|  |  |
| --- | --- |
| COMPANY NAME    LOCATION (city/country)  PLANS FOR JAPAN  MY COMPANY IS AN SME (\*) YES    NO    *(please tick)*  *(\*) SMEs (small and medium-sized enterprises) are companies meeting the standard European Commission criteria for an SME (*[*http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/index\_en.htm*](http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/index_en.htm) *)* | |
| I WOULD LIKE TO USE THE FOLLOWING SERVICES | |
| “Hot-desk” in Tokyo at the EU-Japan Centre’s premises, including internet connection and telephone (\*\*)  *(\*) desk space for one person*  *(\*\*) unlimited local telephone calls* | YES    NO    *(please tick)* |
| *Dates (day/month/year)* | *From* */* */* *To* */**/* |
| Access to meeting and seminar facilities (in the EU-Japan Centre) | YES    NO    *(please tick)* |
| *Dates (day/month/year)* | *From* */* */* *To* */**/* |
| Information inquiry helpdesk (ad-hoc enquiries on Japanese markets, regulation and industry) (\*)  EEN partnership search of tool service (promotion and dissemination of profiles of EU companies in Japan) (\*)  *(\*) some enquiries and partnership searches may take up to several months to complete. These services are available immediately. Please contact us ASAP if interested.* | YES    NO    *(please tick)*  YES    NO    *(please tick)* |
| FULL NAME OF APPPLICANT  POSITION WITHIN THE COMPANY  CONTACT DETAILS *Office Address*  *Tel.       email*  COMPANY WEBSITE *(if applicable)* | |
|  | |

# Privacy policy

I have read and understand the EU-Japan Centre's privacy policy and agree that the information I have provided can be used in the way described. The Privacy Policy can be found at <https://www.eu-japan.eu/privacy-policy>. Please read in particular the first bullet point ("Where the activity involves a visit to a company in the EU...")

I agree YES    NO    *(please tick)*

DATE *(day/month/year)* */*

SIGNATURE