

Guidelines to Apply for Endorsement of Events

The ASEAN Secretariat and Ministry of Foreign Affairs of Japan invite events showcasing exchange between ASEAN member states and Japan. Organizers of endorsed events will be entitled to use the official logo and catchphrase of 40th anniversary of ASEAN-Japan exchange. Information on endorsed events will be listed in the official event calendar of the 40th anniversary of ASEAN-Japan exchange **in ASEAN Website**.

Eligibility for endorsement

1. The event should take place between January and December 2013 in Japan or in ASEAN member states.
2. The event should aim to promote bilateral or multilateral exchanges in various fields (youth exchange, arts, education, sports, tourism, economics, politics, etc.), encourage mutual understanding and strengthen friendship between ASEAN member states and Japan.
3. The content and aim of the event should be clear and practically feasible.
4. The aim of the event should not be to advocate any particular principle, ideology or religion, any political activity or election campaign and must not violate public order or standards of decency.
5. Financial costs of the events should be fully borne by the organizer.
6. The organizer of the event should submit the application form.


Privileges of endorsed events

1. The organizers of endorsed events are entitled to use the title of the 40th anniversary of ASEAN-Japan exchange, the official logo and catchphrase in publicity materials (i.e. posters, pamphlets, website, signboards, banners, etc).

2. Endorsed events will be listed on the official calendar of the 40th anniversary of ASEAN-Japan exchange **in ASEAN Website**.

How to apply?

1. Necessary documents

- (a) application form [[PDF](#) ] [[WORD](#)]
- (b) supporting documents clarifying the content of the event
- (c) supporting documents indicating regular activities of the event organizer

2. Where to submit the application form

Japanese Organizations based in Japan

Regional Policy Division, Asia and Oceanian Affairs Bureau
Ministry of Foreign Affairs
2-2-1 Kasumigaseki, Chiyoda-ku, Tokyo 100-8919
Tel : 03-5501-8252
Fax: 03-5501-8251
Email: japanasean-event@mofa.go.jp


Japanese Organizations based in ASEAN member states

- Embassy of Japan in each ASEAN member states

ASEAN Organizations based in ASEAN member states and in Japan

External Relations Division Two
ASEAN Political and Security Community Department
The ASEAN Secretariat
70 A, Sisingamangaraja
12110 Jakarta, Indonesia
Tel. 62-21-7262991, 7243372
Fax 62-21-7243504, 7398234
Email: aseanjapan2013@asean.org

Application procedures

1. Submission of application form [\[PDF\]](#)  [\[WORD\]](#) via email, fax or post.
2. Screening of application.
3. Results to be sent to the organizer. Endorsed events will be provided with logo and catchphrase along with the guideline for the use of logo.
4. Endorsed events will be listed on the official event calendar.

Notes

1. Application forms will not be returned. Applications should be submitted in advance with note that screening process will require at least two weeks minimum.
2. Any inquiries regarding the screening process will not be responded.
3. Organizers of endorsed events will bear the entire responsibility for the implementation including financial costs and public advertisement. Ministry of Foreign Affairs of Japan and ASEAN secretariat will bear no responsibility for any consequences related to the event.
4. In any case should the event be cancelled or a substantive change be made, the organizers should promptly inform the relevant circumstances to Ministry of Foreign Affairs of Japan or ASEAN Secretariat.
5. In any case should the event be cancelled or the substantive change does not comply with the criteria for endorsement, Ministry of Foreign Affairs of Japan or ASEAN Secretariat may cancel the endorsement.
6. Organizers of events must not use the logo and catchphrase in other events hosted by the organizer without appropriate authorization.
7. Organizers are required to submit a summary of the event implemented to Ministry of Foreign Affairs or ASEAN Secretariat. Contents of the report may be referred in the website of the 40th anniversary of ASEAN-Japan exchange.