to the engaged time.<br>• Temporarily hiring staff and full-time employees of Subsidy Recipients are applicable (including cases where employee of Subsidy Recipients become an instructor)<br>• Evidence (e.g. work record, work diary etc.) that indicates the person's engagement of Training for Trainers is required. | • Employment agreement and salary table/ Contract unit table<br>• Work regulations<br>• Work record<br>• Work diary<br>• Pay slip |
| 2. External Instructor expense | • Cost of hiring professional training expert(s) outside Subsidy Recipients for conducting the training. | • External instructor expense will be paid based on the total number of hours or days of training engaged and unit price. | • Training schedule for engagement<br>• Internal regulation for honoraria and request letter and acceptance letter, or, contract and invoice<br>• Receipt |
| 3. Travel expense | • Cost of transportation usage fare for external instructor, etc. to commute to training site for the training.<br>• Cost of transportation usage fare necessary for employees, etc. to attend the training outside Subsidy Recipients' regular training site. | 1)International transportation fee (airfare)<br>• Basically, the arrival date is the day of or the day before the start of the work, and the departure date is the day of or the day after the end of the work.<br>• The actual cost of round-trip airfare for the shortest route between the nearest airport of the external instructor, etc.'s residence or place of work and the nearest airport of the training site is eligible.<br>• The eligible flight class is standard economy unless specified otherwise by internal regulations of Subsidy Recipients. | • Training schedule for engagement<br>• Internal regulation for travel or invoice<br>• Travel expenses claim<br>• Receipt<br>• E-ticket (for air travel)<br>• Copy of boarding pass (for air travel) |

| Expense | Definition | Remark | Examples of evidence |
|---|---|---|---|
| | | 2)Domestic transportation fee (Intra-area transportation such as airfare, taxi fare, bus fares, etc.)<br>• Basically, the arrival date is the day of or the day before the start of the work, and the departure date is the day of or the day after the end of the work.<br>• The eligible flight class is standard economy class unless otherwise specified in internal regulations, etc. of Subsidy Recipients.<br>• If the published fares are fixed, the published fare table can be substituted for the evidence.<br>• In cases where an invoice or receipt is not issued due to business customs, such as for public train fares, it is not necessary. | • Training schedule for engagement<br>• Internal regulation for travel or invoice<br>• Travel expenses claim<br>• Receipt<br>• E-ticket (for air travel)<br>• Copy of boarding pass (for air travel) |
| | | 3) Other travel fees such as Visa fee, vaccination fees, etc.<br>• Necessary Visa fee and vaccination fee are eligible. | • Training schedule for engagement<br>• Travel expenses claim<br>• Receipt<br>• Copy of Visa |
| 4. Accommodation expense | • Cost of accommodation for external instructor and employees, etc. for the training | • An accommodation expense of up to 15,100 JPY or the equivalent in local currencies per night is for external instructor originating from remote areas within the country or abroad is permissible.<br>• In cases when employees, etc., need to stay overnight outside of their residences for reasons such as being engaged in the implementation of the training in distant locations, an accommodation fee for employees, etc. of up to 15,100 JPY or the equivalent in local currencies per night is allowed.<br>• An accommodation expense is allowed only when actual lodging expense is incurred, such as lodging at a hotel, etc., except for lodging at an acquaintance's home or on an airplane (overnight flight), etc.<br>• An accommodation expense is allowed for lodging only, excluding tips, laundry, and other incidental charges. | • Training schedule for engagement<br>• Travel expenses claim<br>• Internal regulation for accommodation or invoice<br>• Receipt |

| Expense | Definition | Remark | Examples of evidence |
|---|---|---|---|
| 5. Daily allowance | • Cost of daily allowance for external instructor and employees, etc. for the training | • A daily allowance of up to 5,000 JPY or the equivalent in local currencies is allowed.<br>• Only the period of time spent working for the training that does not include other businesses shall be considered as duration eligible for a daily allowance payment. | • Training schedule for engagement<br>• Travel expenses claim<br>• Internal regulation for daily allowance<br>• Receipt |
| 6. Interpreter expense | • Cost of hiring interpreter to interpret content into comprehensible language for trainees | • Interpreter expense will be paid based on the total number of hours or days of training engaged and unit price. | • CV of Interpreter<br>• Training schedule for engagement<br>• Internal regulation for honoraria and request letter and acceptance letter, or, contract and invoice<br>• Receipt |
| 7. Teaching material expense | • Cost of developing, purchasing, or licensing materials for teaching materials used in the training. | 1)Core training implementation materials<br>• Cost of essential teaching materials which can contribute to productivity improvement and decarbonization for conducting the training.<br>• For made-to-order products, purchase order is required | • Invoice<br>• Receipt |
| | | 2)Manuscript and editing fee<br>• Manuscript and editing fee apply to creation of manuscripts newly created for the training which the creator owns the copyright.<br>• Up to 4,000 JPY or the equivalent in local currencies per 4 PowerPoint slides is eligible. | • Pre-edited written manuscripts<br>• Edited written manuscript<br>• Receipt |
| | | 3)Translation fee<br>• Translation fees are for new translations for the training purposes. | • Invoice<br>• Receipt<br>• Pre-translated manuscript<br>• Translated manuscript |
| | | 4)Text printing and binding<br>• The cost of printing and binding textbooks to be distributed for conducting the training, as well as the cost of purchasing binders and other materials are eligible.<br>• In cases where invoices are not issued due to business customs, such as for in-store purchases, they are not necessary. | • Invoice<br>• Receipt<br>• Copy of complete set of textbook materials |

| Expense | Definition | Remark | Examples of evidence |
|---|---|---|---|
| | | 5)Textbook purchase<br>• The number of textbooks purchased is limited to one for each trainee, instructor, interpreter, and Subsidy Recipients.<br>• In cases where invoices are not issued due to business customs, such as for in-store purchases, they are not necessary. | • Invoice<br>• Receipt<br>• Copy of complete set of textbook materials |
| | | 6)Consumables<br>• Consumables are recognized as exercise stationery (imitation paper, sticky notes, etc.) provided for the training are eligible.<br>• In cases where invoices are not issued due to business customs, such as for in-store purchases, they are not necessary. | • Invoice<br>• Receipt |
| 8. Equipment expense | • Cost for purchasing, leasing and renting of training equipment and tools for creating teaching materials and operation for the training | • Cost for tools and measuring equipment etc. used as a means of conducting the training are eligible.<br>• Cost for PCs, projectors, wearable cameras, and photocopiers etc. for the use of the training, and for the preparation of teaching materials are eligible.<br>• Cost for equipment in the training site such as white board, table, desk, chair, etc. are eligible.<br>• Purchase of versatile equipment such as PCs are eligible only when it is economically reasonable, e.g., less expensive than rental. Quotation is required.<br>• For made-to-order products, purchase order is required.<br>• In cases where invoices are not issued due to business customs, such as for in-store purchases, they are not necessary. | • Invoice<br>• Receipt |
| 9. Software expense | • Cost of purchasing or subscribing to software licenses which will be used for the training. | • The cost applies to the usage during the training period only.<br>• Fee of software, application and program license etc. related to the training.<br>• Online resources usage fee such as internet, web conference system, license usage for video call account, cloud storage, VPN, security, etc.<br>• For made-to-order products, purchase order is required | • Invoice<br>• Receipt |

| Expense | Definition | Remark | Examples of evidence |
|---|---|---|---|
| 10. Training site and equipment expense | • Cost of renting the training site and equipment for the training | • The cost applies to the usage during the training period only.<br>• Rental fee for the training site and the equipment such as audio-visual equipment installed at the training site, etc. are eligible. | • Invoice<br>• Receipt |
| 11. Site visit expense | • Transportation, gratuities, and other office expenses for site visit such as factory tours, exercises, and practical training which is far from the training site as a part of the training | • Transportation fee, charter bus fare, and road tolls, etc. are eligible when the place for site visit is far away from the training site.<br>• Expenses such as gratuities and entrance fees paid to recipient of site visit are eligible. | • Internal regulation for travel or Invoice<br>• Travel expenses claim<br>• Receipt |
| 12. Subcontract expense | • Subcontract expense for outsourcing part of the training to a third party such as a partner organization | • Expenses necessary for commissioning or subcontracting to a third party for specialized training that cannot or are not appropriate for direct implementation by Subsidy Recipients are eligible. | • Specification document<br>• Contract<br>• Invoice<br>• Receipt |

2. Ineligible Expenses

＜Ineligible expenses for Training for Employees＞

The following expenses are not eligible for the Subsidy.

- Any expenses for Certified Trainings started prior to the notification date through Notification of Certification Decision.
- Any expenses for Certified Trainings that have not been completed within Subsidized Projects Implementation Period specified in 2.6. Subsidized Projects Implementation Period in the Guideline.
- Any expenses in case that Subsidy Recipients cannot provide the evidence indicated in 1. Eligible Expenses.
- The second and subsequent expenses for the same eligible trainees attending the same Certified Trainings more than once in one year.
- Any taxes and public dues (consumption tax, value added tax, etc.).

＜Ineligible expenses for Training for Trainers＞

The following expenses are not eligible for the Subsidy.

- Any expenses that are not aligned with the objective of Subsidized Projects.
- Any expenses for which the necessary evidence (quotation, invoice, receipt, etc.) cannot be provided.
- Any expenses prior to the notification date through Notification of Certification Decision.
- Any duplication of expense across multiple training menus at the same period.
- Any bank transfer fees.
- Any expenses for entertainment, hospitality, meeting dinner, etc.
- Any purchase, repair, and inspection costs for any vehicles.
- Any purchase costs of used products for which the unit price is unclear, such as used machinery and equipment that is not widely distributed in the used market.
- Any interest paid on loans and late payment charges.

- Any taxes and public dues (consumption tax, value added tax, etc.).
- Any expenses related to the trainee.
- Any guaranteed fees and insurance premium.
- Any expense of purchasing items that are so versatile that they may be used for other purposes and other expenses that are considered inappropriate.
- Any expenses related to the purchase of goods such as machinery, equipment, etc., of 500,000 JPY or more, or the equivalent in local currencies.
- The second and subsequent expenses for the same eligible trainees attending the same training more than once in one year.
- Any expenses that have not been completed within Subsidized Projects Implementation Period specified in 2.6. Subsidized Projects Implementation Period in the Guideline.
- Other than the above items that are deemed inappropriate as Eligible Expenses by the Secretariat.

3. Subsidy Rate, Maximum Amount of the Subsidy per trainee and Total Amount of the Subsidy

The subsidy amount per trainee will be calculated by multiplying Eligible Expenses for each trainee by the subsidy rate determined by the applied type of training. However, the subsidy amount per trainee shall not exceed the respective maximum subsidy amount listed in the table below. Any fraction less than one Japanese Yen shall be rounded down.

| Type of Training | | Subsidy Rate | Maximum Amount of the Subsidy |
|---|---|---|---|
| Training for Employees | Lecture Training | Up to 1/2 | 25,000 JPY/Trainee |
| | OJT Training | Up to 1/2 | 250,000 JPY/Trainee |
| Training for Trainers | | Up to 1/3 | 1,000,000 JPY/Trainee |

For Training for Employees, the total amount of the Subsidy for each Certified Training shall be calculated by multiplying of the following:

1) The subsidy amount per trainee (the participation fee for the Certified Training of an individual trainee) calculated based on the criteria stipulated in the first paragraph
2) The number of eligible trainees of the Certified Training

For Training for Trainers, the total amount of the Subsidy for each training shall be calculated by multiplying of the following:

1) The subsidy amount per trainee (the Eligible Expenses for the training divided by the number of its trainees) calculated based on the criteria stipulated in the first paragraph
2) The number of eligible trainees of the training

4. Exchange Rate

The Subsidy will be paid in Japanese Yen from Japan. The foreign exchange rate used for deciding total amount of the Subsidy in Japanese Yen is set based on the foreign currency conversion rate table of Japan International Cooperation Agency (JICA) as of February 2026 shown in the table below (https://www.jica.go.jp/about/announce/manual/form/consul_g/rate.html). Any amount less than one Japanese Yen shall be rounded down. Any currency exchange fees incurred for payment or refund shall be borne by Subsidy Recipients.

Foreign exchange rate

| No. | Currency Name | Exchange Rate |
|---|---|---|
| 1 | Cambodian Riel | 0.038710 KHR/JPY |
| 2 | Indonesian Rupiah | 0.009130 IDR/JPY |
| 3 | Lao Kip | 0.007160 LAK/JPY |
| 4 | Malaysian Ringgit | 39.015400 MYR/JPY |
| 5 | Myanmar Kyat | 0.041910 MMK/JPY |
| 6 | Philippine Peso | 2.599270 PHP/JPY |
| 7 | Singapore Dollar | 121.188000 SGD/JPY |
| 8 | Thai Baht | 4.908650 THB/JPY |
| 9 | United States Dollar | 153.150000 USD/JPY |
| 10 | Vietnamese Dong | 0.005880 VND/JPY |

Form 1

# Application Form for Financial Support

## of Training for Employees (ToE) and Training for Trainers (ToT) Programs

Date of Application Click or tap to enter a date.

**1. Training Program for Training for Employees**

1.1 Course Title

(1) English: _____

(2) Native: _____

1.2 Training Format: _____

1.3 Applied Training Program's Type: Choose an item.

*(*Please fill in the information in the Attachment 1.)*

1.4 Training for Trainers of this Training Program: ☐ Applied herewith ☐ Not Applied

*(*Please fill in the information in the Attachment 5.)*

**2. Applicant Information**

*(*Please fill in the information as appeared in your organization's business registration certificate. **Please submit the business registration certificate and the applicants' brochure respectively.)*

2.1 *Applicant Educational Institution / Applicant Corporate Name*

(1) English: _____

(2) Native: _____

2.2 Address: _____

2.3 Legal Personality: _____

2.4 Registered Country: _____

2.5 Registration Fund: _____

Foreign Fund: ☐ Yes ☐ No Investor's Group: Choose an item.

Capital: _____ Account for: _____

2.6 Representative

First Name _____ Last Name _____

(with Title)

Position: _____

Email: _____ Tel No: _____

2.7 Project Coordinator / Administrative Coordinator

First Name _____ Last Name _____
(with Title)

Position: _____

Email: _____ Tel No: _____

## 3. Partner Organizations

*(*A partner organization is a company/university/public institute/legal entity that is cooperating in the implementation of this application of training program e.g., providing part of the program, supervising the program, or serving as an instructor in part of the program. The Applicant and the partner organization will be the Subsidy Recipients.)*

☐ **Yes**, our organization collaborates with _____ partner organization(s) to establish this training program. *(Please fill in the details in the Attachment 3.)*

☐ **No**, our organization oversees and administers this training program independently.

## 4. Training for Employees: Course Conduct Detail

4.1 Expected Number of Trainee per Batch: _____ persons (maximum)
*(*Please explain the rationale for the number in the Attachment 1 Item 6.3)*

Expected Number of Batch a Year: _____ batches (maximum)

4.2 Expected Number of Instructors: _____ persons Lecture Language: _____

4.3 Training Site:

| No. | Training Site | Address |
|---|---|---|
| 1 | | |
| 2 | | |
| 3 | | |

4.4 Total Training Duration: _____ days (only actual training days /per batch)

Total Training Hours: _____ hours (only actual training hours /per batch)

*(*Please do not include the time for non-training period such as introduction, opening and closing ceremonies, breaks, etc.)*

## 5. Training for Trainers: Course Conduct Detail

5.1 Expected Number of Trainees: _____ persons

5.2 Expected Number of Batch a Year: _____ batches (maximum)

5.3 Expected Number of Instructors: _____ persons Lecture Language: _____

5.4 Training Site:

| No. | Training Site | Address |
|---|---|---|
| 1 | | |
| 2 | | |
| 3 | | |

5.5 Total Training Duration: _____ days (only actual training days /per batch)

Total Training Hours: _____ hours (only actual training hours / per batch)

*(*Please do not include the time for non-training period such as introduction, opening and closing ceremonies, breaks, etc.)*

## *6.* Training for Employees: Quantitative and Qualitative Training's Benefits

*(*This part should be aligned with Item 4 in the Attachment 1. The KPIs listed below should at least cover one of two major areas including Decarbonization Effects and Productivity Improvement Effects through introducing digital technologies.)*

| No | Key Performance Index | Description |
|---|---|---|
| 1 | Decarbonization Effects: | |
| 2 | Productivity Improvement Effects: | |
| 3 | | |
| 4 | | |
| 5 | | |

## 7. Expected Trainees of Training for Employees (if any)

| No. | Organization / Company | Size | Expected Number of Trainees (persons) | Type | Industry Field |
|---|---|---|---|---|---|
| 1 | | Choose an item. | | Choose an item. | Choose an item. |
| 2 | | Choose an item. | | Choose an item. | Choose an item. |
| 3 | | Choose an item. | | Choose an item. | Choose an item. |
| 4 | | Choose an item. | | Choose an item. | Choose an item. |
| 5 | | Choose an item. | | Choose an item. | Choose an item. |

*(*The provided organizations above might be contacted by the Secretariat for further inquiry of the specified information as filled out.)*

## 8. Expected Trainees of Training for Trainers

*(*Please attach the CVs of following potential trainees.)*

| No. | Trainees | Position | Organization |
|---|---|---|---|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |

## 9. Budgetary / Financial Information

**Enter amounts exclusive of taxes, as taxes are not subsidized.*

9.1 **<u>Training for Employees</u>:** Estimated Financial Support

(1) Estimated Number of Trainees: _____ persons / batch (maximum)

(2) Participation Fee: _____ /person

(3) Total Cost of Conducting the Program: _____/batch

(4) Subsidy Amount per Trainee:

| (Local Currency) |
|---|
| (JPY Currency) |

**Lecture Training: 1/2 of the participation fee (2) but not more than 25,000 JPY/ trainee*
*OJT Training: 1/2 of the participation fee (2) but not more 250,000 JPY/ trainee*
***Please make calculations based on the exchange rates indicated in the Guideline.*
*(If the amount after exchange rate calculation has fractional values, they are rounded down.)*

(5) Expected Total Batches: _____ per year (maximum)

(6) Estimated Total Subsidy Amount per Year:
**(1) x (4) JPY currency x (5)*

| JPY Currency |
|---|
| = |

(7) Estimated Course Conduct Expense by Category per Batch (in Local Currency)

| No. | Expense Category | Calculation Details | Total |
|---|---|---|---|
| 1 | Personel expense | | |
| 2 | External Instructor expense | | |
| 3 | Travel expense | | – |
| | 1) International transportation fee | | |
| | 2) Domestic transportation fee | | |
| | 3) Other travel fee | | |
| 4 | Accommodation expense | | |
| 5 | Daily Allowance | | |
| 6 | Interpreter expense | | |
| 7 | Teaching material expense | | - |
| | 1) Core training implementation materials | | |
| | 2) Manuscript and editing fee | | |
| | 3) Translation fee | | |
| | 4) Text printing and binding | | |
| | 5) Textbook purchase | | |
| | 6) Consumable | | |
| 8 | Equipment expense | | |
| 9 | Software expense | | |
| 10 | Facilities and equipment expense | | |
| 11 | Site visit expense | | |
| 12 | Subcontact expense | | |
| | | Total | - |

9.2 **<u>Training for Trainers</u>:** Estimated Financial Support

(1) Estimated Number of Trainees: _____ persons (maximum)

(2) Total Eligible Expenses for the Training: _____

(3) Subsidy Amount per Trainee:

| |
|---|
| (Local Currency) |
| (JPY Currency) |

**1/3 of the Eligible Expenses per Trainee ((2)÷ (1)) but not more than 1,000,000 JPY/ trainee*
***Please make calculations based on the exchange rates indicated in the Guideline.*
*(If the amount after exchange rate calculation has fractional values, they are rounded down.)*

(4) Estimated Total Subsidy Amount:
**(3) JPY currency x (1)*

| JPY Currency |
| --- |
| = |

(5) Estimated Course Conduct Expense by Category (in Local Currency)

| No. | Expense Category | Calculation Details | Total |
| --- | --- | --- | --- |
| 1 | Personel expense | | |
| 2 | External Instructor expense | | |
| 3 | Travel expense | | – |
| | 1) International transportation fee | | |
| | 2) Domestic transportation fee | | |
| | 3) Other travel fee | | |
| 4 | Accommodation expense | | |
| 5 | Daily Allowance | | |
| 6 | Interpreter expense | | |
| 7 | Teaching material expense | | - |
| | 1) Core training implementation materials | | |
| | 2) Manuscript and editing fee | | |
| | 3) Translation fee | | |
| | 4) Text printing and binding | | |
| | 5) Textbook purchase | | |
| | 6) Consumable | | |
| 8 | Equipment expense | | |
| 9 | Software expense | | |
| 10 | Facilities and equipment expense | | |
| 11 | Site visit expense | | |
| 12 | Subcontact expense | | |
| | | Total | - |

*Items not included in the estimate shall not be regarded as eligible expenses.
*If multiple batches are to be conducted, enter the total expenses of all batches, not the expenses per batch.

## 10. Organizational Structure and Training Experiences as an Institution

10.1 Organization Chart for the Applied Program: *(*Please submit a document separately.)*

10.2 Number of Instructors: _____ persons

10.3 Experience of Conducting Training Programs: _____ years

10.4 Implementation of Training Programs: _____ courses / year

10.5 Experiences in Conducting Training Program(s) with Learning Modules & Methodology Translatable to your Current GX/DX Training Program(s)

☐ **Yes**, our organization has conducted similar training program(s) or those with training concept(s), objective(s) and/or format(s) that are applicable to our applied GX/DX training program(s). *(Please fill in the details in the Attachment 4.)*

☐ **No**, our organization has never conducted any training program(s) with training concept(s), objective(s) or format(s) either similar or applicable to our applied GX/DX training program(s).

## 11. Signature of the Authorized Person / Director of the Applicant

11.1 I hereby certify that the information in this document, including the referenced supporting documents, is accurate and true in every respect.

11.2 I hereby pledge to abide by the provisions of the Subsidy Grant Regulations and the Application Guideline of the ASEAN Support Program for GX/DX Human Resource Development dated February 23rd, 2026, and apply for the subsidy in accordance with the provisions of Article 4, Paragraph 2 of the said regulations.

| **First Name – Last Name** | **Authorized Signature** |
|---|---|
| _____ | |
| Position: _____ | |
| Date: Click or tap to enter a date. | Date: Click or tap to enter a date. |

## 12. Checklist of Documents Required for the Application

*(*Regulations: Subsidy Grant Regulations of the ASEAN Support Program for GX/DX Human Resource Development. **Project summary for both Training for Employees and Training for Trainers may be prepared in Japanese; however, the other documents shall be prepared in English.)*

**12.1 For all applicants, please submit all the following documents.**

- ☐ Project Summary for Training for Employees
- ☐ Business Registration Certificate (*refer to Application Form Item 2. Applicant Information*)
- ☐ Applicants' Company Brochure (*refer to Application Form Item 2. Applicant Information, including brochure(s) of partner organization(s))*
- ☐ CVs of Instructors *(refer to Application Form Attachment 1, Item 5. Instructor Information.)*
- ☐ Financial Statement of the Applicant *(Past three years)*
- ☐ Application Form with Attachment 1-4
- ☐ Organization chart for this program *(refer to Application Form Item 10. Organizational Structure)*
- ☐ Referential & illustrative information such as evidentiary data, charts and diagrams if any
- ☐ Pledge of Personal Information Protection *(refer to Form 3 of the Regulations)*
- ☐ Pledge of Anti-social Forces Dissociation and Counterterrorism *(refer to Form 2 of the Regulations)*

**12.2 For applicants of Training for Trainers, please submit all the following documents.**

- ☐ Project Summary for Training for Trainers
- ☐ CVs of Trainees of Training for Trainers *(refer to Application Form Item 8. Expected Trainees of Training for Trainers)*
- ☐ CVs of Instructors *(refer to Application Form Attachment 5, Item 3. Instructor Information.)*
- ☐ Attachment 5, Training for Trainers Program Curriculum
- ☐ Class Schedule (Curriculum) *(refer to Application Form Attachment 5, Item 5-3. Class Schedule)*

## Attachment 1: Training for Employees (ToE) Program Curriculum

### 1. Course Title

English: _____

Native: _____

Training Program Type: Choose an item.

### 2. Course Description

2-1. Challenge / Background

2-2. Purpose

2-3. Training Techniques and Content that lead to Decarbonization Effects/ Productivity Improvement Effects

*(*Please explain how the program integrates the required technology(s) and expertise(s) industrial customers have to acquire.)*

2-4. International Rules related to GX/DX

*(*Please explain how the training program accommodate any international standards related to GX/DX)*

### 3. Main equipment, Instruments for Training and Technologies for Decarbonization Effects / Productivity Improvement Effects

3-1. Name of Main Equipment / Instruments / Technologies

3-2. Description of Main Equipment / Instruments / Technologies

### 4. Expected Training Outcomes:

4-1. Trainees

4-2. Benefits to Participating Companies

*(*Please explain qualitative and quantitative data showing outcomes related to the program. Please provide study, evidentiary data and results of survey, if any.)*

| |
|---|
| |

## 5. Instructor Information

*(*Please attach the CVs of following instructors responsible for course items in this program.)*

| No. | Instructor | Position | Organization | Responsible Course Item in the Program |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |

## 6. Trainees

6.1 Target Group of this Training Program

| |
|---|
| |

6.2 Qualifications of Trainees

| |
|---|
| |

6.3 Please specify the reason(s) for the program's batch capacity setting and how it leads to the efficiency of the program with the current maximum number at Click or tap here to enter text. persons/batch.

| |
|---|
| |

## 7. Program Schedule

7.1 Total Course Period: _____ days

7.2 Total Training Hours: _____ hours

Hour(s) per Class Period: _____ hours _____ minutes

*(*Please do not include the time for non-training period such as introduction, opening and closing ceremony, break, etc.)*

7.3 Class Schedule:
*(*Please enclose the completed Attachment 2 in the spreadsheet.)*

## 8. Course Material and Facilities

8.1 Teaching and Learning Material

| |
|---|
| |

8.2 Training Sites and Facilities

| |
|---|
| |

## 9. Evaluation Criteria

9.1 Pre-Training Phase (if any):

| No. | Item | Evaluation Criteria |
|---|---|---|
| 1 | | |
| 2 | | |

9.2 During and Post-Training Phase:

(1) Minimum attendance rate: _____ *% of the total lecture time*

(2) Methods of ascertaining educational effectiveness (Completion evaluation)

| No. | Item | Evaluation Criteria |
|---|---|---|
| 1 | | |

| No. | Item | Evaluation Criteria |
|---|---|---|
| 2 | | |
| 3 | | |

9.3 Follow-up Phase (if any):

| No. | Item | Evaluation Criteria |
|---|---|---|
| 1 | | |
| 2 | | |

## Attachment 3: Partner Organization Detail

(Addendum to Application Form Item 3. Partner Organization)

(1) Institution: (English) _____

(Native) _____

Representative: _____

Position: _____

Email: _____ Tel No: _____

- Reason for Collaboration

- Concrete Role on the Training Program

(2) Institution: (English) _____

(Native) _____

Representative: _____

Position: _____

Email: _____ Tel No: _____

- Reason for Collaboration

- Concrete Role on the Training Program

(3) Institution: (English) _____

(Native) _____

Representative: _____

Position: _____

Email: _____ Tel No: _____

- Reason for Collaboration

- Concrete Role on the Training Program

(4) Institution: (Native) _____

(English) _____

Representative: _____

Position: _____

Email: _____ Tel No: _____

- Reason for Collaboration

- Concrete Role on the Training Program

*(*Please add more institutions, using the format above, if there is.)*

## Attachment 4: Experiences in Conducting Similar or Applicable Training Program

(Addendum to the Application Form Item 10. Organizational Structure and Training Experiences as an Institution)

(1) **Program Title** (English) _____

(Native) _____

**Course Description**

**Objectives**

**Partner Organization(s)**

**Training Format** Choose an item. **Year of Implementation** _____
(from year to year)

**Total Completed Batches** _____ **Total Number of Trainees** _____

**Participation Fee** _____

| No. | Major Companies of Trainees | Total Number of Trainees | Type |
|---|---|---|---|
| *1* | | | Choose an item. |
| *2* | | | Choose an item. |
| *3* | | | Choose an item. |

(2) **Program Title** (English) _____

(Native) _____

**Course Description**

**Objectives**

**Partner Organization(s)**

**Training Format** Choose an item. **Year of Implementation** (from year to year) _____

**Total Completed Batches** _____ **Total Number of Trainees** _____

**Participation Fee** _____

| No. | Major Companies of Trainees | Total Number of Trainees | Type |
|---|---|---|---|
| 1 | | | Choose an item. |
| 2 | | | Choose an item. |
| 3 | | | Choose an item. |

(3) **Program Title** (English) _____

(Native) _____

**Course Description**

**Objectives**

**Partner Organization(s)**

**Training Format** Choose an item. **Year of Implementation** (from year to year) _____

**Total Completed Batches** _____ **Total Number of Trainees** _____

**Participation Fee** _____

| No. | Major Companies of Trainees | Total Number of Trainees | Type |
|---|---|---|---|
| 1 | | | Choose an item. |
| 2 | | | Choose an item. |
| 3 | | | Choose an item. |

*(*Please add more related training programs, using the format above, if there is.)*

## Attachment 5: Training for Trainers (ToT) Program Curriculum

### 1. Course Title

English: _____

Native: _____

### 2. Course Description

2.1 Challenge / Background

| |
|---|
| |

2.2 Purpose

| |
|---|
| |

2.3 Training Techniques and Content to train the Trainers for the related ToE Program
*(*Please explain how the program integrates the required technology(s) and expertise(s) trainers have to possess.)*

| |
|---|
| |

### 3. Instructor Information

*(*Please attach the CVs of following instructors responsible for course items in this program.)*

| No. | Instructor | Position | Organization | Responsible Course Item in the Program |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |

### 4. Number of Trainees and Efficiency

Please specify the reason(s) for the program' capacity setting and how it leads to the efficiency of the program with the current maximum number at Click or tap here to enter text. persons.

| |
|---|
| |

### 5. Program Schedule

5.1 Total Course Period : _____ days

5.2 Total Training Hours: _____ hours

Hour(s) per Class Period: _____ hours _____ minutes

*(*Please do not include the time for non-training period such as introduction, opening and closing ceremony, break, etc.)*

5.3 Total Training Batches: _____ batches

5.4 Class Schedule:
*(*Please enclose the class schedule prepared by the applicant (no designated form).)*

## 6. Course Material and Facilities

6.1 Teaching and Learning Material (if any)

| |
|---|
| |

6.2 Training Sites and Facilities (if any)

| |
|---|
| |

## 7. Evaluation Criteria

7.1 Pre-Training Phase (if any):

| No. | Item | Evaluation Criteria |
|---|---|---|
| 1 | | |
| 2 | | |

7.2 During and Post-Training Phase:

(1) Minimum attendance rate: _____ *% of the total lecture time*

(2) Methods of ascertaining educational effectiveness (Completion evaluation)

*(*If there are any in-house criteria for becoming instructors, please specify them quantitatively as much as possible.)*

| No. | Item | Evaluation Criteria |
|---|---|---|
| 1 | | |
| 2 | | |
| 3 | | |

7.3 Follow-up Phase:

*(*Please include the utilization plan of the trainee(s) who have completed this ToT program for a certain subsequent period of time.)*

| No. | Item | Evaluation Criteria |
|---|---|---|
| 1 | | |
| 2 | | |

7.4 Post-Training Retention Measures

☐ I hereby commit that the Applicant shall implement appropriate retention measures for trainees who have completed this Training-for-Trainers (ToT) program, and shall cooperate with the Secretariat to provide information through questionnaire(s), survey(s) and/or others as requested.

Form 2

## Pledge of Anti-social Forces Dissociation and Counter-Terrorism

Pledge Date: Click or tap to enter a date.

Representative Name :
Title :
Company Name :
Address :

To: Chief Representative of AMEICC Secretariat and Representative of AOTS Bangkok Office
representing the Association for Overseas Technical Cooperation and Sustainable Partnerships

Dear Chief Representative of AMEICC Secretariat,

1. We represent and pledge to the Secretariat that we (including the affiliate companies (a company that controls such company, or a company that is controlled by such company, or a company that is under the same control as such company; the same applies hereinafter); the same applies hereinafter) and our officers and employees (its representative, officers, directors, or a person who has a substantive influence on management, and their employees; the same applies hereinafter) do not correspond now, nor will they correspond in the future, to any of the anti-social forces and terrorist groups below:

(1) an organized crime group;
(2) an organized crime group member;
(3) a person for whom 5 years have not passed since ceasing to be an organized crime group member;
(4) an associate member of an organized crime group;
(5) an organized crime group affiliated company;
(6) a corporate racketeer or the like;
(7) a group engaging in criminal activities under the pretext of conducting social campaigns;
(8) a crime group specialized in intellectual crimes;
(9) other person similar to the preceding items.

2. We represent and pledge to the Secretariat that we, our officers and employees do not have now, nor will they have in the future, any relationship with the anti-social forces and terrorist groups in the preceding clause or a person who is closely acquainted with anti-social forces and terrorist groups corresponding to any of the below:

(1) a relationship where its management is controlled by Anti-social Forces;
(2) a relationship where Anti-social Forces are substantively involved in its management;
(3) a relationship where Anti-social Forces are used;
(4) a relationship where funds, etc. are provided or benefits are granted to Anti-social Forces;
(5) other relationships with Anti-social Forces that should be socially condemned.

3. We represent and pledge to the Secretariat that we, our officers and employees will not, nor will they use a third party to, engage in any of the below:

(1) violent acts of demand;
(2) unjust acts of demand exceeding legal responsibility;
(3) acts that use threatening behavior or violence in regards to transactions;
(4) acts of circulating rumors and using fraud or power to damage third parties' credibility or to interfere with third parties;
(5) other acts similar to the preceding items.

4. If it can be reasonably acknowledged that our business connection corresponds to any of clauses 1 to 3, we shall end any transactions and contracts with such business connection.

5. We represent and pledge that if we, our officers and employees receive unreasonable demands or unreasonable interference, such as business interference, from anti-social forces and terrorist groups, we will refuse such demands or interference and will promptly report such fact to the Secretariat and cooperate with the Secretariat's report to the investigating authorities.

6. If the Secretariat determines that there is a likelihood that we will violate any of clauses 1 to 4, we will allow the Secretariat to investigate us and cooperate with such investigation by the Secretariat.

7. If a violation of, or the likelihood of violating, any of clauses 1 to 4 becomes known, we shall immediately report the contents thereof to the Secretariat and immediately take proper remedial measures agreed to by the Secretariat.

8. If a violation of any of the preceding clauses becomes known or if these representations and pledges become known to be false statements, we consent that the Secretariat may revoke or alter all or part of the content of the certification decision or request a refund of the subsidy of ASEAN Support Program for GX/DX Human Resource Development without notice. In such instances, we will not make any claims for compensation of damages or any other demands or claims against the Secretariat, and if any damages arise to the Secretariat, we will compensate any damages as our responsibility.

Signature : _____
Print Name : _____
Title : _____

Form 3

# Pledge of Personal Information Protection

Pledge Date: Click or tap to enter a date.

Representative Name :
Title :
Company Name :
Address :

To: Chief Representative of AMEICC Secretariat and Representative of AOTS Bangkok Office
representing the Association for Overseas Technical Cooperation and Sustainable Partnerships

Dear Chief Representative of AMEICC Secretariat,

We hereby represent and pledge to handle any personal information obtained as follows.

1. Definition

(1.1) In this pledge, personal information means information of applicants that can be used to identify specific individuals through the location, area, name, or other description contained in the information (including information that can be easily cross-checked with other information and thereby used to identify specific individuals).

(1.2) In this pledge, the "Individual" means the specific applicant identified by the Personal Information.

2. Compliance with laws and regulations

(2.1) We represent and pledge to the Secretariat that we will comply with all applicable laws and regulations (such as the Japanese Act on the Protection of Personal Information) and respect the right to privacy in handling the personal information provided by the individual.

(2.2) We represent and pledge to comply with the Personal Information Protection laws and regulations enforced in the country of conduct.

(2.3) We represent and pledge that the personal information, if any, provided by us to the Secretariat has not been obtained or handled in an unauthorized manner.

3. Maintenance of discipline

(3.1) We shall take all possible measures to educate and instruct our staff (employees) engaged in the handling of personal information, assume responsibility for maintaining order, discipline and public morals, provide necessary and appropriate supervision of such staff (employees), and strive to ensure the orderly processing of business.

4. Obligation to protect personal information

(4.1) We shall not handle personal information provided by the individual beyond the scope necessary to achieve the purpose of use, except as permitted by applicable laws and regulations.

(4.2) With regard to the handling of personal information provided by the individual, we will not leak such information to any third parties or use it for any purpose other than that for which it was provided, except as permitted under applicable laws and regulations. Furthermore, we will not process, use, copy, or reproduce personal information except as permitted by applicable laws and regulations. We will take all possible measures to prevent the loss, damage, or leakage of personal information at each stage of its transportation, storage, and processing.

(4.3) If the Secretariat requests us to disclose, correct, stop using, or delete personal information, we will comply with the request, except in cases of exceptions under the related applicable laws and regulations. If we do not respond to the request due to an exception under applicable laws and regulations, we will explain the reason to the Secretariat.

5. Confirmation of the personal information handling status

(5.1) We will report on the status of the handling of personal information related to these representations and pledges upon request from the Secretariat.

(5.2) The Secretariat may, upon prior notice, if necessary, enter the office of us to inspect and control the handling of personal information related to these representations and pledges. We will cooperate with the inspection.

6. Accident Handling

(6.1) In the event of an accident such as leakage of personal information, we shall immediately take appropriate measures, report the incident to the Secretariat and receive necessary instructions.

(6.2) In the event of a lawsuit or dispute between the individual and us in accordance with the preceding paragraph, we shall bear all costs, including compensation for damages. However, if the Secretariat is responsible for the leakage, we shall bear the costs in proportion to our share of the responsibility for the leakage.7. Compensation for damages

(6.3) If, related to the subsidy of ASEAN Support Program for GX/DX Human Resource Development, any damage is caused to the Secretariat for reasons attributable to us, we shall compensate the Secretariat for such damage.

Signature : _____

Print Name : _____

Title : _____

Form 4

**Notification of Certification Decision of the Subsidy for**
**"ASEAN Support Program for GX/DX Human Resource Development"**

Notification Date: Click or tap to enter a date.
Subsidy Certification Number:

To: (Company Name)
Representative Name :
Title :
Company Name :
Address :

Dear (Representative Name),

Following the provisions of Article 5, Paragraph 1 of the Subsidy Grant Regulations for ASEAN Support Program for GX/DX Human Resource Development (hereinafter referred to as the "Regulations"), the Secretariat has decided to certify the application submitted on ( day / month / year ) for the subsidy for ASEAN Support Program for GX/DX Human Resource Development (hereinafter referred to as the "Subsidy") .

Please note that if it becomes apparent that you fall under any conditions for non-payment of the Subsidy in Attachment 1 of the Regulations, or any of the events described in Article 17, Paragraph 1 of the Regulation occurs, the secretariat reserves the right to revoke all or part of the certification decision made under Article 5, Paragraph 1 of the Regulations. In case any Subsidy has already been paid, the Secretariat will require the refund of all or part of such Subsidy, along with the collection of the surcharge stipulated in Article 17, Paragraph 5 of the Regulations and if necessary, arrearage charge stipulated in Article 19 of the Regulations.

1. The content subject to the Subsidy shall be as stated in the application form and attached documents for ASEAN Support Program for GX/DX Human Resource Development, submitted on ( day / month / year ) (hereinafter referred to as the "Application Documents").

2. The details of the certification are as follows;
   (1) Training for Employees

| | |
|---|---|
| Course Title | |
| Training Program Type | Choose an item. |
| Maximum Estimated Number of Trainees per Batch | Persons / Batch |
| Maximum Expected Total Batches | Batches |
| Participation Fee per person | JPY / Person |
| Subsidy Amount per person | JPY / Person |
| Maximum Estimated Total Subsidy Amount | JPY |

(2) Training for Trainers

| | |
|---|---|
| Eligible Expenses per Person | JPY / Person |
| Subsidy Amount per Person | JPY / Person |
| Estimated Number of Trainees | Persons |
| Maximum Estimated Total Subsidy Amount | JPY |

*In the event of any changes to the content of the application, the eligible participation fee of Certified Trainings or expenses of the training for trainers, and the requested subsidy amount shall be notified separately, based on Article 8 of the Regulations.

3. The total amount(s) of the Subsidy of Training for Employees and Training for Trainers shall be decided based on the information and calculation method in the Attachment 2 of the Regulations and each amount will not exceed their maximum estimated total subsidy amount indicated in Form 4 Item 2.

4. You, the Subsidy Recipient, must comply with the laws applicable to the implementation of the subsidized project, as well as the provisions of the Subsidy Grant Regulations and the Application Guideline for ASEAN Support Program for GX/DX Human Resource Development.

5. Taxes such as Value Added Tax are not included in Eligible Expenses.

_____

Masayoshi TAMURA
Chief Representative of AMEICC Secretariat and Representative of AOTS Bangkok Office
The Association for Overseas Technical Cooperation and Sustainable Partnerships

Form 5

**Notification of Withdrawal of Application of the Subsidy for**
**"ASEAN Support Program for GX/DX Human Resource Development"**

Notification Date: Click or tap to enter a date.

Representative Name :
Title :
Company Name :
Address :

To: Chief Representative of AMEICC Secretariat and Representative of AOTS Bangkok Office
representing the Association for Overseas Technical Cooperation and Sustainable Partnerships

Dear Chief Representative of AMEICC Secretariat,

Regarding the Notification of Certification Decision, dated as of (day / month / year), we hereby withdraw the application for the ASEAN Support Program for GX/DX Human Resource Development in accordance with Article 6 of the Subsidy Grant Regulations.

1. Subsidy Certification Number
2. Reason for the Withdrawal of the Application
3. Detail of the Certification
   (1) Training for Employees

| | |
|---|---|
| Course Title | |
| Training Program Type | Choose an item. |
| Maximum Estimated Number of Trainees per Batch | Persons / Batch |
| Maximum Expected Total Batches | Batches |
| Participation Fee per person | JPY / Person |
| Subsidy Amount per person | JPY / Person |
| Maximum Estimated Total Subsidy Amount | JPY |

   (2) Training for Trainers

| | |
|---|---|
| Eligible Expenses per Person | JPY / Person |
| Subsidy Amount per Person | JPY / Person |
| Estimated Number of Trainees | Persons |
| Maximum Estimated Total Subsidy Amount | JPY |

Signature : _____
Print Name : _____
Title : _____

Form 6

**Application for Approval for Change of Plan of the Subsidy for**
**"ASEAN Support Program for GX/DX Human Resource Development"**

Application Date: Click or tap to enter a date.

Representative Name :
Title :
Company Name :
Address :

To: Chief Representative of AMEICC Secretariat and Representative of AOTS Bangkok Office
representing the Association for Overseas Technical Cooperation and Sustainable Partnerships

Dear Chief Representative of AMEICC Secretariat,

We hereby submit the application for approval for change of plan, in accordance with Article 8 of the Subsidy Grant Regulations for ASEAN Support Program for GX/DX Human Resource Development, including details as follows.

<table>
<tr><td colspan="3">(1) Subsidy Certification Number</td></tr>
<tr><td colspan="3"></td></tr>
<tr><td colspan="3">(2) Details of the Change</td></tr>
<tr><td colspan="3"></td></tr>
<tr><td colspan="3">(3) Financial Impact *if any</td></tr>
<tr><td rowspan="2">Estimated Amount of the subsidy</td><td>Before the Change</td><td>After the Change</td></tr>
<tr><td>JPY</td><td>JPY</td></tr>
<tr><td rowspan="2">Calculation Basis</td><td>Before the Change</td><td>After the Change</td></tr>
<tr><td>Please explain what figures have influenced the estimated amount of subsidy.</td><td></td></tr>
<tr><td colspan="3">(4) Measures after Suspension or Discontinuation (in case of suspension or discontinuation)</td></tr>
<tr><td colspan="3"></td></tr>
</table>

*Please create an additional sheet or submit supplementary documents if necessary

Signature : _____
Print Name : _____
Title : _____

Form 7

**Incident Report of the Subsidy for**
**"ASEAN Support Program for GX/DX Human Resource Development"**

Reporting Date: Click or tap to enter a date.

Representative Name :
Title :
Company Name :
Address :

To: Chief Representative of AMEICC Secretariat and Representative of AOTS Bangkok Office
representing the Association for Overseas Technical Cooperation and Sustainable Partnerships

Dear Chief Representative of AMEICC Secretariat,

According to Article 11 of the Subsidy Grant Regulations for ASEAN Support Program for GX/DX Human Resource Development, we hereby report the following regarding the incident related to the subsidized project:

1. Subsidy Certification Number
2. Cause and Details of the Incident
3. Cost related to the Incident
4. Measures taken in Response to the Incident
5. Revised Schedule for the Implementation and Completion of the Subsidized Project

Signature : _____
Print Name : _____
Title : _____

Form 8

**Situation Report of the Subsidy for**
**"ASEAN Support Program for GX/DX Human Resource Development"**

Application Date: Click or tap to enter a date.

Representative Name :
Title :
Company Name :
Address :

To: Chief Representative of AMEICC Secretariat and Representative of AOTS Bangkok Office
representing the Association for Overseas Technical Cooperation and Sustainable Partnerships

Dear Chief Representative of AMEICC Secretariat,

According to Article 12 of the Subsidy Grant Regulations for ASEAN Support Program for GX/DX Human Resource Development, we hereby report the situation as follows:

1. Subsidy Certification Number
2. Status of the Implementation of the Subsidized Project
3. Overview of Revenues and Expenditures of the Subsidized Project

Signature : _____
Print Name : _____
Title : _____

Form 9

**Result Report of the Subsidy for**
**"ASEAN Support Program for GX/DX Human Resource Development"**

Report Date: Click or tap to enter a date.

Representative Name :
Title :
Company Name :
Address :

To: Chief Representative of AMEICC Secretariat and Representative of AOTS Bangkok Office
representing the Association for Overseas Technical Cooperation and Sustainable Partnerships

1. Subsidy Certification Number

2. Course Title

3. Outcomes of the Subsidized Project

*Describe the outcomes of the Subsidized Project in 5 to 10 pages.
*Include details such as what was achieved and what was not along with the reasons, and any points of ingenuity.
*Use diagrams, tables, other graphical format and photos as needed to show the details and support the explanation.

(1) Summary of the Result Report: Objectives, background, results and considerations, future activities

(2) Contents of the Subsidized Project
   1) Training type
   2) Background
   3) Purpose
   4) Contents of the training
   5) Target trainees
   6) Expected training benefits

(3) Details of the results of the Subsidized Project
   1) Result of **Training for Employees** implementation
      a. Planned and actual figures

| Batch No. | Number of participating trainees | | Number of trainees who completed | Start date | | End date | |
|---|---|---|---|---|---|---|---|
| | Planned | Actual | Actual | Planned | Actual | Planned | Actual |
| 1 | | | | | | | |
| 2 | | | | | | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 3 | | | | | | | |
| 4 | | | | | | | |
| Total | | | | | | | |

| | Planned | Actual |
|---|---|---|
| Participation fee (JPY) | | |
| Subsidy amount per trainee (JPY) | | |
| Expected total subsidy amount (JPY) | | |

b. Gap analysis between planned and actual results
- *Please describe the gap between the plan and the actual outcomes including the reasons for these discrepancies, and the measures taken to minimize the gap if any.*

c. Details of the Implemented Training for Employees
- *Please describe the details of the implemented training, including contents of training program, teaching materials, participant characteristics (such as their job title and industry of their company), instructors, facilities, etc.*
- *If there are differences in instructors, training facilities, etc. from different batches, these variations should also be mentioned.*

d. Results and Considerations
- *Please describe the outcomes of the training, including the knowledge and skills which the employees from participating companies acquired, as well as examples of actual productivity improvement and decarbonization efforts made by these employees upon returning to their companies.*
- *Please provide assessment and analysis of issues encountered during the implementation of the training, and requiring improvements for its future implementation in aspects of its contents, instructors, facilities, etc.*
- *Please outline plans for the next fiscal year under the Subsidy, including the plans for Training for Employees (Lecture/OJT) and potential expansion to countries not covered by the current Subsidized Project*

2) Result of **Training for Trainers** implementation (if applicable)

a. Planned and actual figures

| Batch No. | Number of participating trainees | | Number of trainees who completed | Start date | | End date | |
|---|---|---|---|---|---|---|---|
| | Planned | Actual | Actual | Planned | Actual | Planned | Actual |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| Total | | | | | | | |

| | Planned | Actual |
|---|---|---|
| Name of participating trainees | 1. *** <br> 2. *** | 1. *** <br> 2. *** |
| Name of trainees who completed | 1. *** <br> 2. *** | 1. *** <br> 2. *** |
| Total Eligible Expenses (JPY) | | |

| | | |
|---|---|---|
| Subsidy amount per person (JPY) | | |
| Expected total subsidy amount (JPY) | | |

b. Breakdown of Eligible Expenses
*Refer to the appendix table*

c. Gap analysis between planned and actual results
- *Please describe the gap between the plan and the actual outcomes including the reasons for the discrepancies, and the measures taken to minimize the gap if any.*

d. Detailed implemented Training for Trainers
- *Please describe the details of the implemented training, including contents of training program, teaching materials, participant characteristics (such as their job title and industry of their company), instructors, facilities, etc.*

e. Results and Considerations
- *Please describe the results of the training, including the knowledge and skills which the participating trainers acquired, as well as their performance in case they were engaged as instructors after the training.*
- *Please provide assessment and analysis of issues encountered during the implementation of the training, and requiring improvements for its future implementation in aspects of its contents, instructors, facilities, etc.*
- *Please outline your plans for the next fiscal year, including the plans for utilizing the instructors trained from this Training for Trainers in the following fiscal year's Training for Employees, and the plans for Training for Trainers for the next fiscal year.*

Signature : _____
Print Name : _____
Title : _____

Form 10

**Application for Subsidy Grant of the Subsidy for**
**"ASEAN Support Program for GX/DX Human Resource Development"**

Application Date: Click or tap to enter a date.

Representative Name :
Title :
Company Name :
Address :

To: Chief Representative of AMEICC Secretariat and Representative of AOTS Bangkok Office
representing the Association for Overseas Technical Cooperation and Sustainable Partnerships

Dear Chief Representative of AMEICC Secretariat,

We hereby submit the application for the subsidy grant, in accordance with Article 13 of the Subsidy Grant Regulations for ASEAN Support Program for GX/DX Human Resource Development, including details as follows.

1. Subsidy Certification Number :
2. [Training for Employees] Total Subsidy Amount : JPY
3. [Training for Trainers] Total Subsidy Amount : JPY
4. Subsidy Amount Already Claimed : JPY
5. Subsidy Amount Unclaimed : JPY
6. Summary of the Subsidized Project
   *Please fill in one or both of the tables below according to the type of training.
   *Please add lines as needed.

a) Training for Employees

| Training Batch No. | Participation Fee per Person (JPY) | Subsidy Amount per Person (JPY / Person) | Number of Eligible Trainees (Persons) | Subtotal of Subsidy Amount (JPY) |
|---|---|---|---|---|
| | A | B = A/2 or 25,000 (Lecture) / 250,000 (OJT), whichever is lower | C | D = B x C |
| | | | | |
| | | | | |
| | | | | |
| | | | Total | |

b) Training for Trainers

| | | Planned | Actual |
|---|---|---|---|
| Number of Trainees | E | | |
| Total Eligible Expenses (JPY) | F | | |
| Eligible Expenses per person (JPY / Person) | G = F/E | | |
| Subsidy Amount per person (JPY / Person) | H = G/3 or 1,000,000, whichever is lower | | |
| Total Subsidy Amount (JPY) | I = H x E | | |

7. Reason for Interim Payment (only in case of interim payment):

| |
|---|
| |

Signature : _____

Print Name : _____

Title : _____

Form 11

**Application for Approval of Succession of the Subsidy for**
**"ASEAN Support Program for GX/DX Human Resource Development"**

Application Date: Click or tap to enter a date.

Applicant (the Successor)
Representative Name :
Title :
Company Name :
Address :

To: Chief Representative of AMEICC Secretariat and Representative of AOTS Bangkok Office
representing the Association for Overseas Technical Cooperation and Sustainable Partnerships

Dear Chief Representative of AMEICC Secretariat,

Regarding the Notification of Certification Decision, dated as of (day/month/year), we apply as follows, in order to succeed in the rights and obligations as the Subsidy Recipient of certified training and continue its implementation, in accordance with Article 14 of the Subsidy Grant Regulations for ASEAN Support Program for GX/DX Human Resource Development.

1. Subsidy Certification Number
2. Name of the Current Subsidy Recipient
3. Name of the Successor
4. Reason for Succession
5. Detail of the Certification in the Notification of Certification Decision
   *In the case that the Application for Approval of Change of Plan is approved by the secretariat, please reflect the approved contents.

(1) Training for Employees

| | |
|---|---|
| Course Title | |
| Training Program Type | Choose an item. |
| Maximum Estimated Number of Trainees per Batch | Persons / Batch |
| Maximum Expected Total Batches | Batches |
| Participation Fee per person | JPY / Person |
| Subsidy Amount per person | JPY / Person |
| Maximum Estimated Total Subsidy Amount | JPY |

(2) Training for Trainers

| | |
|---|---|
| Eligible Expenses per Person | JPY / Person |
| Subsidy Amount per Person | JPY / Person |
| Estimated Number of Trainees | Persons |
| Maximum Estimated Total Subsidy Amount | JPY |

6. Subsidy Amount Already Claimed (if any)

Signature : _____
Print Name : _____
Title : _____

Form 12

**Notification of Subsidy Amount Decision of the Subsidy for**
**"ASEAN Support Program for GX/DX Human Resource Development"**

Notification Date: Click or tap to enter a date.

To: (Company Name)
Representative Name :
Title :
Company Name :
Address :

Dear (Representative Name),

Following the provisions of Article 15 of the Subsidy Grant Regulations for ASEAN Support Program for GX/DX Human Resource Development (hereinafter referred to as the "Regulations"), the secretariat has decided to grant the subsidy in the amount stated below.

1. Subsidy Certification Number :
2. [Training for Employees] Total Subsidy Amount : JPY
3. [Training for Trainers] Total Subsidy Amount : JPY
4. Subsidy Amount Already Claimed : JPY
5. Subsidy Amount Unclaimed* : JPY

* "Subsidy Amount Unclaimed" is the amount you can apply using Invoice for Subsidy (Form 13) in the Regulations.

_____

Masayoshi TAMURA
Chief Representative of AMEICC Secretariat and Representative of AOTS Bangkok Office
The Association for Overseas Technical Cooperation and Sustainable Partnerships

Form 13

**Invoice for Subsidy for**
**"ASEAN Support Program for GX/DX Human Resource Development"**

Invoice Date: Click or tap to enter a date.

Representative Name :
Title :
Company Name :
Address :

To: Chief Representative of AMEICC Secretariat and Representative of AOTS Bangkok Office
representing the Association for Overseas Technical Cooperation and Sustainable Partnerships

Dear Chief Representative of AMEICC Secretariat,

We hereby submit the request for payment of subsidy for the ASEAN Support Program for GX/DX Human Resource Development, including details as follows.

| **(1) Amount of Claim for Payment (in Japanese Yen)** | |
|---|---|
| **JPY** | |
| **(2) Remittance Destination** | |
| **Bank Name** | |
| **Bank Branch Name** | |
| **Bank Branch Adress** | |
| **Account No.** | |
| **Account Type** | Choose an item. |
| **Account Holder's Name** | |
| **Account Holder's Adress** | |
| **SWIFT/BIC Code** | |

* To verify the account holder, please attach a copy of the page of your bank book page showing the account holder's name.
* If an intermediary bank is required, the information of the intermediary bank shall be provided in writing.

Signature : _____
Print Name : _____
Title : _____