

□Application Procedures

- (1) In principle, companies that wish to be subsidized must apply for qualification by:
- the day before the opening of the **business facility** <Subsidies to Support Business Start-up>
 - the day before signing the lease contract <Subsidies for Rent>

The following documents are required for qualification:

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| <ol style="list-style-type: none">1. Application for Qualification of Business Subsidies (Form No.1)2. Business Summary (Form No.2)3. Facilities Plan Outline (Form No.3)4. Contents of Business Plan (Form No.4)5. Commercial Register Certification and the Articles of Association (only for the establishment of a secondary business facility in Japan)6. Balance sheets, profit/loss statements, operations reports, or documents equivalent to these7. Any other documents deemed necessary by the Governor of Aichi Prefecture |
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- (2) After preparing the application form (Form No.5) and the documents below, please apply for issuance of subsidies within 2 months after:
- opening the **business facility** <Subsidies to Support Business Start-up>
 - signing the lease contract <Subsidies for Rent>

<Subsidies to Support Business Start-up>

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| <ol style="list-style-type: none">1. Official copies of contracts (invoices when contracts are not available) and receipts for the applicable expenses.
(These documents must be the official copies authorized by the representative of the company.)2. Commercial Register Certification and the Articles of Association
(excluding establishment of a secondary business facility in Japan)3. Any other documents deemed necessary by the Governor of Aichi Prefecture |
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<Subsidies for Rent>

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| <ol style="list-style-type: none">1. Copies of the office rental contract, receipts, and other necessary documents.
(These documents must be the official copies authorized by the representative of the company.)2. Access map, arrangement plan, floor plan, list of the space area figures3. Documents of employment confirmation4. Commercial Register Certification and the Articles of Association
(excluding establishment of a secondary office in Japan)5. Any other documents deemed necessary by the Governor of Aichi Prefecture |
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- (3) After the contents of the application have been reviewed, the decision regarding the issuance of subsidies will be made within the limits of the budget, and applicants will be notified. The qualified applicants will then be requested to submit the Subsidy Issuance Request (Form No.7).