



(1) There are two necessary steps to follow in order to be eligible to receive the Subsidy Grant.

STEP 1 : Submitting an application before the tour  
STEP 2 : Submitting a performance report after the tour

\*See (3) for changes.

(2) Applications will be accepted 14 to 40 days prior to the tour start date.

(3) If the following is applicable, apart from Step 1 and 2, you must submit a request for application changes:

- If the actual amount exceeds the previously-decided amount by even 1 yen.
- If the actual amount is 20% less than the previously-decided amount.

If the the cost becomes reduced by 20% or more, please submit a request for application changes as soon as you become aware of the change.

(4) When submitting the application and the performance report, make sure that you include all the necessary documents. Sending only one document does not constitute a valid application.

Documents		Option 1: Sending the original stamped documents		Option 2: Not sending original stamped documents		
		Documents that require affixing a seal	Original documents to be sent	(A) Package Tour Creation Support Project Applicant Information Sheet (Excel Sheet A   Company Info)	(B) A copy of a company representative's business card	(C) A copy of the applicant's business card
Form No.1	Package Tour Creation Support Project Subsidy Grant Application Form	✓	✓	✓	✓	✓
Form No.2	Package Tour Details and					
Form No.3a	Request for Application Changes	✓	✓	✓	✓	✓
Form No.3b	Request for Application Cancellation	✓	✓	✓	✓	✓
Form No.4	Request for the Transfer of Subsidy Amount	✓	✓	✓	✓	✓
Form No.5	Power of Attorney form	✓	✓	A copy of the receipt showing the number of guests stamped by the accommodation facility *Invoices and reservation confirmations will not be accepted.		
Other document	Confirmation of Accommodation	✓	✓			

- (5) To omit having to stamp and send the originals: Please submit all of the data specified in the following points [(A) to (C)] .
- (A) Package Tour Creation Support Project Applicant Information Sheet (Excel Sheet A | Company Info)
  - (B) A copy of the business card of a company representative
  - (C) A copy of the business card of the person in charge of the application

- (6) If you cannot submit all the documents specified on A~C above, please submitted the original documents affixed with a seal. In that case, the subsidy shall be allocated upon arrival of the original application documents.

- (7) If you are applying through a power of attorney, you must submit the original documents bearing a stamp.

- (8) The accommodation certificate will still need to be stamped by the accommodation facility and sent in its original form. If you have a receipt with the stamped by the accommodation provider that clearly states the accommodation, please send us a copy of the data.

Package Tour Creation Support Project Applicant Information Sheet

Please write in the blue cells. The color of the cells will change to yellow as you complete the form.

1. Company Information

1. Applicant's company name

2. Name of company head / representative

3. Applicant's company address

2. Applicant's Information

The applicant listed below will be notified if there are any issues with the application.  
If the company stated below is different than the company listed above, a power of attorney must be submitted.

1. Applicant's company name

2. Applicant's Name

3. Applicant's Position / Title

4. E-mail

5. TEL

3. Bank Account Details

1. Bank Name

2. SWIFT CODE

3. Branch Name

4. Account Number

5. Name of Account Holder

6. Address of Account Holder

Please fill in your information in English.

If you are submitting this application on behalf of someone else, please submit Form No. 5 Power of Attorney

↓Example of Confirmation of Accommodation

宿泊証明書  
Confirmation of Accommodation

年 月 日

下記のとおり宿泊を証明します。

1 ツアー名 Tour Name	
2 旅行会社名 Travel Agency	
3 宿泊期間 Check-in and Check-out Date	【IN】 年 月 日 【OUT】 年 月 日
4 宿泊者数 Total Customers	名 ※無料扱いの宿泊者およびバスの乗務員（ドライバーや添乗員）を除く。 Exclusive of the number of free accommodations and crew members including tour conductors, tour guides, and tour leaders.
6 宿泊施設 Accommodation Facility	名称（施設名） / Name of Accommodation Facility   <div>印 Stamp</div> 担当者名 / Contact Person Name

(9) Only visitors to Japan who actually stayed at the hotel are eligible for subsidies.  
The following people are not eligible.

<<Excluded people who are not eligible>>

- Any person involved in the operation of the tour, such as crew members, tour conductors, tour guides, etc.
- Any participant who did not pay a fee
- Any customer who canceled and did not participate in the tour
- Any customer who joined the tour in Japan
- Any customer whose name is on the participant list but who engages in different activities during their stay in Japan

(10) Either one of the following documents (A or B) can be used as proof of accommodation:

- (A) A confirmation of Accommodation issued by the accommodation facility.
- (B) A receipt issued by the accommodation facility (bearing the seal of the accommodation facility)

- ※The document must clearly show the number of guests.
- ※Invoices and reservation confirmations will not be accepted.  
(This is because cancellations are not shown in reservation confirmations.)
- ※Receipts issued by land operators will not be accepted.

(11) Before submitting, please if the confirmation of accommodation or receipt correspond with the information provided during the application in regards to the following:

- ① Whether the tour name or tour code are the same as in the application
- ② Whether the name of the travel agency is the same as in the application
- ③ Whether the date of stay matches the one submitted in the application
- ④ Whether the number of guests matches the number of participants in the application
- ⑤ Whether the document includes people who are not eligible
- ⑥ Whether the document bears the seal of the accommodation facility.

- We often receive applications in which the address on the applicant's business card does not match the one provided on the company information section of the application. In that case, we may ask you to explain why the addresses are different. In some cases we may ask you to submit your company registration.
  - If you hire a bus company service in Fukushima prefecture, please submit one of the following when reporting your results:
    - A: Chartered bus transportation acceptance form
    - B: Receipt issued by the bus company
- ※ Invoices and reservation confirmations will not be accepted as proof of accommodation.