

**Guidelines for Coverage of Expenses Incurred by On-site Inspections by Travel Agencies
Specializing in Foreign Travelers Visiting Japan Subsidy Program
(FY 2024)**

Article 1 Objectives

This initiative provides financial coverage (hereinafter referred to as "expenses") for travel agencies specializing in inbound tourism, facilitating their on-site preliminary hereinafter inspections in the Oki Islands. These expenses are incurred to develop agent-organized and package-type travel products (from now on referred to as "travel products"). The primary objective of this coverage is to support the creation of travel products targeting inbound tourists while concurrently attracting visitors to the Oki Islands.

Article 2 Parties Eligible for Subsidy

Based on this guideline, the travel agencies eligible to apply for subsidies for expenses (hereinafter referred to as the "Applicant") must meet all of the following criteria:

- (1) The Applicant (domestic and foreign) must be registered and legally operating under related legislations, have previous experience creating and carrying out tours in Japan, and be based outside the Oki Islands.
- (2) The on-site preliminary inspection is to create a travel product that offers accommodation in the Oki Islands, which is scheduled to be released within one year.
- (3) The Applicant must not have received this subsidy previously within the same fiscal year.
- (4) The Applicant must set aside time for and carry out an opinion exchange meeting with the staff of the Oki Islands Geopark Management Bureau (hereinafter referred to as the "Management Bureau") during or after the on-site preliminary inspection and discuss the possibility of creating travel products.
- (5) Reservation arrangements must be made through the Management Bureau so that the Management Bureau can oversee and understand the details of the itinerary.

Article 3 Expenses Eligible for Subsidy, Rates and Maximum Amounts

- (1) The following list outlines the eligible expenses according to these guidelines. The subsidy amount provided is a maximum of 75% of the total eligible expenses, rounded down to the nearest 1 Japanese yen.
 - ① Transportation expenses *This shall be from the location immediately before coming to the Oki Island within Japan.
 - A) Round-trip air tickets (Osaka-Oki Islands route, Izumo-Oki Islands route), ferry tickets, fast ferry Rainbow Jet tickets, and connecting bus fares (from

Matsue Station, Yonago Station, Sakaiminato Station to Shichirui Port, Sakaiminato Port). Train tickets (including express charge) and Highway bus fares.

- B) Transportation expenses within the Oki Islands when utilizing public transportation.
 - C) Rental car fees within the Oki Islands, fuel costs included.
 - D) Taxi fares would fit the itinerary if no alternative means of transportation are available.
- ② Accommodation expenses (limited to within the Oki Islands, max. 20,000 per 1 night, including breakfast and dinner expenses. Expenses such as alcohol and additional services cannot be covered by this subsidy.)
- ③ Other expenses (limited to within the Oki Islands)
- Entrance fees
 - Guide fees
 - Outdoor activity and experience fees
 - Lunch fees (max. 1,500 Japanese yen per day)
- (2) The subsidy for expenses is limited to a maximum of 100,000 Japanese yen per application.

Article 4 Subsidy Period

From the day these guidelines come into effect to February 28, 2025.

Article 5 Application Process

To become eligible Applicants, interested parties must submit their company profile and Application Form (Form No. 1) to the Management Bureau at least ten days before their planned visit to the Oki Islands.

Article 6 Application Review and Decision

(1) Upon receipt of an application as specified in the preceding article, the Management Bureau will review the contents of the application. If it determines that the subsidy should be awarded, a “Notification of Support Decision” (Form No. 2) will be issued to the applicant (hereinafter referred to as the "Subsidy Recipient").

(2) In the allocation of subsidies, priority will be given to on-site preliminary inspections to create travel products that align with the tourism vision and policies set forth by the Management Bureau.

Article 7 Reporting and Accountability

After visiting the Oki Islands, Subsidy Recipients must promptly submit a Performance Report and Accounting Statement (Form No. 3) to the Management Bureau with the following documents:

- (1) Visit Report (Attachment 1)
- (2) Breakdown of the Actual Expenses Report (Attachment 2)
- (3) Copy of receipts

Article 8 Disbursement of Subsidy

Upon receiving the Performance Report and Accounting Statement outlined in the previous article, the Management Bureau will conduct the necessary review. If it deems that the subsidy is appropriate, it will determine the amount to be disbursed and issue a Payment Notification (Form No. 4). The subsidy recipient will be informed. The payment will be promptly transferred to the designated account. The amount to be paid will be the total after deducting any applicable bank transfer fees incurred.

Article 9 Submission of Marketing Materials

The subsidy recipient must submit to the Management Bureau within the same fiscal year the outcomes of the travel product created, which may include brochures, tour sales introductions on the travel agency website to which the subsidy recipient belongs, and other relevant materials. These materials serve as evidence of the travel product's development and promotion, demonstrating the effectiveness and utilization of the subsidy.

Article 10 Rescission of Subsidy Approval

If the subsidy recipient violates the provisions outlined in this guideline, is found to have made false statements in the submitted documents, or fails to submit the requested documents to the Management Bureau, the "Notification of Support Decision" may be revoked.

Article 11 Miscellaneous Provisions

Matters not stipulated in this document will be decided separately by the Management Bureau. In the event of a discrepancy between the English version and the Japanese version of the terms, the Japanese-language version shall prevail

Supplementary Provisions

These guidelines will come into effect from June 1, 2024, and will lose effect on March 31 2025.