

## Application for Registration of Organization (New / Change / Cancellation)

Date: \_\_\_ / \_\_\_ / 20\_\_\_

To: Director-General, JICA Global Plaza

Organization:  
Representative:  
Applicant:

I have understood the regulations and matters for compliance (terms of use, etc.) concerning the use of JICA facilities, etc., and hereby apply for registration (new / change / cancellation) of the following organization in order to use the JICA Global Plaza.

Name of organization			
Type of organization (please circle where appropriate)	NPO / Corporate association / Foundation / Independent administrative institution / For-profit corporation / University / Voluntary organization (students' group, circle, etc.: _____) / Other ( _____ )		
Name of representative		Job title	
Contact details (for contacting the organization)	Address:		
	TEL: Email:	FAX:	
Contact details (for communications and sending documents) * If different from above	Address:		
	TEL: Email:	FAX: Contact:	
Date of establishment	___ / ___ / _____	Number of personnel	_____ persons (Please attach a list of personnel)
Purpose of organization			
Content of activities			
	Website		
Use of mailbox	<input type="checkbox"/> Wish to use, <input type="checkbox"/> Do not wish to use, <input type="checkbox"/> Wish to cancel use of mailbox		
Other relevant matters			

## Documents to be attached

- (1) List of personnel
- (2) Documents concerning the organization and its activities (e.g. articles of association, rules of the organization, etc.)

### **Registration Requirements**

Organizations may only register if they satisfy all of the following requirements.

- (1) That they undertake international cooperation and international exchange activities for developing countries.
- (2) That they have a designated representative, and that their organization and activities are clearly specified in articles of association, company regulations, etc.
- (3) That the purpose of using JICA Global Plaza facilities is not related to profit-making, religious or political activities.

Note 1: For emergency contact purposes, please give the **addresses and telephone numbers of at least two members of your organization.** (other than the organization contact person) on the attached sheet.

Note 2: When making changes, please submit the form with **only the changed sections in the table** filled in.

Note 3: When canceling your registration, please submit the form with **only the name of organization in the table** filled in.

**Please also complete the attachment to this application form.**

**Attachment to the “Application for Registration of Organization  
(New / Change / Cancellation)”**

**Personnel contact details**

Name	Address	Tel.

\* For emergency contact purposes, please give the **addresses and telephone numbers of at least two members of your organization** (other than the organization contact person) on this attachment.

**Handling of personal information**

When you apply for registration, you automatically consent to the following.

◆ **Purpose of use**

Personal information obtained will be used for the following purposes.

**1. Providing services to registered organizations**

Personal information provided with the aim of using JICA Global Plaza conference rooms and ancillary equipment, as well as other facilities and functions permitted by the Director-General and other services requiring registration, is used for the purpose of confirming the identity of users (or personnel) and providing said services.

**2. Forwarding documents, etc., to registered organizations**

Personal information is used when sending various documents to the organization.

**3. Questionnaires and surveys designed to improve or plan services, etc.**

Personal information may sometimes be used when sending questionnaire forms with the aim of improving our operations, among other purposes.

◆ **Protection and management of personal information**

As well as endeavoring to ensure the accuracy of data content in personal information obtained from organizations, within the extent necessary to achieve the purpose of use, we also handle said information appropriately to ensure that it cannot be unlawfully accessed, or lost, destroyed, falsified, leaked, etc.

◆ **Provision to third parties**

Personal information concerning the personnel of applicant organizations will never be provided or disclosed to third parties without the express consent of the person concerned, except when required by law, etc.

However, part of our work (such as the provision of services and the dispatch of documents) may sometimes be entrusted to third parties in order to fulfil the objective of our operation. In such cases, the entrusted party is placed under contractual obligation to manage personal information appropriately and ensure that it does not divulge, release or make unlawful use of said information. Moreover, even when providing personal information to a specific third party with the consent of the person concerned, we ask said third party, in writing or otherwise, to manage said information rigorously and appropriately.