Majlis Peguam
Bar Council Malaysia

Tel : 03-2031 3003 (Hunting Line)
Fax : 03-20342825, 20261313, 20725818
E-mail : council@malaysianbar.org.my
Website : http://www.malaysianbar.org.my

Bar Council Malaysia
No. 13, 15 & 17, Leboh Pasar Besar
50050 Kuala Lumpur
Peti Surat 12478
50780 Kuala Lumpur, Malaysia

Circular No: 294 /2007

Date: 19 December 2007.

Dear Members,

Extension of Deadline: Application for Training Program on Corporate Governance for Asia Countries (ASCG)

The Association for Overseas Technical Scholarship (AOTS) has extended the deadline for accepting the application forms for its nine-day training programme on "Corporate Governance for Asian Countries" in Tokyo, Japan, from 26 December 2007 to 3 January 2008. However, to enable Bar Council to select suitable candidates, application forms must reach the Chief Executive Officer of Bar Council, Ms Corrinne Wong by **26 December 2007 @ 12 noon.**

We have attached Circular No: 281 / 2007 which contains both the details of the programme and the relevant Forms which need to be submitted with the above application.

Members who are interested should read carefully the attached information sheet and complete the application form (where applicable). Please attach the following with your application:

1) 2 pieces of passport-size photos
2) 1 copy of your firm's brochure
3) 1 copy of NRIC or Passport

Please send in your completed application form by hand/courier to Bar Council No. 13, 15 & 17 Leboh Pasar Besar, 50050 Kuala Lumpur by **26 December 2007 @ 12noon.**

For any queries about this programme, please contact Ms Adilah at 03 2031 3003 ext 191.

Thank you.



Lim Chee Wee
Secretary
Bar Council

Majlis Peguam
Bar Council Malaysia

Tel : 03-2031 3003 (Hunting Line)
Fax : 03-20342825, 20261313, 20725818
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Bar Council Malaysia
No. 13, 15 & 17, Leboh Pasar Besar
50050 Kuala Lumpur
Peti Surat 12478
50780 Kuala Lumpur, Malaysia

Circular No: 281/2007

Date: 13 December 2007.

Dear Members,

Training Program on Corporate Governance for Asia Countries (ASCG)

The Association for Overseas Technical Scholarship (AOTS), a non-profit association under the Ministry of Economy, Trade and Industry of Japan, will be organizing a nine-day training programme on "Corporate Governance for Asian Countries" from 21 to 29 February 2008 in Tokyo, Japan.

The Bar Council has been invited to recommend up to four qualified candidates to participate in the training programme. However, final selection will be made by the AOTS Screening Committee.

All expenses – including transportation, accommodation and meals for the programme will be covered by AOTS.

The training program will consist of lectures, presentations and discussion, thus requiring full participation from the participants.

Members who are interested should read carefully the attached information sheet AND also complete application form (where applicable). If you are eligible and interested to participate, please send in your completed application form by post/courier to Bar Council No. 13, 15 & 17 Leboh Pasar Besar, 50050 Kuala Lumpur, or by fax to 03 2026 1313/ 03 2072 5818, to reach the Chief Executive Officer, Ms Corrinne Wong by **18 December 2007 @ 12noon**.

Should you have any queries about this programme, please do not hesitate to contact Ms Adilah at 03 2031 3003 ext 191.

Thank you.

Lim Chee Wee
Secretary
Bar Council.

THE ASSOCIATION FOR OVERSEAS TECHNICAL SCHOLARSHIP[AOTS]
5-1 Fukuura 1-chome, Kanazawa-ku, Yokohama 236-0004, Japan
Tel: 81-45-786-9680 Fax: 81-45-786-9699 E-mail: kozo@aots.or.jp URL: http://www.aots.or.jp

海技協総部 07-11-370-5
29 November 2007

Ms. Ambiga Sreenevasan
President
Malaysian Bar Council
Malaysia

Re: Request to Recruit Participants for the Training Program on Corporate Governance for Asia Countries- (ASCG)

Dear Ms. Ambiga Sreenevasan

I am pleased to inform you that the Association for Overseas Technical Scholarship [AOTS] is going to implement the "Training Program on Corporate Governance for Asian Countries- (ASCG)", from 21 to 29 February 2008 in Tokyo, Japan.

In connection with this, since there was a recommendation from the Japan Federation of Bar Associations asking you to find suitable participants, we are sending you herewith the Program Outline and Participation Requirements and other relevant documents.
I would appreciate it very much if you would kindly recruit and recommend between **Two and Four qualified candidates on a Prioritized List of Applicants. (It should include at least one lawyer as high priority in the list)**. Candidates selected from around ten countries as participants by the AOTS Screening Committee will be able to participate in the training. I would like you to distribute the following set of application documents to relevant candidates so that their documents can reach the **AOTS Overseas Office listed in the program outline by no later than 26 December 2007.**

(1) Application Form Part 1. "Application by Company/Organization"
(2) Application Form Part 2. "Personal History and Record"
(3) Application Form Part 3. "Medical Check Sheet"
(4) Application Form Part 4. "Pre-Training Report"
(5) Application Form Part 5. "Overseas Travel Insurance Consent Form "
(6) 2 copies of a photo of the applicant (3.5 cm x 4.5 cm)
(7) 1 copy of a brochure of the applicant's company/organization
(8) Photocopy of a passport, an election card, a driver's license or any other identification document issued by a public organization in the candidate's country containing the candidate's name in full, a photo of the candidate and his/her home address

If you need further clarification, please do not hesitate to contact the following AOTS staff members.

Mr. Kazuhisa Ogawa (Manager) / Mr. Naoharu Shudo (Staff in charge of this program)
ISI Projects Department, Industrial Structure Improvement Division
Tel: 81-45-786-9680, Fax: 81-45-786-9699, E-mail: kozo@aots.or.jp

Thank you very much for your cooperation in advance.

Yours sincerely

Masato Hashiguchi
Managing Director

Encl:
1) Program Outline and Participation Requirements of ASCG
2) Training Application Form for ASCG
3) Prioritized List of Applicants for ASCG
Cc: Mr. Masami Kodaira, General Manager, AOTS Kuala Lumpur Office

November 2007

Program Outline and Participation Requirements of

The Training Program on Corporate Governance for Asian Countries [ASCG]

21 – 29 February 2008

Tokyo, Japan

1. BACKGROUND

AOTS - the Association for Overseas Technical Scholarship - is a non-profit association run with Japanese Government subsidies from the Ministry of Economy, Trade and Industry (METI). Since its establishment in 1959, AOTS has been conducting various technical and management training programs in Japan for the people of developing countries. The total number of participants in past AOTS training programs amounts to almost 136,000 from about 170 developing countries and regions. These former participants are playing very important roles in industry and contributing greatly to the economic development of their respective countries.

At the request of former participants of AOTS training programs as well as the industrial and business circles in developing countries, AOTS has been organizing various training programs to meet their needs for successful industrialization.

The Japan Federation of Bar Associations and the International Bar Association (IBA), which has a membership of 15,000 lawyers and more than 190 bar associations, and AOTS has been implementing the Training Program on Commercial Arbitration and Competition Law Enforcement as one of the main activities of the Bar Issues Commission (BIC) since 2005. So far 37 participants from Asian countries have participated in this training program.

The formulation of a corporate law system has progressed corporate governance, particularly of public companies, has been improved in Asia along with the increase in WTO membership after the Asian currency crisis. However, considering that the lack of transparency in SMEs is shared among many countries, AOTS will organize the training program on Corporate Governance this year. Enhancing the legislation of corporate law and developing human resources engaged in practical enforcement will contribute to the sound development of the Asian economy.

2. PROGRAM OUTLINE

1) Objectives:

The objective of the program is to develop lawyers who will take an important role in improving the legal system related to corporate law and corporate governance and in providing practical advice to companies in their respective countries.

2) Target Participants :

Legal professionals who are playing leading roles in the legal community

3) Duration:

The course lasts for 9 days, **from 21 to 29 February 2008**

4) Contents:

This training program, consisting of lectures, presentations and discussions, requires the full involvement of the participants throughout the duration of the training. The training program will cover the following topics:

(1) Country report presentation
(2) Current situation of corporate governance in Asia
(3) History of the establishment of the corporate governance law system in Japan
(4) Role of lawyers in corporate governance
(5) Actual cases of corporate governance in companies
(6) Current situation and problems of corporate governance in the world
(7) Corporate social responsibility
(8) Discussions about corporate governance
(9) Join international public seminar

5) Language:

All lectures, discussions and visits will be conducted in **English** or Japanese with translation into English. In principle, the program documents and training materials will be prepared **in English.**

6) Number of Participants:

25 participants

7) Training Location and Accommodation:

The program will be held at the following AOTS training center.

AOTS Tokyo Kenshu Center (TKC)
30-1, Senju-azuma 1-chome, Adachi-ku, Tokyo 120-8534, Japan
Tel: 81-3-3888-8231 (Reception) Fax: 81-3-3888-0763

8) Tentative Schedule:

Please refer to the Tentative Schedule on page 5.

3. PARTICIPATION REQUIREMENTS

1) Qualifications of Participants:

(1) Participants should be nationals of Cambodia, China, India, Indonesia, Lao PDR, Malaysia, Mongolia, Thailand, the Philippines and Vietnam are eligible.

(2) Participants should:

a) Be specialized in law (particularly in corporate governance)
b) have at least three years' teaching or working experience as a legal professional
c) Be interested in the field of corporate governance systems and intend to develop their careers in this field

(3) Participants should be between 25 and 55 years of age. (Participants' date of birth should be from 22 February 1952 to 21 February 1983.)

(4) Participants should be university graduates and/or have equivalent professional experience.

(5) Participants should have a sufficient working knowledge of spoken and written English. (If an applicant was not educated in English, he/she should attach a document which proves the participant's his/her English proficiency if he/she has any certificates that prove his/her English proficiency, e.g., official TOEFL or TOEIC score.)

(6) Participants should not be employees of foreign-affiliated companies including Japanese-affiliated ones.

(7) Participants should be healthy enough to undergo an intensive training program in Japan.

(8) Participants should not be students or armed forces personnel.

(9) AOTS ex-participants who have recently been or will be awarded an AOTS scholarship and participated or will participate in an AOTS training program in Japan which ends within six month (183 days) before 21 February 2008 are not entitled to apply for this program.

(10) Participants should be nominated by designated counterparts in their countries.

2) Terms and Conditions:

Participants will be requested to confirm their agreement with the "Notes for Participants in AOTS Training Programs" laid down in accordance with the AOTS Scholarship Rules and Regulations, which include the following conditions:

(1) Participants shall obtain a **"Training Visa"** by submitting the invitation documents supplied by AOTS to the Japanese Embassy or consulate in their country. AOTS may cancel the scholarship award of

participants who enter Japan with the wrong kind of visa.

(2) Tickets for air travel to and from Japan will be provided by AOTS. All participants are asked to ensure that they have made all the necessary arrangements on their side before starting their journey to Japan. A participant who is unable to enter Japan before the beginning of the training program will lose his/her place. AOTS will arrange their flights for arrival in Japan one day before the training program begins and for departure one day after the training program ends. **Participants are not allowed to change the route, class flight or date without the endorsement of AOTS.**

(3) Participants shall not be accompanied by their family members to Japan during the training program.

(4) Participants shall not request AOTS to arrange, nor arrange by themselves, any additional program for themselves during or after the training program.

(5) Participants shall leave Japan and return home upon completion of the training program in Japan according to the original schedule offered by AOTS.

4. TRAINING EXPENSES

AOTS training programs are financed by Official Development Assistance (ODA) subsidies from the Japanese Ministry of Economy, Trade and Industry (METI).

Breakdown ***(Yen)***

1. Air Fare [Arrival in Japan: Departure from Japan:] **A direct route round trip economy class air ticket** between an international airport specified by AOTS in participant's country and Japan will be arranged and purchased by AOTS. Domestic transportation expenses in participant's country are excluded.	IN KIND
2. Baggage Allowance	6,750
3. Personal Allowance in cash (10 days) * from 20 to 29 February 2008 @ 1,200 yen x 10 days	12,000
4. Accommodation and Meals, from 20 to 29 February (10 days) (1) (Arrival Day 20 February) Accommodation with dinner and breakfast of the next morning (7,900 yen/day equivalent in kind)	IN KIND
(2) From 21 to 29 February (9 days) Accommodation with lunch, dinner and breakfast of the next morning (8,700 yen/day equivalent in kind)	IN KIND
*AOTS training center canteens are closed on Sundays. The participants will receive 2,700 yen in cash per day for meals to cover this day.	
5. Domestic Travel Allowance in Japan Narita International Airport - AOTS Tokyo Kenshu Center (TKC) @950 yen x 2 ways	1,900
TOTAL AMOUNT TO BE PAID TO EACH PARTICIPANT IN CASH	**20,650**

In addition to the above training expenses, AOTS will cover medical expenses in accordance with the relevant AOTS regulations.

5. APPLICATION PROCEDURE

Applicants should apply to AOTS through the contact persons/counterpart organizations in the respective countries by submitting the following documents to reach the ISI projects Department, AOTS Japan, or AOTS Overseas Office by **26 December 2007**.

(1) Application by Company/Organization (Application Document Part 1)

*with the seal of Company/Organization (for Vietnamese Company/Organization)

(2) Applicant's Personal History and Record (Application Document Part 2)

(3) Medical Certificate (Application Document Part 3)

(4) Pre-Training Report (Application Document Part 4)

(5) Overseas Travel Insurance Consent Form (Application Document Part 5)

(6) 2 copies of a photo of the applicant (3.5 × 4.5 cm)

(7) 1 copy of a brochure of the applicant's company/organization

(8) 1 copy of a passport, an election card, a driver's license or any other identification document issued by a public organization in the applicant's country containing, in Roman letters, the applicant's name in full, a photo of the applicant and his/her home address.

(9) 1 photocopy of the license of the applicant's company/organization (for Vietnam Only)

(10) 1 photocopy of the latest financial report of the applicant's company/organization (for Vietnam Only)

The application documents will be forwarded to the AOTS Screening Committee, which will meet on **9 January 2008** for official approval of participation. Those who have successfully passed the screening process will be notified when they receive the invitation documents.

<TENTATIVE SCHEDULE>

Training Program on Corporate Governance for Asian Countries [ASCG]
21 – 29 February 2008
Tokyo Kenshu Center

Date	Morning Session	Afternoon Session
20 (Wed.)	Arrival in Japan	
21 (Thu.)	Orientation / Opening Ceremony Lecture: Introduction to the organization and activities of the Japan Federation of Bar Associations (JFBA)	Country report: Reporting the situation and problems in corporate governance in each country
22 (Fri.)	LECTURE: Outline of corporate governance in Japan and the trend in Asian countries	LECTURE: History of the establishment of the corporate governance law system in Japan
23 (Sat.)	Day Off	
24 (Sun.)	Day Off	
25 (Mon.)	LECTURE: Role of lawyers in corporate governance	LECTURE: Corporate social responsibility
26 (Tue.)	VISIT: Actual case of corporate governance in a company	VISIT: Actual case of corporate governance in a company
27 (Wed.)	LECTURE: Current situation and problems of corporate governance in the world	LECTURE: Discussions jointly with the participants in the MOJ project
28 (Thu.)	VISIT: International public seminar	
29 (Fri.)	Discussion and Preparation of Final Report Presentation	Final Report Presentation Evaluation of the Program Closing Ceremony
1 Mar. (Sat.)	Departure from Japan	

Remarks:

(1) The above schedule is subject to change for the convenience of lecturers and cooperating companies, or for other unavoidable reasons.

(2) Several group discussion sessions may be arranged in the evening.

(3) Though Saturdays and Sundays are days off in general, lectures may be scheduled if deemed necessary.

For further information, please contact:

Mr. Kazuhisa Ogawa
Manager
Mr. Naoharu Shudo
Staff in charge of this program
ISI Projects Department, Industrial Structure Improvement Division
The Association for Overseas Technical Scholarship [AOTS]
5-1, Fukuura 1-chome, Kanazawa-ku, Yokohama 236-004, Japan
Tel: +81-45-786-9680
Fax: + 81-45-786-9699
E-mail: kozo@aots.or.jp

AOTS Overseas Offices and Contact Persons /Counterpart Organizations

	AOTS Overseas Offices	Contact organizations
China	Mr. Hiroyuki Tanaka General Manager AOTS Beijing Office Beijing Fortune Bldg., Rm. 1502 No. 5 Dong San Huan Bei-lu, Chaoyang District, Beijing 100004 Tel: 86-10-6590-8265～8266 Fax: 86-10-6590-8267 Email: info@aotsbj.org.cn	**All China Lawyers Association** 5th Floor of Qinglan Mansion, No.24 Dongsi Shitiao, Dongcheng District, Beijing, 100007 People's Republic of China Tel: +86-10-64060212 / 84020214 Fax: +86-10-64060207
Vietnam	Mr. Takayuki Kido General Manager AOTS Hanoi Office 6F-04, Prime Center, 53 Quang Trung Street, Hai Ba Trung District, Hanoi Tel: 84-4-945-4995 Fax: 84-4-945-4996 E-mail: tkykkido@worldp.net	**The Bar Association of Ho Chi Minh City** 104 Nguyen Dinh Chieu Street, Dakao Ward, District 1, Ho Chi Minh-City,Vietnam Tel: +84-8-8295-308 Fax: +84-8-8296-437
		Hanoi Bar Association 19 Trang Thi, Hoan Kiem, Hanoi,Vietnam Tel: +84-4-8257-725 Fax:+84-4-9360-997
Philippines	Mr. Osamu Yoshioka General Manager AOTS Manila Office Multi-Business Center Phils., Inc. Suite 208 2F The Manila Bank Corporation Bldg., Ayala Ave. Makati City Tel: 63-2-817-5166 / 5745 Fax: 63-2-816-4867 E-mail: aots@netasia.net *will be relocated to following new address from 1 Dec, 2007 18F Pacific Star Building Sen.G..Puyat Ave.cor Makati Ave., Makati City Philippines 1200 Tel: 63-2-856-1690 / 1691 Fax: 63-2-856-1692 E-mail: aots@pldtdsl.net	**Integrated Bar of the Philippines** IBP Building, No.15 Julia Vargas Avenue Ortigas Center, Pasig City, 1600, Philippines Tel: +63-2-631-3014 Fax: +63-2-634-4697

	AOTS Overseas Offices	Contact organizations
Thailand	Mr. Toshiki Sadatani Senior General Manager AOTS Bangkok Office 14th Fl. , SSP Tower 3, 88 Silom Rd., Suriyawong, Bangruk, Bangkok 10500 Tel: 66-2-238-5233～5234, 268-0784 Fax: 66-2-634-1200 E-mail: aots@loxinfo.co.th	**Lawyers Council of Thailand** 7/89 Mansion 10, Rajdamnoen Avenue, Pranakorn District, Bangkok 10200 Thailand Tel: +66-2-281-8308 Fax: +66-2-282-9907 / 9908
Malaysia	Mr. Masami Kodaira General Manager AOTS Kuala Lumpur Office 52A, Jalan SS 22/25, Damansara Jaya 47400 Petaling Jaya, Selangor Darul Ehsan Tel: 60-3-7726-7273, 7726-7276 Fax: 60-3-7726-7269 E-mail: aotskl@tm.net.my	**Malaysian Bar Council** No. 13, 15 & 17, Leboh Pasar Besar 50050 Kuala Lumpur, Malaysia Tel: +60-3-20313003 Fax: +60-3-20342825 / 20261313 / 20725818
Indonesia	Mr. Hironori Suzuki General Manager AOTS Jakarta Office 6th Fl., Summitmas I,Jl. Jend, Sudirman, Kav. 61-62, Jakarta, 12190 Tel: 62-21-522-6776～6777 Fax: 62-21-522-6661 E-mail: aotsjkt@aots.or.id	-To be determined-
India	Mr.Yasumi Suzuki General Manager AOTS New Delhi Office Flat No1307, 13 th Flr.,Gopaldas Bhawan, 28Barakhmba Road, New Delhi 110001 Tel: 91-11-2370-4122 Fax: 91-11-2370-4123 E-mail: contact@aotsindia.com	**All India Bar Association** DS-423/424,New Rajinder Nagar New Delhi-110060 (India) PH:011-28743284, 28743285 Mobile:(00-91)98685-10674 or 94153-48226 or 94153-48733
Cambodia		**Bar Association of the Kingdom of Cambodia** #10-11, St.180, Sangkat Beoung Raing, Phnom Penh, Cambodia P.O. Box:1587 Tel: +855-23-220-237 Fax: +855-23-213-658
Lao PDR		**Lao Bar Association of the Lao PDR** P. O. Box 11087, Vientiane Capital. Lao People's Democratic Republic Tel: +856-21-990445～6 / 263450 Fax: +856-21-990446
Mongolia		**Association of Mongolian Advocates** Baga Toiruu-15/1 Ulaanbaatar, 46 Mongolia Tel: +976-11-326861 / 327491 Fax: +976-11-326861

The Training Program on Corporate Governance for Asian Countries Application Form

THIS APPLICATION CONSISTS OF FIVE PARTS.

PART 1: Application by Company/Organization (page 1)

PART 2: Applicant's Personal History and Record (pages 2, 3 and 4)

PART 3: Medical Check Sheet (page 5)

PART 4: Pre-Training Report (pages 6 and 7)

PART 5: Overseas Travel Insurance Procedure and Consent Form (pages 8 and 9)

INSTRUCTIONS: Please read carefully before completing this form.

1. All sections should be completed. If there are not applicable items, please write "N/A" in the space. If your application is incomplete or inaccurate, AOTS/AOTS may not accept your candidacy.
2. Use a PC or hand write both in English and tick the appropriate choices.
3. Mind the due date of submission. AOTS/AOTS may not accept your candidacy if your application reaches us after the due date.
4. PART 1 should be completed by the representative of the applicant's company/organization (not by him/herself).
5. PART 2-5 should be completed by the applicant.
6. Please attach the copy of applicant's passport.

PART 1: Application by Company/Organization

Should be completed by the representative of the applicant's company/organization (not by him/herself).

Mr. Kazuo Kaneko
President
The Association for Overseas Technical Scholarship (AOTS)

I hereby would like to nominate the following person apply for the following training program in Japan. I selected the said applicant after giving due consideration to his/her suitability. Therefore I am confident that this selection will meet with the objectives of the program.
With regard to the implementation of the program, I promise to follow your standards. I will also take full responsibility for making sure the applicant comes home right after the completion of his/her training at your organization.
If he/she does not complete the training program and returns to his/her country, I hereby agree to reimburse all actual expences including air fare and accommodation fee, etc.

Name of Management Training Program: **ASCG**
Training Period (DD/MM/YY): From **21 February** to **29 February**

I understand that the program is subsidized by the Japanese Government (Ministry of Economy, Trade and Industry-METI); I apply for the expenses subsidy as mentioned below:

<Expenses Subsidy>
1. International travel expenses
2. Living allowances (Accommodation, Meals, Personal Allowance)
3. Baggage allowance

I hereby give my approval for the following applicant to be sent to Japan as a representative of our company/organization.

Signature: _____ Date (DD/MM/YY): _____

Position: _____

Name of the Representative: _____

Name of the Company/Organization: _____

* Please provide in the following information as it may be necessary to contact you in an emergency.

Phone: + _____ Fax: + _____ E-mail: _____

<Privacy Policy of AOTS: The purpose of use of personal information>
1. Based on the "Act on the Protection of Personal Information, AOTS will use applicants' personal information only for the administration procedure of AOTS/AOTS Joint Training Program and some other related purposes.
2. AOTS secures personal information in an appropriate manner against loss, misuse or improper alternation.
3. AOTS strictly observes all applicable Japanese laws regarding the handling of all personal information that it receives.

<AOTS Handling of Information>
The personal information contained in the application form is used only for the selection process and organization/follow-up of the training in concern.

Part 2: Applicant's Personal History and Record

Should be completed by the applicant

* Please complete in English in block letters and please tick ✓☐.

1. Personal Information

1-1 Name of the Applicant	Note: Your name must be the same as the name in your passport. Fill in a letter for each block. Keep a space between your names. There are 30 blocks and when you need more, you are requested to give us your suggestion to be completed with in 30 letters at maximum. AOTS will issue documents for your travel according to your suggestion.			
1-2 Gender	☐ Male ☐ Female	1-3 Date of Birth	Day/Month/Year / /	1-4 Age
1-5 Home Address	Name of Building			
	Street:		City:	
	State:	Postal Code:	Country:	
1-6 Home Phone	+	1-7 Home Fax Number	+	
1-8 Mobile Phone	+	1-9 E-mail		
1-10 Passport Number		1-11 Date of Issue	Day/ Month/ Year / /	
	Note: Please attach a copy of your passport	1-12 Date of Expiry	Day/ Month/ Year / /	
1-13 Nationality		1-14 Airport at your Home	Note: This should be the nearest international airport from your address.	

2. Company / Organization Information

2-1 Name of Company/ Organization	Note: Please fill in the name of your company/organization as on your business card.		
2-2 Department/ Section			
2-3 Company / Organization Address	Note: This is a contact address for AOTS/AOTS. Please give the address where you actually work.		
	Name of Building		
	Street:	City:	
	State:	Postal Code:	Country:
2-4 Office Phone	+	2-5 Office Fax Number	+
2-6 E-mail		2-9 Affiliation with Foreign Country (Capital)	☐ No ☐ Yes Country:
2-7 Business Field			Total % of capitalization
2-8 Major Products/ Service			
2-10 Year of Establishment		2-11 Number of Employees	

2-12 Type of Organization	Note: Please choose the appropriate classification of your organization from the list. 1. □ Industry Promotion Organization (The Chamber of Commerce and Industry, etc.) 2. □ Private Enterprise 3. □ Government Corporation 4. □ Research and Development Organization 5. □ Human Resource Development Organization (Vocational School, College, University, etc.) 6. □ Government Office (Ministry, Bureau Local Government etc.) 7. □ Others _____
2-13 Your Job title	Note: Please choose your job title from the list. □ Managing Director (11) □ Foreman (40) □ Board Member (12) □ Section Chief (41) □ Plant Manager (14) □ Supervisor (42) □ General Manager (20) □ Line Chief (43) □ Manager (21) □ Group Leader (60) □ Specialist (31) □ Mechanic (63) □ Engineer (32) □ Consultant (73) □ Instructor (34) Please wirte your job title if there is no equivalent one in the above list. _____
2-14 Number of Subordinates	
2-15 Your Job Description Relevant to Training Subject(s)	

3. Educational Background

Institution	Period		Main Subjects	Language Used
Post-Graduate Course Name:	From Month/Year /	To Month/Year /		
University / College Name:	From Month/Year /	To Month/Year /		
Technical / Vocational School Name:	From Month/Year /	To Month/Year /		
High School Name:	From Month/Year /	To Month/Year /		

4. Employment Record

Name of Organization	Years of Service		Position	Job Description
	From Month/Year /	Present	See Item No. 2-13	See Item No. 2-15
	From Month/Year /	To Month/Year /		
	From Month/Year /	To Month/Year /		
	From Month/Year /	To Month/Year /		

5. Language Ability

English	( )	Ability Level
□	□	Able to join debates completely
□	□	Able to follow lectures completely
□	□	Able to follow lectures mostly
□	□	Able to carry out daily conversation
□	□	Do not understand

6. Past Experience of the AOTS Training in Japan

□ Yes □ No

		1st time	2nd time	3rd time
AOTS Training Course Example: 13W, 6W, A9D, ASCA, ASCL, PQM, etc.				
AOTS Membership No.				
Training Period	From	Day/Month/Year / /	Day/Month/Year / /	Day/Month/Year / /
	To	Day/Month/Year / /	Day/Month/Year / /	Day/Month/Year / /
Training Field/Technique				
Name of Host Company				

I hereby apply for AOTS/AOTS Joint Training Program after reading and understanding Program Outline and Participation Requirement of the subject training course. I certify all description in this application form is true and accordingly understanding that my information would be referred in the screening process of application.

Date: _____

Signature: _____

Name of the Applicant: _____

PART 3: Medical Check Sheet

Your name		Training course	ASCG

[Important notice]

AOTS will not provide financial help with diseases that you knowingly had or contracted before visiting Japan.
If you have a chronic disease, you should bring your medicine with you when you come to Japan.
If there are any false or wrong statements on the medical check sheet, the overseas travel accident insurance, which the trainee will subscribe to upon arriving in Japan, will be invalid.

1. Complete all the boxes from a. to l., please tick with an **X** mark in the appropriate answer box.
If you answer Yes to any of the items, also tick with an **X** mark in the applicable condition.

	Yes	No	Condition								
a.			asthma	emphysema	other lung conditions						
b.			tuberculosis	live with someone who has tuberculosis							
c.			high blood pressure	heart disease	irregular heartbeat						
d.			stomach ulcer	hepatitis	inflammation of the gallbladder	gallstones	pancreatitis				
e.			kidney or bladder trouble	stones or blood in urine							
f.			diabetes	gout							
g.			depression	neurosis							
h.			tumor	malignant tumor	cancer						
i.			bleeding disorder	blood disease							
j.			lumbago								
k.			cataract	glaucoma							
l.			pregnant ( )-month pregnant								

2. Please tick with an **X** mark in the appropriate answer box and give details.

	Medical History	Yes	No	Details
a.	Have you had any significant or serious illness or injury? (if you have been hospitalized or had an operation, give places and dates.)			
b.	Do you currently use any drugs for treatment of a medical condition? (Give name and dosage.)			

3. I certify that I have read the above instructions and answered all questions truly and completely to the best of my knowledge.

Your Signature _____ Date (DD/MM/YY) _____

*** If you answered [Yes] to any one of the items listed above in 1 or 2, please see a doctor for an up-to-date medical examination.**

〔For doctor use〕

Please answer the following questions concerning the items in 1 or 2, which the trainee answered 〔Yes〕.

1. Please clearly write the results of the medical examination.

_____

_____

2. Please select the most appropriate one from below and tick with an **X** mark, concerning the physical condition of the trainee.

	a.	There is no problem with the trainee traveling overseas and participating in a training program in Japan.
	b.	If the trainee takes the appropriate drugs, there is no problem with the trainee either traveling overseas participating in a training program in Japan.
	c.	There is a problem with the trainee traveling overseas and participating in a training program in Japan under his/her current physical condition.

Name of hospital: _____ Date of diagnosis: _____

Address: _____ Signature: _____

_____ Name of the doctor: _____

PART 4: Pre-Training Report

The Training Program on Corporate Governance for Asian Countries

Please complete the following items by using a personal computer, or similar equipment, or by handwriting in block letters in English.

1. Your name	
2. Country	
3. Outline of your company/organization in detail (Please attach a brochure of the company/ organization, if any).	
4. Your position and duties in detail and please attach an organization chart indicating your position by arrow (→).	
5. Present problems you are now facing in relation to your duties with Corporate Governance.	

6. Possible measures to solve such problems together with limiting factors.	
7. Your expectations of the training program	

PART 5: Overseas Travel Insurance Procedure and Consent Form

Overseas Travel Insurance Procedure

The Association for Overseas Technical Scholarship ("AOTS") maintains overseas travel insurance ("insurance") coverage for all trainees as a safeguard against illness, injury, accident, or other misfortune.
The term of the insurance is limited to a fixed period approved by AOTS. The said term shall commence upon completion of entry screening procedures following the trainee's arrival in Japan and terminate upon completion of exit procedures prior to the trainee's departure from Japan.
In the event that a trainee is involved in an accident or other incident covered by the insurance, AOTS will submit an insurance claim to the insurance company, and the insurance will be paid as follows.

1. Indemnity in the event of death: The insurance company will pay the entire sum to the trainee's beneficiary as defined under the country's probate laws of the trainee.
2. Medical expenses: The medical facility where the trainee was treated will bill AOTS for the cost of the treatment. The insurance company will pay the insurance benefit directly to the medical facility.
3. Insurance for disability: AOTS will pay the disabled trainee the entire sum received the insurance company.
4. Insurance to cover liability: AOTS will pay the entire settlement to the trainee, injured party, etc., pursuant to notification by the trainee or the training company.
5. Insurance to cover loss of personal belongings: AOTS will pay the trainee the entire sum received from the insurance company, pursuant to notification by the trainee or the training company.
6. Rescue expenses insurance benefit: AOTS will pay to the party that paid/advanced the expenses the entire sum received from the insurance company, pursuant to notification by the trainee or the training company.

To collect an insurance benefit/settlement as specified above, trainees must submit to AOTS a consent form giving AOTS complete authority to file insurance claims and collect benefits/settlements pursuant to this insurance policy. All trainees, please carefully read the attached Outline of Overseas Travel Insurance and sign the consent form below.

To: The Association for Overseas Technical Scholarship (AOTS)

Consent Form

I understand the content of the Outline of Overseas Travel Insurance. I hereby consent to being covered by an insurance policy pursuant to AOTS's training regulations. I also consent to giving AOTS complete authority to file insurance claims and collect insurance benefits/settlements on my behalf.

Day Month Year

Date: _____ _____ _____

Country/region: _____

Home Address: _____

Trainee's name: _____

Signature: _____

(To be used by AOTS)
Company: AOTS
Trainee's No.:
Training Period: 2008.2.21～2008.2.29

Outline of Overseas Travel Insurance

The Association for Overseas Technical Scholarship [AOTS] provides insurance coverage against illness, injury, or death for trainees during the training period.
The insurance provisions are summarized below. If you have any questions, contact AOTS.

1. Type of coverage and amount to be paid

(1) Indemnity in the event of death

Insurance will be paid in the event of a trainee's death within 180 days after an accident resulting in a fatal injury, or in the event of death due to an illness contracted during the course of training. The insurance company will pay the entire sum to the trainee's beneficiary as defined under the country's probate laws of the trainee. Amount to be paid: ¥5 million)

(2) Insurance for disability resulting from an injury

Insurance will be paid in the event that a trainee is injured in an accident, as the result of which the trainee develops a disability within 180 days of the accident.
Amount to be paid: 3% to 100% of ¥5 million, depending upon the severity of the disability

(3) Insurance to cover treatment costs

Treatment costs will be covered when a trainee must receive medical treatment as the result of an accident, or when a trainee must receive medical treatment for an illness.
Since funds are paid through the Association directly to the medical institution, the trainee is not required to make provisional payments for medical expenses.
Amount to be paid: Treatment costs (up to ¥3 million)

(4) Insurance to cover liability

When a trainee is legally liable to pay compensation for injuries caused to another person or damage to another person's property, the insurance will cover the amount of damage for which a trainee is liable.
However, coverage does not include accidents occurring during training activities.
Amount to be paid: Damage liability amount (up to ¥10 million)

(5) Insurance to cover loss of personal belongings

The insurance covers loss of any personal belongings destroyed or stolen during the time in which a trainee is not at their residence (including during the hours of training).
However, it will covered only his or her personal belongings.
Amount to be paid: The lesser of the market value of, or the cost to repair, the item in question
(up to ¥150,000: up to ¥100,000 per item)

(6) Rescue expenses

If during the training period, a trainee dies as the result of an injury or illness, is missing due to an accident, or is hospitalized for three or more days, necessary rescue expenses (transportation, accommodation, etc.) will be paid from the insurance benefit/settlement.
Amount to be paid: Actual costs. Note that certain types of expenses will be covered only in part (up to a total of ¥3 million).

2. Submitting an insurance claim

The Association will submit applications for insurance claims. Report any injury or illness as soon as possible to the training company or to the Association.

3. Special notes

Please note that coverage excludes the following categories of events or conditions, which are further defined below:
Death, disability caused by an illness or injury, injury treatment costs, or rescue expenses involving any of the following:

(1) Injury or illness predating entry into Japan
(2) Injury or death resulting from fighting, suicide, or criminal behavior
However, in the event of suicide, rescue expenses will be covered.
(3) Injury or death resulting from driving without a license or under the influence of alcohol
(4) Injury or death resulting from brain disease or insanity
(5) Pregnancy, delivery, premature delivery or a miscarriage and illness due to this, a surgical operation, and other medical treatments.
(6) Dental treatment,etc.
However, the Association will pay for dental treatment costs for emergency treatment such as pain-killing, extraction, silver filling, tooth crown, etc., based on separately established standards.

Liability in any of the following cases:

(1) Accidents for which a trainee is liable that occur during training
(2) Accidents for which a trainee is liable, involving articles entrusted to the trainee by another person
(3) Automobile accidents for which a trainee is liable,etc.

Loss of personal belongings involving any of the following:

(1) Misplaced articles
(2) Loss of cash, contact lenses, or false teeth,etc.

Since coverage does not cover every type of accident, injury, illness, or loss, please take appropriate precautions to avoid accidents and damage to your health during the training period.