Application Guideline:
ASEAN Support Program for GX/DX Human Resource Development
(4th call)

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The Secretariat
of ASEAN Support Program for GX/DX Human Resource Development

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1. Subsidy Overview

1.1. Background and Purpose of the Subsidy

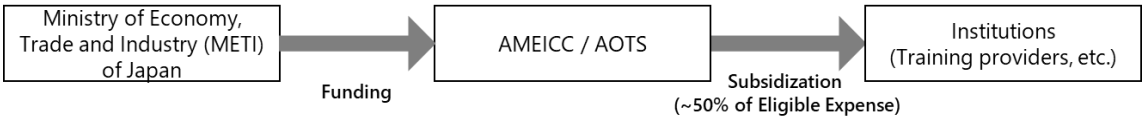
Many Japanese companies have established operations in the ASEAN region, particularly in the manufacturing industry, contributing to economic growth and employment in the region for years. However, due to an escalating complexity of international relations and urgency of climate change, Japanese companies must upgrade their industrial assets to adapt to the new circumstances. To increase global competitiveness and to foster sustainable growth, not only Japanese firms but also local firms must undergo green transformation ("GX") and digital transformation ("DX") at supply chain level through introducing new technologies leading to productivity improvement and reduction of greenhouse gas emissions.

In response, AEM-METI Economic and Industrial Cooperation Committee (hereinafter referred to as "AMEICC") Secretariat (hereinafter referred to as "Secretariat") has initiated the subsidy for "ASEAN Support Program for GX/DX Human Resource Development" (hereinafter referred to as the "Subsidy") under the Fiscal Year 2023 supplementary budget "The Program for Human Resource Development of Future Industry in the Global South". The Subsidy aims to cover part of the participation fees for commercialized and standardized GX/DX training programs for trainees, as well as training expenses for future trainers in collaboration with local training institutions in order to increase the sustainability and resilience of the Japanese supply chains, and to expand the spread of GX/DX-related products and services of Japanese companies.

The Secretariat was established at the Bangkok Office of the Association for Overseas Technical Cooperation and Sustainable Partnerships (hereinafter referred to as "AOTS") on the basis of the mandate from AMEICC. The Secretariat manages the ASEAN Support Program for GX/DX Human Resource Development as its founder and will serve as its secretariat. An entity designated by the Secretariat may provide administrative support and carry out specific tasks on its behalf.

1.2. Overview and Flow of Fund of the Subsidy

Through an open call process, the Secretariat examines applications of projects that provide GX/DX trainings for eligible trainees by reviewing the necessary application documents (hereinafter referred to as the "Application Documents"). Based on the review results of an advisory committee established by the Secretariat (hereinafter referred to as the "Advisory Committee"), the Secretariat will decide projects to be subsidized (hereinafter referred to as "Subsidized Projects"), certify the trainings (hereinafter referred to as "Certified Trainings") from among the Training for Employees and decide institutions such as training providers to receive the Subsidy (hereinafter referred to as "Subsidy Recipients") from applicants of the Subsidy (hereinafter referred to as "Applicants") by notifying through the document from the Secretariat (hereinafter referred to as "Notification of Certification Decision"). Within the budgetary limits of the Subsidy, the Secretariat provides financial support to Subsidy Recipients for reducing participation fee of the Certified Trainings for trainees and expenses for trainings for trainers (hereinafter collectively referred to as "Eligible Expenses"), necessary for the implementation of Subsidized Projects.



2. Detail of Subsidized Projects

2.1. 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").

2.2. 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.

2.2.1. Lecture Training for Employees

Content	• Include knowledge and skills to accelerate either GX or DX. • 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

2.2.2. OJT Training for Employees

Content	• Include knowledge and skills to accelerate either GX or DX. • 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 • 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

2.2.3. 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 • 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

2.3. 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.

2.4. Subsidy Recipients

2.4.1. Requirements for Eligible Subsidy Recipients

Subsidy Recipients must meet all the following requirements.

Requirements
1) Being a legal entity 2) Having been collectively authorized by the local authorities to operate their business in respective ASEAN countries 3) Possessing necessary personnel and resources to effectively carry out Subsidized Projects 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: a) Receipt or acknowledgment of subsidies, grants, or funds (hereinafter referred to as "subsidies, etc.") through deception or other fraudulent means. b) Use of subsidies, etc., for improper purposes. 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). 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.

2.4.2. In Case of Collaboration with Other 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.

2.5. Subsidy Calculation

2.5.1. 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. 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. 3) Certificate of completion or other documents showing completion of Certified Trainings by eligible trainees
b) Employees of non-Japanese affiliated companies in ASEAN countries with a recommendation letter from a Japanese-affiliated company 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 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 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. 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 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. 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. 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. • Temporarily hiring staff and full-time employees of Subsidy Recipients are applicable (including cases where employee of Subsidy Recipients become an instructor) • 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 • Work regulations • Work record • Work diary • 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 • Internal regulation for honoraria and request letter and acceptance letter, or, contract and invoice • Receipt
3. Travel expense	• Cost of transportation usage fare for external instructor, etc. to commute to training site for the training. • Cost of transportation usage fare necessary for employees, etc. to attend the training outside Subsidy Recipients' regular training site.	1)International transportation fee (airfare) • 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. • 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. • The eligible flight class is standard economy unless specified otherwise by internal regulations of Subsidy Recipients.	• Training schedule for engagement • Internal regulation for travel or invoice • Travel expenses claim • Receipt • E-ticket (for air travel) • Copy of boarding pass (for air travel)

		2)Domestic transportation fee (Intra-area transportation such as airfare, taxi fare, bus fares, etc.) • 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. • The eligible flight class is standard economy class unless otherwise specified in internal regulations, etc. of Subsidy Recipients. • If the published fares are fixed, the published fare table can be substituted for the evidence. • 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 • Internal regulation for travel or invoice • Travel expenses claim • Receipt • E-ticket (for air travel) • Copy of boarding pass (for air travel)
		3) Other travel fees such as Visa fee, vaccination fees, etc. • Necessary Visa fee and vaccination fee are eligible.	• Training schedule for engagement • Travel expenses claim • Receipt • 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. • 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. • 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. • An accommodation expense is allowed for lodging only, excluding tips, laundry, and other incidental charges.	• Training schedule for engagement • Travel expenses claim • Internal regulation for accommodation or invoice • Receipt

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. • 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 • Travel expenses claim • Internal regulation for daily allowance • 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 • Training schedule for engagement • Internal regulation for honoraria and request letter and acceptance letter, or, contract and invoice • Receipt
7. Teaching material expense	• Cost of developing, purchasing, or licensing materials for teaching materials used in the training.	1)Core training implementation materials • Cost of essential teaching materials which can contribute to productivity improvement and decarbonization for conducting the training. • For made-to-order products, purchase order is required	• Invoice • Receipt
		2)Manuscript and editing fee • Manuscript and editing fee apply to creation of manuscripts newly created for the training which the creator owns the copyright. • Up to 4,000 JPY or the equivalent in local currencies per 4 PowerPoint slides is eligible.	• Pre-edited written manuscripts • Edited written manuscript • Receipt
		3)Translation fee • Translation fees are for new translations for the training purposes.	• Invoice • Receipt • Pre-translated manuscript • Translated manuscript
		4)Text printing and binding • 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. • In cases where invoices are not issued due to business customs, such as for in-store purchases, they are not necessary.	• Invoice • Receipt • Copy of complete set of textbook materials

		5)Textbook purchase • The number of textbooks purchased is limited to one for each trainee, instructor, interpreter, and Subsidy Recipients. • In cases where invoices are not issued due to business customs, such as for in-store purchases, they are not necessary.	• Invoice • Receipt • Copy of complete set of textbook materials
		6)Consumables • Consumables are recognized as exercise stationery (imitation paper, sticky notes, etc.) provided for the training are eligible. • In cases where invoices are not issued due to business customs, such as for in-store purchases, they are not necessary.	• Invoice • 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. • Cost for PCs, projectors, wearable cameras, and photocopiers etc. for the use of the training, and for the preparation of teaching materials are eligible. • Cost for equipment in the training site such as white board, table, desk, chair, etc. are eligible. • Purchase of versatile equipment such as PCs are eligible only when it is economically reasonable, e.g., less expensive than rental. Quotation is required. • For made-to-order products, purchase order is required. • In cases where invoices are not issued due to business customs, such as for in-store purchases, they are not necessary.	• Invoice • 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. • Fee of software, application and program license etc. related to the training. • Online resources usage fee such as internet, web conference system, license usage for video call account, cloud storage, VPN, security, etc. • For made-to-order products, purchase order is required	• Invoice • Receipt
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. • Rental fee for the training site and the equipment such as audio-visual equipment installed at the training site, etc. are eligible.	• Invoice • 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. • Expenses such as gratuities and entrance fees paid to recipients of site visit are eligible.	• Internal regulation for travel or Invoice • Travel expenses claim • 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 • Contract • Invoice • Receipt

2.5.2. 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.
- Any expenses in case that Subsidy Recipients cannot provide the evidence indicated in 2.5.1. 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.
- Other than the above items that are deemed inappropriate as Eligible Expenses by the Secretariat.

2.5.3. 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

2.5.4. 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.

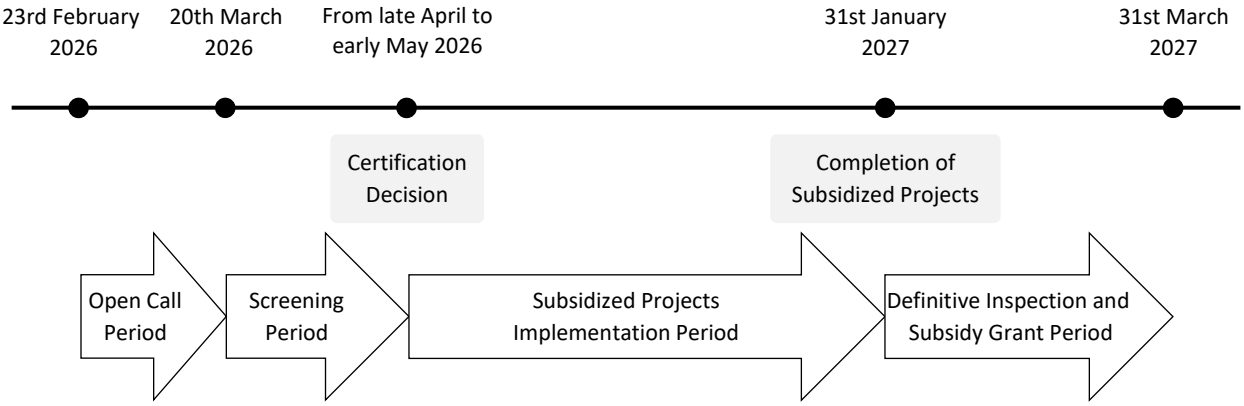
Foreign exchange rate

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

2.6. Subsidized Projects Implementation Period

Subsidized Projects must be started after receiving Notification of Certification Decision and must be completed by 31st January 2027. Subsidized Projects must be deemed completed upon submission of Result Report.



3. Obligations for Subsidy Recipients

3.1. 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.

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.

1) Subsidy Recipients must promptly report their progress upon request by the Secretariat requests.
2) 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.
3) 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.
4) Subsidy Recipients shall acknowledge that the Secretariat may conduct unannounced on-site inspections of Training for Employees and Training for Trainers.
5) Subsidy Recipients have an obligation to protect personal information when collecting information as described in 3.2. below.
6) When obtaining personal information in the Subsidy, Subsidy Recipients must obtain consent for third-party information provision to the Secretariat, AOTS and relevant authorities.
7) 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.
8) 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.
9) 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).

10) Subsidy Recipients shall be responsible for complying with the laws of countries where Subsidized Projects are implemented.
11) Subsidy Recipients shall be responsible for verifying both the eligibility and identity of the trainees before conducting Certified Trainings.
12) 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.
13) 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.

3.2. Reporting and Cooperation

Based on the obligation shown in 3.1., 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.

3.2.1. Submission of Progress Report

To monitor the implementation of the subsidy budget, training site utilization, and trends in training execution, Subsidy Recipients must are 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. • Number of trainees who completed Certified Trainings
Training for Trainers	Monthly	• Incurred Eligible Expenses (in local currencies) with necessary evidence • Name of trainees who completed training

3.2.2. 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.

3.2.3. 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.

3.3. Application Method

3.3.1. Open Call Period

From 23rd February 2026 10:00 to 20th March 2026 17:00 (both are in Thai Standard Time)

3.3.2. Submission Method

Applicants shall complete the Application Documents and submit them to the Secretariat via e-mail within the open call period, following the format specified in 3.3.4. Application Documents. In the case of submission of Application Documents, please include [Application] at the beginning of the e-mail subject. The date and time of receiving the e-mail shall be deemed the date and time of receipt.

E-mail address: gxdx-secretariat@ameicc.org

(Note 1) Additional document submissions including amendments, substitutions, and additions after the open call period will not be accepted.

(Note 2) Other methods of submission rather than those specified by the Secretariat will not be accepted such as physical mail, delivery in person, fax, or etc. In addition, please note that incomplete document submission may not be considered for review.

(Note 3) The Secretariat's maximum size for receiving e-mail is 25MB, and if the file size of the Application Documents is large, you may need to split it and send it in multiple e-mails.

(Note 4) If submitting multiple applications, each file must have a unique name.

3.3.3. Contact for Prior Consultation and Inquiry

Prior consultation and inquiry regarding the preparation of application are accepted via e-mail. Please contact the following e-mail address. In the case of prior consultation or inquiry, please include [Inquiry] at the beginning of the e-mail subject.

E-mail address: gxdx-secretariat@ameicc.org

3.3.4. Application Documents

- Application Form and Attachment 1-5 shall be submitted in both Word or Excel, and PDF formats.
- The documents other than those mentioned above shall be submitted in PDF format.
- Referential & illustrative information such as evidential data, charts and diagrams can be submitted if any.
- 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.

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

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

4. Screening Method and Notification of Screening Results

4.1. Screening Method

4.1.1. Screening Process

The screening process will be conducted by the Secretariat and the Advisory Committee. The screening will primarily involve a document review based on the submitted Application Documents, considering the screening standard specified in 4.1.2. However, there may be cases where interviews or on-site inspections with Applicants are conducted if necessary. Furthermore, please note that if there are any deficiencies in the submitted Application Documents (such as missing documents or incomplete information), they may not be considered in the review, so please be sure to pay sufficient attention to complete the Application Documents.

4.1.2. Screening Standard

<For Training for Employees>

Item	Screening Standard
Comprehensiveness, versatility, and practicality of the training	Does training cover sufficient topics to understand the concept of GX/DX, its importances, challenges, and methods for achieving transformation?
	Is the basic principle (such as Kaizen) that promotes continuous GX/DX of companies included in the training curriculum?
	Is the training designed to facilitate the application of acquired knowledge and skills in practical business operations?
Innovativeness and progressiveness of the training	Does the training teach how to use innovative products or methods (such as IoT sensors) to improve productivity or reduce greenhouse gas emissions in a cost-effective way?
	Does the training align with the latest international rules related to GX/DX?
Effectiveness and efficiency of the training	Does the training have a significant impact on improvements in productivity or reductions in greenhouse gas emissions? Is there any quantitative evidence to support the benefits?
	Is the training designed for efficient and effective implementation by taking some measures (e.g.

	limiting the number of persons per batch, setting effective criteria for evaluating completion of the training, etc.)?
	Is the participation fee for Certified Trainings set appropriately compared with the estimated benefit and cost?
Benefit on Japanese firms and Japanese supply chain	Is it expected that trainees belonging to the companies which are the part of Japanese supply chain in the ASEAN region will participate sufficiently in the training?
	Are several technologies, products, and services of Japanese companies being used in the training to increase future sales opportunities?
Capability of Applicants	Have Applicants had experience in conducting similar training of GX/DX or in interactions with Japanese firms for training in the past?
	Is the implementation system (trainers, management structure, equipment) sufficiently established?

<For Training for Trainers>

Item	Screening Standard
Timing and volumes of the Training for Trainers	Is there a valid reason instructors must be trained now?
	Is number of individuals to be trained appropriate compared with the future demand of the Training for Employees?
Quality, efficiency and effectiveness of instructor training plan	Does the training plan include required technologies and expertise trainers have to possess for conducting the Training for Employees?
	Is the training designed for efficient and effective implementation by taking some measures (e.g. limiting the number of persons per batch, setting effective criteria for evaluating completion of the training, etc.)?
Capability of trainees	Do trainees selected by applicant have sufficient experience or expertise to become a trainer of Training for Employees?
	Are there any ingenuities that will help trainees contribute as instructors of Training for Employees in the long term?
Appropriateness of the contents of the estimate	Are the items and amounts of expenses being accumulated reasonable compared with the planned contents of the training and estimated benefit?

4.1.3. Presentation Review

This is an optional process for specific Applicants which the Secretariat specifically request to provide additional presentation in front of the Advisory Committee regarding the detail of training menus which are required more clarification from Applicants. After reviewing the submitted Application Documents, the Secretariat will notify the Applicants who are deemed to participate in presentation review via online format. The respective Applicants will be informed of the details of presentation review **by 27th March 2026**, as the performance of presentation will also be considered as a part of screening.

Please review the following schedule and proceed with the necessary preparations in advance. Additionally, please ensure to reserve your schedule to accommodate for the presentation review.

- Deadline for submission of presentation materials : **6th April 2026 17:00**
- Presentation review : **8th April 2026 from 10:00 to 14:00**

*Both are in Thai Standard Time.

*Submission method of presentation materials will be included in the notification to the participants of presentation review.

4.2. Notification of Screening Results

Once the screening results are determined, the Secretariat will promptly notify the related information about Subsidy Recipients via an official announcement on the Secretariat website. This announcement will disclose the names of Subsidy Recipients, training implementation locations, training contents, and other relevant information as a result of the open call. Additionally, the Subsidy amount granted will be disclosed after the completion of Subsidized Projects.

Please be informed that any Applicants that do not meet the Subsidy requirements may be notified of rejection before the official announcement on the Secretariat website is published.

The reason for the screening results will be considered as classified information by the Secretariat, the Advisory Committee and AOTS. All submitted Application Documents will not be returned under any circumstances.

5. Result Report and Definitive Inspection

5.1. Result Report

Subsidy Recipients must submit a Result Report and an Application for Subsidy Grant within 30 days of completing of the Subsidized Projects or by 31st January 2027, whichever comes earlier.

5.2. Definitive Inspection

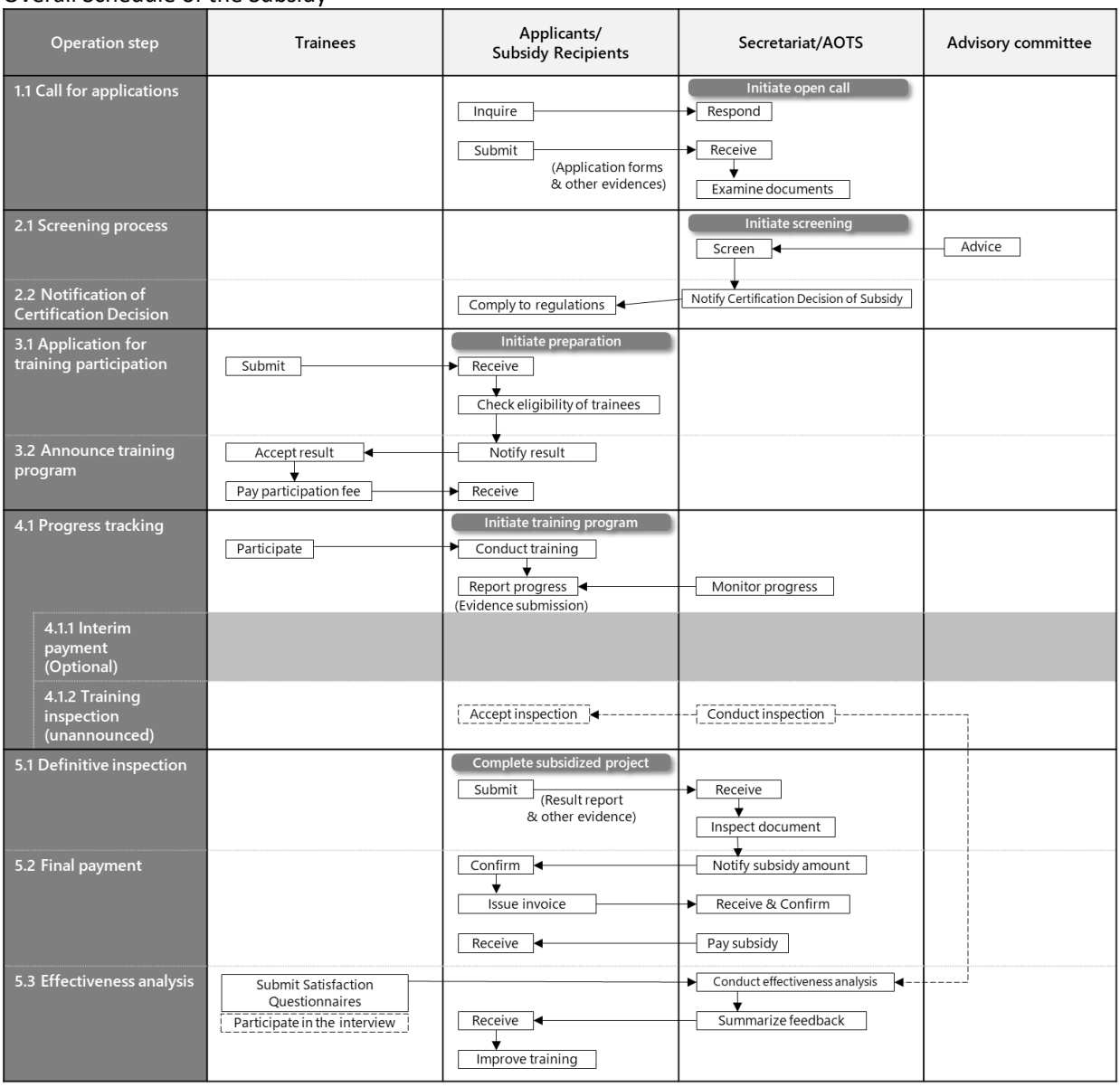
The Secretariat will conduct a definitive inspection, including document review and on-site inspection as necessary, upon receiving the Result Report and the Application for Subsidy Grant from Subsidy Recipients. When it is deemed appropriate for the Subsidy grant, the Secretariat will determine the amount of the Subsidy to be paid and notify it to Subsidy Recipients with a Notification of Subsidy Amount Decision.

5.3. Payment of the Subsidy

Subsidy Recipients must submit Invoice for Subsidy to the Secretariat after receiving the Notification of Subsidy Amount Decision. Then, the Secretariat will collaborate with AOTS, and AOTS will pay the Subsidy to Subsidy Recipients.

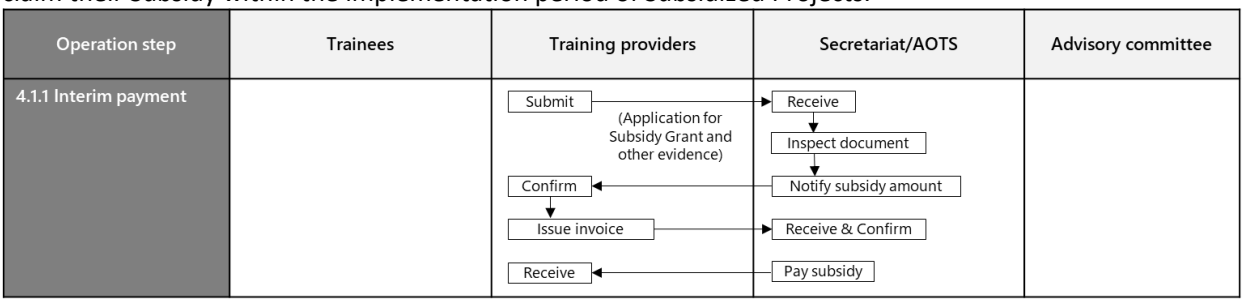
6. Remarks

6.1. Overall Schedule of the Subsidy



Remark: 4.1.1 Interim payment (Optional)

This is a step only applicable for Subsidy Recipients approved by the Secretariat through submitting documents instructed by the Secretariat. In case of interim payment, Subsidy Recipients shall follow the below flow to claim their Subsidy within the implementation period of Subsidized Projects.



6.2. Amendment History

If there have been any major amendments to this Application Guideline or application forms since 23rd February 2026, ["_ver.◯"] will be replaced at the end of the file name. For details of the amendments, please refer to the table below.

Version	Amendment date	Amendment details