

Travel Expenses Support for Seminar Participants

Guideline for “OLIS 2025 Autumn”

Objectives: This support program is to award full or partial reimbursement for travel expenses to the selected participants, whose companies/organizations have a budget difficulty. We are to fulfill our purpose of organization foundation, aiming to widely contribute to the development of life insurance in Asia by training people who wish to study life insurance and by deepening international mutual understanding with this program.

1. Support details

As set forth in the Outlines of OLIS 2025 Autumn (13. Travel Expenses Support Program), Oriental Life Insurance Cultural Development Center shall bear a full or partial cost of a round-trip airplane ticket for a company/organization if we approve its application for a financial assistance. The amount we bear shall be an actual cost of the purchased ticket. Note, however, that we shall set the maximum reimbursable amount by each country based on the lowest available rate at the time of screening. We shall reimburse a company/organization for the actual ticket purchased or the maximum reimbursable amount, whichever is less. As a reference, the maximum amount based on the rate as of June 25, 2025 is attached to this guideline. Please see a Reference page.

2. Applicable Ticket

The reimbursable tickets shall be the flight which arrives at the Narita airport between 7:00 and 15:00 or at the Haneda airport between 8:00 and 16:00 on October 22, 2025.

3. Application

Applications submitted **by Wednesday August 7** are qualified for screening.

4. Screening

(1) Only those applications that are fully completed and submitted by the deadline shall be considered for screening. The balance of number of participants among countries and companies/organizations is comprehensively examined at the secretariat office of the foundation and the final decision shall be made by

President of OLICD Center. Its total costs shall not exceed an annual budget.

- (2) Screening shall be performed after approving applicants not applying for TES. In other words, **the applicants not applying for TES fill the seats first and the remaining seats go to the applicants applying for TES**. The applicants shall be notified of the results after the screening.

5. Applying process

Please fill out Support Request Form and send it to our office by the deadline. The form is available to download from the seminar's online application page of the OLICD Center's website, www.olis.or.jp/e/.

6. Seminar Report

Approved recipients are required to submit "Seminar Report" within two weeks after the seminar. The report should be about 1 page on A4-size paper, single-spaced and written in English.

7. Payment Method

Reimbursement shall be **remitted to the designated bank account of the company/organization** after the participant has satisfactorily completed the seminar and upon submission of

- (1) Seminar report
- (2) Reimbursement request form
- (3) Invoice/receipt from a travel agency.

8. Notes on application

For the case of incorrect information on application form, or violation of our regulations during the seminar period, we may cancel our support to the subjected participant.

Reference

The maximum reimbursable ticket amount below is **just a reference** with the rate available as of June 25, 2025. **The actual amounts are to be determined based on the least expensive round-trip flight tickets available at the time of screening.**

Country	Maximum Amount in USD
Bangladesh	950
Cambodia	500
Indonesia	610
Malaysia	740
Mongolia	670
Nepal	850
Pakistan	1,400
Philippines	575
Sri Lanka	930
Thailand	660
Uzbekistan	1,100
Vietnam	470

*The program is not available for the certain countries.

Actual TES amounts for OLIS 2025 Spring

Country	Maximum Amount in USD
Bangladesh	550
Cambodia	415
Indonesia	620
Malaysia	710
Mongolia	530
Nepal	780
Pakistan	1,200
Philippines	570
Sri Lanka	1150
Thailand	500
Uzbekistan	1,110
Vietnam	450