



**The Association for Overseas Technical Cooperation and Sustainable Partnerships**  
**30-1, Senju-azuma 1-chome, Adachi-ku, Tokyo 120-8534**

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**ODA Program**

**October 2024**

**Program Outline**  
**&**  
**Participation Requirements**  
**of**  
**The Program on Family Business Management for Thailand**  
**[THFB]**

**4 – 17 March 2025**

## 1. BACKGROUND OF THE PROGRAMS:

The Association for Overseas Technical Cooperation and Sustainable Partnerships (AOTS) is an organization for human resources development mainly in overseas countries to promote technical cooperation through training, experts dispatch and other programs. Through those programs, we aim at contributing to the mutual economic growth of developing countries and Japan as well as enhancing friendly relations among those countries.

AOTS was established in 1959 with the support of the Ministry of International Trade and Industry (which is the present Ministry of Economy, Trade and Industry: METI) as Japan's first technical cooperation organization on a private sector basis. More than 200,000 individuals from 198 countries and regions have undergone our training in Japan, while the cumulative attendance at our overseas programs till the end of fiscal 2022 exceeded 230,000.

At the request of the former participants of AOTS training programs as well as the industrial and business circles in developing countries, AOTS has been organizing various training programs.

The Program on Family Business Management for Thailand (THFB) is one of such management training programs, which is being organized in collaboration with AOTS Alumni Society (Thailand). This program is designed for founders, successors and its candidates of Thai family businesses, aiming to improve their management skills by learning the characteristic management philosophy, methods and practice of Japanese excellent family business companies and examine to apply them to their own companies.

## 2. COUNTRY:

Thailand

## 3. NUMBER OF PARTICIPANTS:

23 participants

## 4. PARTICIPATION REQUIREMENTS:

- (1) Participants should be, in principle, founders, successors or its candidates of Thai family businesses.
  - \*Those who are not relatives by blood to the founder or management may also be accepted.
  - \*Participation eligibility will be determined by reviewing application documents, "Pre-Training Report" and "Questionnaire on the Family Business".
- (2) Participants should be residing in Thailand.
- (3) Participants should be more than 20 years old and over.
- (4) Participants should have a sufficient working knowledge of Thai.
- (5) Participants should be university graduates and/or have equivalent professional experience.
- (6) Participants should be healthy enough to undergo an intensive training program in Japan.
- (7) Participants should be residing in the developing countries and/or regions.
- (8) Participants should not be students or armed forces personnel.
- (9) Former participants of the subsidized training programs in Japan organized by AOTS are not entitled to apply for any program which starts within six months (183 days) after they have returned home countries from Japan.

Notes:

- (1) Participants shall attend all the events in the curriculum provided for each management training program.
- (2) Family members or business partners (colleagues/subordinates of the participant's company) are not allowed to accompany participants on their journey in Japan.
- (3) Participants shall not request AOTS to arrange, nor arrange by themselves, any additional programs, and

shall leave Japan and return to their home countries soon after the completion of the program.

Preferential Selection:

- (1) Participants from Japanese companies, business partners of Japanese companies, companies planning to deal with Japanese companies are most desirable. (In the case of applications from Japanese companies, business partners of Japanese companies, companies planning to deal with Japanese companies, the priority for selection becomes higher.)
- (2) In the case of applications from non- Japanese affiliated companies that do not have any business relations with Japanese companies, the priority for selection becomes lower.
- (3) In addition, applications from companies with capital from developed countries will be given lower priority in the selection process than applications from local companies that hold local capital.
- (4) Those who work in the national government (agency) or the local government (agency) have lower priority to participate in this training programs, since the programs are mainly targeted at the people working in the companies/organizations in the private sector.
- (4) The number of participants from the same host company in Japan or the same sending company from overseas may be limited if there are more applicants than AOTS can accept.

## **5. OUTLINE OF THE PROGRAM:**

### **- OBJECTIVES**

The Program is designed for founders, successors and its candidates of Thai family businesses to learn the characteristic management philosophy, methods and practice of Japanese excellent family business companies for the permanent growth and development of the business and its succession to the next generation. The program aims to improve the abilities of managements and its candidates by applying these methods to their own companies and examining the long-term development of family business and reviewing their own roles and challenge.

### **- KEY BENEFITS**

- (1) Participants will understand the characteristics of Japanese family businesses in terms of management methods.
- (2) Participants will understand how Japanese long-established family businesses carry out human resource development and skills transfer.
- (3) Participants will understand the structure, systems and practices of corporate governance in Japanese family businesses.
- (4) Participants will consider how to develop the family business in their own company over the long term and hand it over to the next generation and formulate a concrete action plan.

### **- CONTENTS**

#### [1<sup>st</sup> Step]

Through lectures and case studies, participants will learn the characteristics of Japanese family businesses by grasping the current situation and comparison with foreign cases. Participants also learn how to permanently hand the business over to the next successors and how to instill the founding spirit and corporate philosophy, and practices and know-how of skill transfer. In addition, through group discussions they will consider how it can be applied to their own companies.

#### [2<sup>nd</sup> Step]

Through the company visits, participants will learn how Japanese family businesses are actually managed from the lecturers provided by founders, successors and senior management. In particular, the participants will learn from the perspectives of the people involved in the family business, such as how the founder passed on the business to the next generation and how the successor succeeded to the company and how he/she differentiates himself/herself from the founder and consider them from the perspective of participant's own position.

#### [3<sup>rd</sup> Step]

Through lectures and case studies, participants will learn corporate governance, which is an important issue for

family businesses, and consider how governance should be implemented in their own companies by learning about the structure, systems and practices of corporate governance in Japanese family businesses.

[4<sup>th</sup> Step]

Based on the knowledge and experience gained in this program, participants will examine how to develop the family business in their own company over the long term and how to pass it on to the next generation, or how to take it over as a successor, by applying it to their own position, and prepare the action plans and make a final presentation.

The course will usually consist of three hours in the morning and three hours in the afternoon. Group Discussion may take place in the evening. Please see the Tentative Schedule for further details.

- DURATION

Tuesday 4 March – Monday 17 March 2025 (14 days)

- LANGUAGE

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

- PROGRAM DIRECTOR

**Dr. Hidekazu Sone**

Professor, Faculty of Policy Science, Shizuoka University of Art and Culture

Dr. Sone has been teaching as a Professor at Faculty of Policy Science, Shizuoka University of Art and Culture since 2022 after working as an Assistant Professor at Osaka University of Economics, a Visiting Researcher at Memorial University in Canada and an Assistant Professor at the Faculty of Business Administration at Tezukayama University. Currently he is active as President of Japan Academy of Family Business, Executive Secretary of Entrepreneur Research Forum. Dr. Sone holds a PhD in Business Administration.

Major publications:

"Business Administration from the Ground Up" (Joint Authorship, 2013), "Family Business in Japan" (Editing and Writing, 2016), "Survival Mechanisms of Long-established Firms" (2019, winner of the Main Prize of the Small and Medium Enterprise Research Encouragement Award from the Shoko Research Institute, winner of the Family Business Society Award, winner of the Entrepreneur Research Forum Award, etc.), "Corporate Governance and Management in German Enterprises" (Joint Authorship, 2021), "Theory and History in Regional Perspective" (Joint Authorship, 2022) and so on.

- TRAINING LOCATION AND ACCOMMODATION

**AOTS Kansai Kenshu Center (KKC) <may change in consideration of various factors>**

<http://www.aots.jp/en/center/about/kkc.html>

7-5, Asaka 1-chome, Sumiyoshi-ku, Osaka 558-0021, Japan

Tel: 81-6-6608-8260 (Reception) Fax: 81-6-6690-2678

**Tentative Schedule  
of  
The Program on Family Business Management for Thailand [THFB]**

4 – 17 March 2024

AOTS Kansai Kenshu Center (KKC) &lt;To Be Determined&gt;

| Date             | Morning Session   | Afternoon Session   |
|------------------|---|---|
| 3 Mar.<br>(Mon.) | (Arrival in Japan)  |   |
| 4<br>(Tue.)      | Orientation<br>Opening Ceremony   | [Lecture]<br>Traditional Japanese view of company<br>management and Family Business     |
| 5<br>(Wed.)      | [Lecture]<br>Skill Succession and Family Business   |   |
| 6<br>(Thu.)      | [Visit]<br>Skills Transfer and Family Businesses  |   |
| 7<br>(Fri.)      | [Lecture]<br>Business Succession, HRD, Conflicts<br>Japan and other countries cases (1)     | [Lecture]<br>Business Succession, HRD, Conflicts<br>Japan and other countries cases (2) |
| 8 (Sat.)         | Day off   |   |
| 9 (Sun.)         | Day off   |   |
| 10<br>(Mon.)     | (Move to Visit Site)  | [Visit]<br>The way of Business Succession   |
| 11<br>(Tue.)     | STUDY<br>TOUR<br>[Visit]<br>Initiatives for Business Permanence in<br>Family Businesses (1) | [Visit]<br>Features of Long-Standing Japanese Company                                   |
| 12<br>(Wed.)     | [Lecture]<br>Challenges in Family Business Succession                                       | [Visit]<br>Initiatives for Business Permanence in Family<br>Businesses (2)              |
| 13<br>(Thu.)     | [Lecture]<br>Corporate Governance in Family Business  |   |
| 14<br>(Fri.)     | [Lecture]<br>Summary of Learning from Family Business Case<br>Studies                       | Final Report Presentation within groups   |
| 15 (Sat.)        | Day off   |   |
| 16 (Sun.)        | Day off   |   |
| 17<br>(Mon.)     | Final Report Presentation   | Closing<br>Ceremony   |
| 18<br>(Tue.)     | (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) Although Saturdays and Sundays are days off in general, lectures may be scheduled if deemed necessary.

## 6. APPLICATION PROCEDURE:

### (Application from host companies in Japan)

(1) **Advance application:** The Japanese host company should contact the Training and Expert Dispatch Administration Group of AOTS, the address of which appears in Appendix 1, by telephone or e-mail with an outline of the training plan (e.g., duties and background of the participants, whether practical training is required or not, etc.).

Please submit the following application documents to the Training and Expert Dispatch Administration Group by the deadline.

1. AOTS Training Application Form (outline)
2. The trainee's personal record and enquiry into training contract
3. Pre-training report

(2) **Formal application:** After receiving notification of acceptance of the advance application, the host company will be informed about the preparation of the necessary documents and arrangements for the formal application.

\*If you have any questions, please contact the Training and Expert Dispatch Administration Group (see Appendix 1).

\*The above-mentioned AOTS prescribed forms can be downloaded from the website below.

<https://www.aots.jp/hrd/technology-transfer/download/#kanri-shinkokoku> (Japanese).

### (Application from overseas countries)

Individual applicants should ensure the delivery of the following application documents in both PDF and Excel format through Overseas Collaborating Organizations to the Overseas Cooperation Group I of AOTS listed in Appendix 1 by the deadline.

As the deadline for the submission of the application documents differs for the organization, please ask the Overseas Collaborating Organizations. Please ask the Overseas Collaborating Organization listed in Appendix 1 for the deadline for the submission of the application documents.

Applicants will be interviewed by the Overseas Collaborating Organization.

#### [Application Documents]

- (1) AOTS Training Application Form and Applicant's Personal Record (AOTS official form: Handwriting should be avoided.)  
\*Soft copies of both PDF and Excel file will be required to submit.
- (2) Enquiry about your Interest in doing business with Japanese companies and/or Entry into Japanese market  
\*Excel file
- (3) Medical Check Sheet (AOTS official form: Handwriting should be avoided.) \*PDF file
- (4) About the handling of Personal Information Concerning Trainees (AOTS official form) \*PDF file
- (5) Overseas Travel Insurance Consent Form \*PDF file
- (6) Enquiry into Training Contract (For Japanese Joint-Venture-Companies and Companies exclusively funded by Japanese Enterprises) \*PDF file  
\*For application forms (1) and (3) and (4) to (6) above the applicant's signature is needed for authorization to proceed. In the absence of agreement, or failure of submission, course participation will not be granted.
- (7) A brochure of the applicant's company/organization \*PDF file
- (8) Digital image of face photo (Please enter your name in the data title.)
- (9) Photocopy of the applicant's passport \*JPEG or PDF file  
\*If the applicant doesn't possess a passport, an election card, a driver's license or a photo ID issued by a public organization in the home country containing his or her full name (written in Roman block letters) and date of birth should be submitted instead.
- (10) Pre-Training Report and Questionnaire on the Family Business \*Word

Notes:

\*\*AOTS may ask the applicants to submit additional documents such as an official registration document and

the latest financial statement of the company/organization, etc., other than the above listed, if necessary.

\*\* The formats are available from the Overseas Collaborating Organizations. Please ask them.

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### **Screening Committee Meeting**

The application documents will be forwarded to the AOTS Screening Committee for official approval of participation. Those who successfully pass the screening process will be notified when they receive the invitation documents.

Notes: If the number of applicants is less than the number of participants by the application deadline, AOTS may cancel or postpone this program.

Deadline of applications for THFB to reach AOTS, Japan: **no later than 2 December 2024.**

Screening Committee for THFB: **9 January 2025**

## **7. ARRIVAL AND DEPARTURE DATES:**

Participants “in principle” are requested to arrive in Japan **the day before** the commencement of the training program and leave Japan the day after the final day of the program.

## **8. TRAINING COSTS (Application from overseas countries):**

The training costs and the procedures for their settlement differ depending on whether an overseas company makes the application via the Overseas Collaborating Organization or a Japanese host company in Japan makes the application. The following is an explanation of the case of the application from an overseas country via a Collaborating Organization.

### **8-1) Outline**

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

- The Training Costs will vary in accordance with the actual airfare and participants’ staying days.
- Participants shall purchase their air tickets by themselves. For information on how to purchase tickets, please refer to “Guidelines for Purchase of Air Tickets by the Participant and method of reimbursement by AOTS” on Appendix 2.
- In principle, the subsidy from the Japanese Government applies from the day before the start of the training until the last day of the training.
- Sample estimate of the Participation Fee is shown in Appendix 3 “Estimate of the Fees and Costs”.
- Participants are encouraged to enter the round-trip amount of the airline ticket they intend to purchase in order to ascertain the approximate amount of the participation fee when applying for training.
- The participation fee is the sum of 1/3 of 1. Allowance Costs and 198,000 yen, 2. Course Implementation Costs minus ODA subsidies on Appendix 3
- Participants will pay the participation fee upon arrival in Japan.
- AOTS will reimburse the international travel expenses to the participant (the amount will be finalized based on the AOTS rules and regulations after checking the evidence documents for the purchase of the ticket submitted by the participant when he/she arrives in Japan).
- The amount the participant actually pays after arrival in Japan is the participation fee minus the international travel expenses.

-In principle, payment is accepted by credit card.

AOTS Tokyo Center (Tokyo): Visa and Mastercard can be accepted.

AOTS Kansai Kenshu Center (Osaka): Visa, Mastercard, JCB, American Express, Diners Club, and Discover can be accepted.

-If it is difficult to pay by credit card, payment by cash will be accepted. In such case, please contact AOTS before coming to Japan.

## **8-2) Breakdown**

The Training Costs are the total amount of expenses to invite a participant to a training program in Japan. It is the sum of 1. Allowance Costs and 2. Course Implementation Costs. The Participation Fee, the amount that participants should bear, consists of “Contribution to Allowance Costs” and “Contribution to Course Implementation Costs” [A].

### **1. Allowance Cost**

The allowance cost is composed of the following items.

The Contribution to Allowance Costs for the participants from the countries in Category 1 is 1/3 of the Allowance Costs. Participants from the countries in Category 2 do not have to pay the Contribution to Allowance Costs.

#### **(1) International Travel Expenses**

-International travel expenses are provided if an air ticket and its evidence document for purchase of the air ticket satisfy the required conditions; they are not provided if the conditions are not satisfied, or the participant is travelling on a free ticket.

- Participants should purchase their round-trip air tickets by themselves. Please refer to “Guidelines for Purchase of Air Tickets by the Participant and method of reimbursement by AOTS” listed on Appendix 2 for the arrangement and the method of reimbursement for details.

- A participant is not allowed to overstay at city(ies) of a third country between the participant’s home country and Japan for any reasons other than flight convenience. In such a case, AOTS might not reimburse the International Travel Expenses to the participant.

#### **(2) Accommodation and Meal Allowance**

##### **At the AOTS Kenshu Center**

- During the training period, participants will be accommodated at an AOTS Kenshu Center. AOTS will provide a participant with accommodation in a single room to the value of ¥9,900 per day with meals (lunch, dinner and breakfast), while the participant stays at an AOTS Kenshu Center.

- For the arrival day, AOTS will provide a participant with accommodation to the value of ¥9,020 per day with dinner and breakfast at an AOTS Kenshu Center.

- Please note that AOTS Kenshu Center canteens are closed on Sundays. The participant will receive ¥2,750 in cash per day for meals to cover the days of closure.

##### **During the study tour**

- When a study tour is implemented during the training program, a participant will be provided with accommodation to the value of ¥14,500 (the upper limit) per day, and the meal allowance (¥2,750 per day) will be provided to participants in kind or paid in cash by AOTS.

#### **(3) Personal Allowance**

- AOTS will pay ¥1,040 per day in cash to a participant.

#### **(4) Welfare costs (Overseas Travel Insurance premiums)**

- These are the costs of overseas travel insurance insured by AOTS for the participants.

### **2. Course Implementation Costs**

The Contribution to Course Implementation Costs for a two-week course (the amount participants should bear) is ¥198,000.



### 3. Domestic Travel Allowance

AOTS will arrange for the participants a chartered bus or other means of transport from the international airport to the AOTS training center on arrival in Japan, or provide part of the transport costs in cash as per the table below.

#### **【Train】**

| Airport of arrival in Japan          | Training Center          | Standard Amount (Round trip) | Standard Route   |
|--------------------------------------|--------------------------|------------------------------|--|
| Kansai International Airport (Osaka) | AOTS Kanshu Center (KKC) | 1,800JPY                     | Kansai International Airport (Osaka) – AOTS Kansai Kenshu Center (KKC) |

- In either case, AOTS will arrange a meeting service at the arrival airport in Japan.

#### **Contribution to AOTS's Administration Cost**

AOTS would like to ask the participants to support us by offering ¥30,000 per participant as Contribution to AOTS's Administration Cost.

This contribution is not obligatory; however, it would be highly appreciated if you could understand the purpose of the contribution and give us the above amount of money in addition to the Participation Fee. AOTS will issue the receipt for the participants.

## **9. VISA ACQUISITION PROCEDURES:**

### **(1) Status of Residence:**

The status required for your training in Japan is a “Trainee.”

### **(2) Visa Acquisition**

A participant shall apply for and obtain a “Trainee” visa at a Japanese embassy or a general consulate (hereinafter: diplomatic mission) with materials issued by AOTS such as a Guarantee Letter. It may be the case that the submitted materials are forwarded to the Consular Affairs Bureau (Tokyo) for checking. Please note that it is strongly recommended to apply well in advance as the application documents may be referred to the ministry in Japan, which can take time.

### **(3) Notes**

A bearer of a visa other than “Trainee” visa, e.g., a “temporary visitor” visa, a “multiple” visa, or an APEC business travel card (ABTC), or a citizen from a country/area participating in a visa waiver program with Japan must confirm with the local Japanese diplomatic mission prior to visa application if the existing visa is in accordance with the qualification of stay in Japan for the AOTS management training program.

## **10. OVERSEAS TRAVEL INSURANCE COVERAGE:**

AOTS provides participants with travel insurance from the time of arrival in Japan until the time of departure from Japan. The cover consists of medical expenses for medical treatment at a medical institution for injuries and illnesses, as well as liability and rescue costs. Please refer to “Overseas Travel Insurance Consent Form” and submit a signed agreement to confirm your agreement with the overseas travel insurance coverage when you apply for the training.

## **11. HANDLING OF PERSONALLY IDENTIFIABLE INFORMATION:**

AOTS handles personally identifiable information we have obtained from the applicant as follows:

### **(1) Administrator of Personally Identifiable Information: General Manager, General Affairs & Planning Department,**

The Association for Overseas Technical Cooperation and Sustainable Partnerships (AOTS)

Group in charge: General Affairs and Personnel Group, General Affairs & Planning Department, AOTS

Tel: 81-3-3888-8211 E-mail: [kojinjoho-cj@aots.jp](mailto:kojinjoho-cj@aots.jp)

### **(2) Use of Personally Identifiable Information**

Personally identifiable information provided by the participant will only be used for the screening of the participants and the implementation of the training program. It will not be used for any other purposes or beyond the scope required by laws and regulations of Japan.

For AOTS’s privacy policy, please visit below website.

<https://www.aots.jp/en/privacy-policy/>

## PRE-TRAINING REPORT

- The Program on Family Business Management for Thailand -  
[THFB]

Please fill in the following items by using a personal computer or similar equipment in English. Handwriting should be avoided. AOTS will duplicate and distribute it to lecturers and other participants as a reference material for the group discussion and the presentations to be held during the program.

|   |  |
|---|--|
| 1. Your name  |  |
| 2. Name of your country   |  |
| 3. Name of your company/ organization   |  |
| 4. Outline of your company/ organization<br><br>(Please give a brief description or outline of your company/organization. In addition, please also attach a brochure of your company/organization if available) |  |
| 5.<br>A: Your position (preferably by attaching an organizational chart indicating your position)<br><br>B: What is your relationship with the company founder and current company representative?              |  |
| 6. Your duties in detail  |  |

|  |  |
|--|--|
| <p>7. Regarding the Family Business Management, what are the most critical problems you are now facing? Please indicate their causes from your viewpoint</p> |  |
| <p>8. Possible measures to solve such problems together with limitation factors</p>  |  |
| <p>9. Your expectations of the program in relation to the described problems</p>   |  |

### **Questionnaire on the Family Business**

Please fill in the following items **by using a personal computer or similar equipment** in English.

**Handwriting should be avoided.**

**This document will be used only as a reference material in the screening process of applicants. Therefore the applicant is requested to fill in all of the items clearly and concretely.**

**\*This questionnaire will not be distributed to other participants.**

**\*AOTS will not use this information for any other purposes other than an AOTS training program.**

| No.  | Questions  | Answers<br>*Please answer in the below columns.                                 |
|--|--|---|
| <b>Q1.</b>                                   | What is the general impression of family business in Thailand?<br>1. Very good<br>2. Good<br>3. Neutral<br>4. Bad<br>5. Very Bad   | A. <u>Your Answer:</u> _____<br><br>B. Please briefly explain why you think so. |
| <b>Q2.</b>                                   | What is <u>YOUR</u> impression about family business?<br>1. Very good<br>2. Good<br>3. Neutral<br>4. Bad<br>5. Very Bad  | A: <u>Your Answer:</u> _____<br><br>B: Please briefly explain why you think so. |
| <b>Q3.</b>                                   | Please list down names of some leading family-owned companies in Thailand and their line of business.  | A. Name of company:<br><br>B. Business Line:                                    |
| C. Name of company:<br><br>D. Business Line: |  |   |
| E. Name of company:<br><br>F. Business Line: |  |   |
| <b>Q4.</b>                                   | Which is popular option of business succession in Thailand?<br>1. Transfer to the first-born children<br>2. Transfer to sons<br>3. Transfer to daughters<br>4. Choose based on talents and capabilities<br>5. Others | <u>Your Answer:</u> _____   |
| <b>Q5</b>                                    | How many generations lie between you and the founder?  | Your Answer: _____ <u>generations</u>   |



**Appendix 1 : Overseas Collaborating Organization & Contact Information****Overseas Collaborating Organization**

|   |   |   |
|---|---|---|
| <b>Overseas Collaborating Organization</b>          | 12A Fl., I.T.F. Silom Palace Bldg.,160/179-182<br>Silom Rd., Bangruak, Ba ngkok 10500 |   |
| <b>ABK &amp; AOTS Alumni Association (Thailand)</b> | Tel:  | 66-2-238-5235~36/ Fax: 66-2-634-0265                              |
|   | URL:  | <a href="https://www.abk-aots.org/">https://www.abk-aots.org/</a> |
|   | E-mail:   | <a href="mailto:alumni@abk-aots.org">alumni@abk-aots.org</a>      |

**Contact Information****AOTS (Japan)**

|   |  |  |
|---|--|--|
| <b>Application from overseas countries:</b>                             | 30-1, Senju-azuma 1-chome, Adachi-ku Tokyo 120-8534, Japan |  |
| <b>Overseas Cooperation Group I,<br/>Overseas Management Department</b> | Tel:   | 81-3-3888-8256   |
|   | Fax:   | 81-3-3888-8242   |
|   | E-mail:  | <a href="mailto:shouhei-au@aots.jp">shouhei-au@aots.jp</a> |

|  |  |  |
|--|--|--|
| <b>Application from host companies in Japan:</b>   | 30-1, Senju-azuma 1-chome, Adachi-ku Tokyo 120-8534, Japan |  |
| <b>Training &amp; Expert Dispatch Administration Group,<br/>Corporate Liaison Department</b> | Tel:   | 81-3-3888-8221   |
|  | Fax:   | 81-3-3888-8428   |
|  | E-mail:  | <a href="mailto:kigyo-inquiry-az@aots.jp">kigyo-inquiry-az@aots.jp</a> |

\*For the contact address of the Overseas Collaborating Organizations, please contact Overseas Cooperation Group.

|   |   |  |
|---|---|--|
| <b>Application from overseas countries:</b> | Gaysorn Amarin 12F<br>496-502 Ploenchit Rd, Lumpini, Pathumwan, Bangkok<br>10330 Thailand |  |
| <b>Bangkok Office</b>                       | Tel:  | 66-2-255-2370  |
|   | Fax:  | 66-2-255-2372  |
|   | E-mail:   | <a href="mailto:information@aots.or.th">information@aots.or.th</a> |

**Appendix 2:**

**Guidelines for Purchase of Air Tickets by the Participant  
And method of reimbursement by AOTS**

**1. Arrival and Departure Dates:**

In principle, arriving in Japan **on the day before** the commencement of the program and departing on the day after the closing day of the program.

**2.Method of Reimbursement:**

When purchasing an air ticket, participants are requested to submit purchase evidence documents to show that participants have **purchased a discount economy air ticket. If the participants purchase a ticket other than economy class, such as first class, business class, the expenses will not be reimbursed.**

**(1) International Travel Expenses eligible to be Subsidized (Reimbursement)**

During the training program in Japan, participants should present to AOTS their air tickets and submit purchase evidence documents (2) (i) to (iii) below. AOTS finalizes the travel expenses based on these documents and will reimburse the participant in cash (JPY) the amount eligible for subsidy out of the sum of the following items (i) and (ii).

- (i) In principle, the actual round-trip airfare for a discounted economy class flight on a direct flight or a connecting flight on a reasonable route.
  - \* The round-trip airfare arranged up to a ceiling of the amount listed on the following page will be eligible for subsidy.
  - \*If the participant purchases a ticket that does not satisfy the above (i) required conditions, such as business class, the subsidized amount for travel expenses will not be reimbursed.
  - \* A participant is not allowed to overstay at city(ies) of a third country between the participant's home country and Japan for any reason other than flight convenience. In such a case, AOTS might not reimburse the International Travel Expenses to the participant.
  
- (ii) The departure tax, airport tax and security insurance fees, other taxes and actual costs of ticketing fees by travel agents indispensable to above (i) flight.

**(2) Evidence Documents of Purchasing of Air Ticket**

When purchasing air tickets, participants are requested to arrange an air ticket that meets the conditions in (1) (i) above, then obtain an quotation issued by travel agents or obtained via an Internet service for purchasing air tickets. The participants should then submit the payment evidence documents in (i) to (iii) below.

| Purchase Evidence Documents   | Details   |   |
|---|---|---|
| (i) Evidence Documents confirming the amount quoted at the time of ticket purchase. | -Estimate obtained by any of the methods a) to c) listed on the right must be submitted.  | a) Quotation issued by the travel agency.<br>b) An email with the quoted price sent by the travel agency (copy)<br>c) A screenshot of website displaying the prices of the air ticket on the Internet.<br><br>*The quotations in a) to c) above, (quotation) or a screenshot of a price on the Internet shall contain the following information. (The conditions such as date of travel and seat classes (e.g., economy class)) |
| (ii) Receipt  | -Receipts issued by travel agencies.<br>-If purchased via the internet, a screenshot of the credit card authorization screen or a copy of the credit card statement is acceptable.<br>-E-tickets with the word 'receipt' and statement of the actual purchase price are also acceptable). |   |
| (iii) E ticket  |   |   |



Upper limit for round-trip airfare between Thailand and Japan eligible for subsidy: **297,350 JPY**

**Notes:** This amount is applicable to participants in training programs **starting between October 1, 2024 and March 31, 2025.**

## [Appendix 3] Estimate of the Fees and Costs

Country: **Thailand**  
 International Travel Expenses: **Thailand ⇄ Japan, Roundtrip**  
 Management Training Course: **THFB (14-day Course)**

| (Japanese Yen)   |                  |                |                      |
|--|------------------|----------------|----------------------|
| <i>Training Costs</i>  | Total Amount     | ODA Subsidies  | Participation Fee    |
| 1. Allowance Costs<br><Breakdown of Allowance Cost>  | <Breakdown>      |                |                      |
| (1) International Travel Expenses  | 297,350          | [B]            |                      |
| (2) Accommodation and Meal Allowances<br>a. [at the AOTS Kenshu Center]<br>@ 9,020 x 1 day (Arrival Day) = | 9,020            |                |                      |
| @ 9,900 x 12 days =<br>[during the study tour]   | 118,800          |                |                      |
| b. Meal Allowance<br>@ 2,750 x 2 day(s) =  | 5,500            |                |                      |
| c. Accommodation Allowance<br>@ 14,500 x 2 day(s) =  | 29,000           |                |                      |
| (3) Personal Allowance<br>@ 1,040 x 15 days =  | 15,600           |                |                      |
| (4) Welfare Costs<br>Overseas Travel Insurance   | 1,800            |                |                      |
| Subtotal (1)-(5)   | 477,070          | [2/3] 318,046  | [1/3] 159,024        |
| 2. Course Implementation Costs<br><Breakdown of Course Implementation Costs>                               | <Breakdown>      |                |                      |
| (1) Direct Course Implementation Cost  | 144,000          | 96,000         | 48,000               |
| (2) Personnel expenses, Miscellaneous costs  | 398,000          | 248,000        | 150,000              |
| Subtotal (1)-(2)   | 542,000          | 344,000        | 198,000              |
| 3. Domestic Travel Allowance<br>(Kansai Airport - KKC)   | 1,800            | 1,800          |                      |
| <b>Total</b>   | <u>1,020,870</u> | <u>663,846</u> | <u>357,024</u> ← [A] |

The amount of International Travel Expenses shown here is for reference only. Please put the airfare you plan to purchase and make calculation by yourself. Please also see 3. Notes at the bottom of the page.

Grey colored column = The amount paid in kind to participant by AOTS.

Yellow colored column = The amount paid in cash to participant by AOTS during the training.

### 2. Settlement Method and Breakdown

After arrival in Japan, the participant and AOTS shall make a settlement  $[C]=[A]-[B]$  shown below.

If the difference  $[C]$  is negative (-), it means that the amount will be paid from AOTS to the participant.

|     | Item   | Amount<br>(Japanese Yen) | Note   |
|-----|--|--------------------------|--|
| [A] | Participation Fee<br>(Participation Fee consists of 1. Allowance Costs and 2. Course Implementation Costs minus ODA Subsidies) | <b>357,024</b>           | This is the amount participants should bear, and the value of which varies with the International Travel Expenses amount, and participants' staying days, etc. |
| [B] | International Travel Expenses paid back from AOTS to participant during the training.  | <b>297,350</b>           | The amount of International Travel Expenses shown here is for reference only.  |
| [C] | Amount to be settled after coming to Japan $[C]=[A]-[B]$   | <b>59,674</b>            | -  |

(Japanese Yen)

|  |   |               |   |
|--|---|---------------|---|
|  | Amount paid to participants from AOTS to participant in cash during the training. | <b>22,900</b> | Total amount of yellow colored column in the table. |
|--|---|---------------|---|

\*In the case that participants travel to the Kenshu (Training) Center by bus, the transportation is provided in kind and not by cash.

### 3. Notes

Air ticket will be purchased by participant. AOTS will subsidize the amount in accordance with rules & regulations.

International travel expenses subsidy will be provided if an air ticket and its receipt satisfy required conditions; not provided if unsatisfying conditions or for a free ticket.

In case the international travel expenses subsidy will not be provided, the amount of 1.-(1) in the above figure will be zero and therefore, the "Allowance Costs" and "Total Cost" will be changing accordingly.