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வெளிநாட்டு வளங்கள் திணைக்களம்
Department of External Resources

මුදල් හා ආර්ථික කටයුතු අමාත්‍යාංශය
මහලේකම් කාර්යාලය (3 වැනි මහල), තැ.පෙ. 277, කොළඹ 00100, ශ්‍රී ලංකාව
நிதி மற்றும் பொருளாதார அலுவல்கள் அமைச்சு
செயலகம் (3 ஆம் மாடி), த. பெ. இல. 277, கொழும்பு 00100, இலங்கை
Ministry of Finance and Economic Affairs
The Secretariat (3rd Floor), P.O. Box 277, Colombo 00100, Sri Lanka

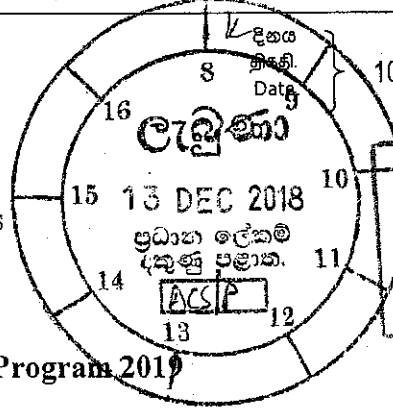
Web Site: www.erd.gov.lk

e-mail: info@erd.gov.lk

මගේ අංකය
எனது இல.
My No

TA&UN/KOICA/Visa/2018

ඔබේ අංකය
உமது இல
Your No.



10/12/2018

Secretaries of All Ministries
Chief Secretaries of All Provincial Councils

Dear Sir/Madam

World Friends Korea (WFK) – Advisor Program 2019

As per the information given by the Korea International Cooperation Agency (KOICA), KOICA is seeking demands for WFK Advisor Program which aims to provide support for the social economic development of Sri Lanka.

Accordingly, you are kindly requested to submit the details of the demands including the number of required advisors, expected service areas with the dully filled request form per each advisor's service area, **on or before 20th December 2018**. Detailed information of the KOICA Advisors programme and request forms are enclosed for necessary action.(request forms can be downloaded from ERD public website www.erd.gov.lk)

Your cooperation in this regard is greatly appreciated.

Yours faithfully

Noor Rizna Anees
Addl. Director General
For Director General

Copy to : Country Director, KOICA Sri Lanka Office

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பணிப்பாளர் நாயகம்
Director General

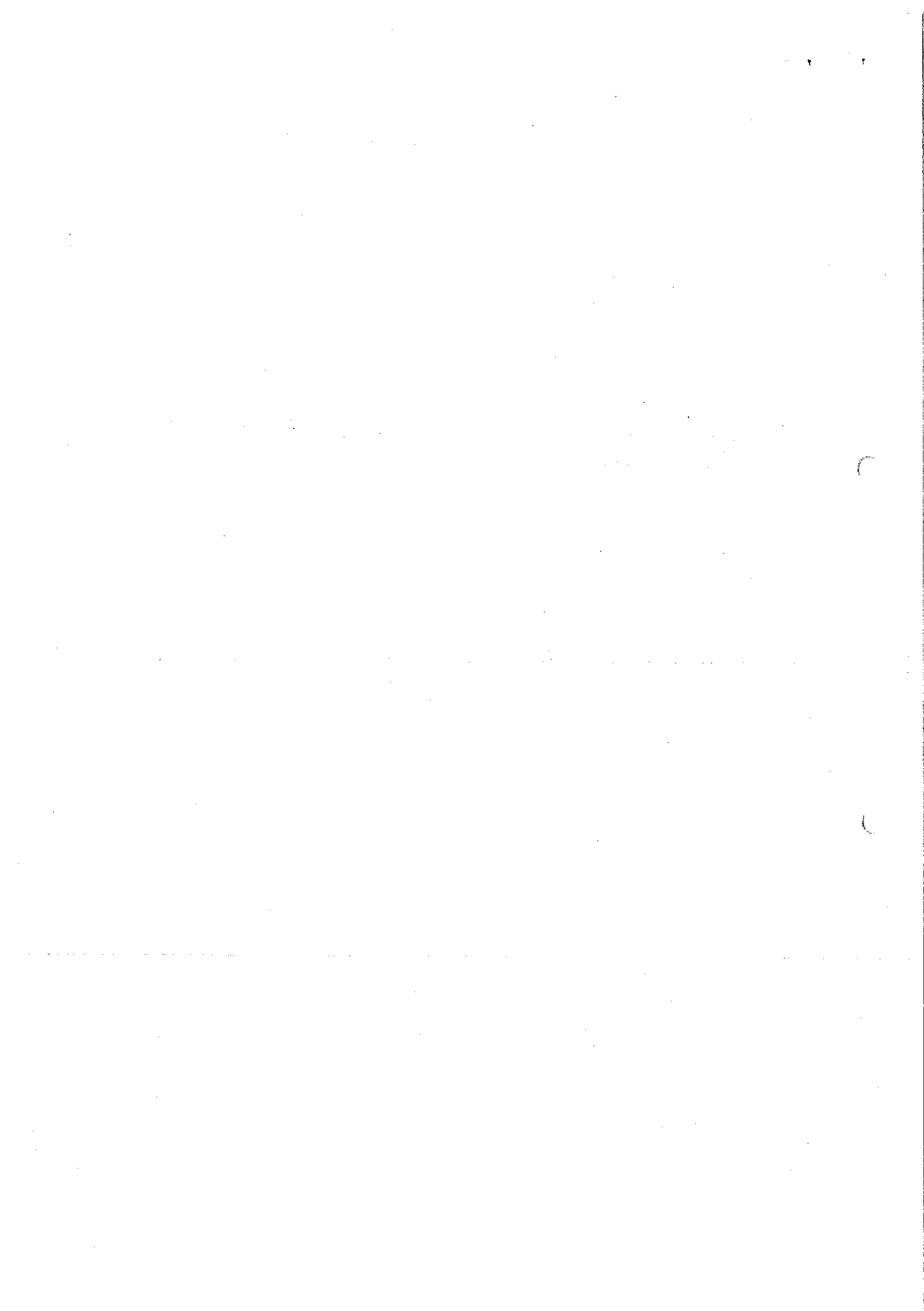
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அலுவலகம்
Office

94-11-2484500
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ෆැක්ස් අංකය
தொலை நகல்
Fax

94-11-2447633
94-11-2387153
94-11-2434876





**“WORLD FRIENDS KOREA”
ADVISORS PROGRAM**
Korea International Cooperation Agency
National IT Industry Promotion Agency



The Government of the Republic of Korea is pleased to inform you that it has set up a “World Friends Korea (WFK) Advisors program” to dispatch to your country Korean experts with many years of experience in various fields. The program is aimed at providing support for the socioeconomic development of your country in the area of the exploration and planning of development projects, as well as technological and managerial consultation for the promotion of such projects.

The procedure of the program consists of the 4 steps as listed below. In general, it takes approximately 6 months from the initial survey of demand to the actual placement of experts. For this reason, the experts are dispatched every half year.

Steps	Contents	Expected period
1. Demand Survey	Demand survey via diplomatic channels	2018.12
2. Planning	Planning	2019. 1
3. Recruitment	Preliminary application → Document examination → Interview → Medical examination → Selection	2019. 1-5
4. Preparatory Training, Dispatch	14 days of training in Korea Dispatch	2019. 6

The implementing agencies are the Korea International Cooperation Agency (KOICA) under the Ministry of Foreign affairs and National IT industry Promotion Agency (NIPA) under the Ministry of Trade, Industry and Energy.

The attached Job Description is designed to ask your government the needs and the results expected by your government from the WFK program. Please fill out the attached form in detail and submit it to the Korean Embassy by **21, December 2018**.

Once the experts are selected based on your request, you are required to cooperate with the Korean Implementing Agencies by providing the necessary administrative procedures such as visa, acceptance letter, etc. Full requirements and procedures will be announced at a later date. Thank you for your cooperation.



*** Guide for writing Job description**

1. You should submit a Job Description for each expert.
2. Job title : You can refer to the attachment 2. List of sector and choose one sub-sector of experts in the list.
3. The general background of Korean experts to be dispatched for WFK-Advisor programs are the following:

- **Education : Bachelor's degree or above**

- **Experience : More than 10 years working experience in a relevant area**

- **Language : Intermediate or above level of proficiency in English**

- **Sector : Experts in Education, Health, Governance, Rural Development, Industry and Energy, Environmental Sector, etc. Please refer to the attachment 2. List of sectors of WFK-Advisor program.**

4. The duration of dispatch will be **12 months**.
5. Please describe tasks and duties of **WFK-Advisor as specifically as possible**.
6. Once the experts are selected for your country, your organization should cooperate with Korean Implementing agencies by issuing visas, providing acceptance letters, etc.
The work place (office and desk) should be offered for the experts.
7. Please fill out the form electronically using **Microsoft Word**.
(Hand-written form is often difficult to read)

8. Please submit Job Description form to the Korean Embassy by **21, Dec 2018**.
Incomplete forms will not be accepted.

9. For your reference, we send the **attachment 3. Sample of Job description**.

Attachment 1. Job Description form of World Friends Korea Advisors
Attachment 2. List of sector of World Friends Korea Advisors program
Attachment 3. Sample of Job description



<Attachment 1>

JOB DESCRIPTION of World Friends Korea(WFK)-Advisor

※ Please complete the form and mark on the box.

General Information	
■ Job Title <i>The job title must accurately describe the job to be performed by the expert</i>	
■ Location, Country <i>(eg : Vientiane, Laos)</i>	
■ Duration	<input type="checkbox"/> 12 months
■ Expected Starting Date	<input type="checkbox"/> June 2019 ~ <input type="checkbox"/> July 2019 ~ <input type="checkbox"/> No preference
Detailed information of the requesting organization	
■ Organization Name : <i>ex) Ministry of Commerce(MIC)</i> - Requesting Department : <i>ex) Department of E-Commerce</i> - Office Name :	
■ Type of Organization -1) <input type="checkbox"/> Government <input type="checkbox"/> Public organization - <input type="checkbox"/> Public corporation <input type="checkbox"/> Others :	
■ Working Day/Hours :	
■ Contact Person : <i>(Please nominate someone from your organization who will be responsible for the work of Korean experts)</i>	
■ Tel/Fax/E-mail :	
■ Office Location :	
■ Major activities of the Organization <i>(Please list at least three)</i> -	
■ Major activities of the department where WFK - Advisor will be dispatched - -	



■ Experience of working with WFK - Advisor

- Yes No

■ If yes, please describe the tasks of WFK - Advisor

-
-
-

Description of Tasks *

■ The tasks to be undertaken by the WFK - Advisor will be:

- **Summary :** *(Describe the overall objectives of the task, why this task is needed and what the expert will doing)*

-
-
-

■ **Main duty of WFK - Advisor** *(Please mark all that apply and type in detail)*

Policy making and Strategic planning

-
-
-

Technical support

-
-

Training of local staff

-
-

Other

-
-



Expected Results/Output

■ Expected results/output of the tasks by the WFK - Advisor include:

-
-
-
-

Required(Preferred) qualifications of WFK - Advisor

(List the minimum essential qualifications required for the experts to successfully carry out this task)

■ Gender

- Male Female No preference

■ Educational Background

- *(eg. Bachelors Degree in Agricultural Economics)*

-

* Similar or other educational background will be fine if the selected expert has an ability to do the requested tasks

- Yes No

■ Required Work Experience *(Specify work experience required for the experts)*

-
-
-

* Similar or related work experience will be fine if the selected expert has an ability to do the requested tasks

- Yes No

■ Language : English

(Official business language will be English. If your organization requires the use of other languages, please provide reasons)

- Reasons :

■ Other Requirements *(Identify desired skills or qualities for the task)*

-
-
-



Description of the Workplace			
■ Location of the workplace	- _____ Km from the capital city		
	- _____ hours by _____ (transportation)		
■ Information on the co-worker who will work closely with the WFK-Advisor	- Full Name (Mr./Ms.) :		
	- Position/Work area :		
	- Tel/E-mail :		
	- English Language Skill : <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced		
■ Administrative and financial arrangements to be provided by your organization for the WFK-Advisor <i>(Please mark on the box)</i>	Items	Available	Not available
	Housing	<input type="checkbox"/>	<input type="checkbox"/>
	Transportation	<input type="checkbox"/>	<input type="checkbox"/>
	Others	<input type="checkbox"/> PC <input type="checkbox"/> Internet access <input type="checkbox"/> Others()	<input type="checkbox"/> Printer <input type="checkbox"/> Phone
■ Other information that may help the WFK-Advisor adapt to the local environment <i>(Living conditions, weather, allowance, etc.)</i>			

* Once the experts are selected based on your request, you are required to cooperate with the Korean implementing agencies by providing the necessary administrative procedures such as visa, acceptance letter, etc. Without your cooperation, expert dispatching will not be available and/or will be cancelled. Thank you for your cooperation.

 (Date of filling out the form)

 (Name of the person in charge)

 (Position of the person)

 Signature with official stamp

List of Sectors of WFK KOICA Advisors Program

※Please select the sub-sectors of experts to be dispatched in the list and list it in the "JOB TITLE" box in Attachment 1. Job description form. If there are no proper sub-sectors, you can request from us a new sub-sector, providing details, where appropriate.

Reference 1

List of Sectors/Sub-sectors

Sector	Sub-sectors
Education	<ol style="list-style-type: none">1) Human Resource Development2) E-learning3) Vocational Training4) Primary Education
Health	<ol style="list-style-type: none">1) Hospital Management2) Medical Services3) Family Planning4) Public Health5) Water Sanitization
Governance	<ol style="list-style-type: none">1) ODA Policy and Management2) Business3) Economics4) Tourism5) Urban Planning6) Administration7) Security Administration8) Government Statistics9) Women in Development10) Tax and Budgetary Policy<ul style="list-style-type: none">➤ Customs Administration System➤ Government Budgetary Accounting System11) Emigration and Immigration Control12) Trade Facilitation Policy<ul style="list-style-type: none">➤ E-Trade System13) Financial Market Policy

	<ul style="list-style-type: none"> ➤ Stock Exchange <p>14) Others</p> <ul style="list-style-type: none"> ➤ Election management ➤ Postal Information System ➤ Geographic Information System (including the cadastral management system) ➤ Housing Construction Management ➤ International Events Hosting ➤ SMEs promotion ➤ Patent Administration System ➤ Public Work Quality Control System ➤ State-Certification Service ➤ Driving License Management System
Rural Development	<ol style="list-style-type: none"> 1) Agricultural technology 2) Farming Technology Development <ul style="list-style-type: none"> ➤ Crop Production / Irrigation 3) Fisheries 4) Forestration Technology 5) "Saemaeul Undong" (New Village Movement) 6) Water Resources Management/Drought Information System

- End-

List of Sectors of WFK NIPA Advisors Program

□ Information and Communications

No.	Occupational Description	Details
1	ICT Policy	Support for the development of the ICT industry policy, including the telecommunication standards, towards enhancing the well-being of people and the international competitiveness of the host country
2	E-Government	Consultations on the establishment of the ICT system to implement government services more efficiently; The consultation areas include procurement, postal services, administrative functions and interaction with the people.
3	Educational Informatization	Consultation on the development of information networks for the educational system. The addressed areas include education-related administrative information systems and e-Learning systems.
4	ITS	Consultations for the development of a safe and efficient transportation network and intelligent traffic planning, both of which work by linking the ITS to the roadway systems
5	GIS	Consultation on the development of geo-spatial technologies, GIS infrastructure and preparation of the government GIS policies
6	MIS	Consultation on the development of MIS system and application and technical support for ICT to establish and maintain MIS systems including the training of the local staff.
7	Telecommunication/Network Technology	Support the development of the national/local telecommunications networks including core networks, metropolitan networks, local access networks and data centers.
8	Broadcasting Technology	Support the development of the broadcasting infrastructure; provide training in broadcasting technologies including production, source processing and signal transmission to the local staff.

9	IT Security	Support the development of the IT-security policy, design of secure IT infrastructure and the design of e-authentication systems.
10	General ICT And Informatization	General ICT related issues not mentioned above and Informatization consultation in related to.

□ Industrial Technology

No.	Occupational Description	Details
1	Environment	<p>Consultations on sustainable management of the environment and natural resources:</p> <ul style="list-style-type: none"> - Development of policy and strategy on environmental protection and natural resources management - Consultations on forestation technologies, biodiversity, protected areas and eco-tourism, etc. - Transfer of know-how and experience pertaining to management of environmental industries and technologies etc.
2	Weather	<p>Consultations on the development and modernization of the weather prediction system:</p> <ul style="list-style-type: none"> - Consultations for developing technical support for the integrated weather forecasting system. - Consultations on the establishment and operation of weather observation systems for the provision of data quality management, climate change monitoring systems etc.
3	Traffic Communication	<p>Consultations on the development of policy and strategy for road/air transport systems, communication and the relevant infrastructures:</p> <ul style="list-style-type: none"> - Consultations on road/railway and air transport safety, airport operation and management, ship building management. - Consultations on the construction of airports, installation/ operation of flight safety facilities, and the construction of communication infrastructures etc.

4	Construction/Civil Engineering	<p>Consultations on construction management and geotechnical/foundation engineering :</p> <ul style="list-style-type: none"> - Consultations on the development of housing policy and construction management, and technical advisory services in sustainable housing construction. - Consultations on urban development planning based on an industrialized construction system for infrastructure. (bridge maintenance and management, design techniques etc.) - Consultations on soil analysis and quality control, technical training in soil analysis and road laboratory tests etc.
5	Disaster Management	<p>Consultations on the development of disaster risk management systems (natural, social, artificial disasters):</p> <ul style="list-style-type: none"> - Consultations for the development of disaster prediction and management systems, and the implementation of disaster risk management plans. - Enhancement and promotion of safety management in industries, technical advisory services in safety diagnosis and risk assessment. - Development of early warning capability for disaster risk reduction.
6	Statistics /Survey	<p>Consultations on the enhancement of statistics- related governmental capabilities:</p> <ul style="list-style-type: none"> - Consultations on methods of compiling reliable governmental statistics to study social and economic conditions. - Support partner countries for the establishment or upgrading of government statistics and data center systems that are reliable, compatible and equipped to meet the requirements of international standards and users. - Consultations on the development of standard surveys, state-certification services and operation.
7	Science Technology	<p>Consultations in the domains of science technology :</p> <ul style="list-style-type: none"> - Consultations on the national policy of science and technology, development of physical sciences and technology, marine science and technology, electrical and electronic science and technology, automotive technology etc.

8	Agricultural Industry Technology	<p>Consultations on the development of technologies related to the agricultural industry:</p> <ul style="list-style-type: none"> - Consultation and support for development of farming technologies, human resources development in the farming industry, and training of technicians. - Consultations on comprehensive management of water resources and drought information etc.
9	Research and Development	<p>Consultations on the national R&D:</p> <ul style="list-style-type: none"> - Consultation and support for developing planning models that can compete in the international market, planning of R&D programs, and advisory services for the implementation of R&D policies.
10	General Industrial Technology	<p>Consultations in other industry-related sectors :</p> <ul style="list-style-type: none"> - Consultations on the industry policy, general industrial technology, design technology, logistics, quality and production management, patent management, hosting of international events, and other industrial technology sectors. - Consultations on the industry of mechanical/chemical/metal engineering, logistics and Intelligent Transportation System (ITS). - Consultations on the construction of airports and the installation/operation of flight safety facilities.

□ Energy Resources

No.	Occupational Description	Details
1	Oil	<p>1. Sharing the experience of developing oil markets and industry and technical support for refining and quality control of fuels</p> <p>* Management and operation of refining facilities, maintenance and improvement of fuel quality</p>
2	Gas	<p>2. Sharing knowledge related to whole gas industry value chain in Korea</p> <p>* Consultations on constructing and designing infrastructures related to gas and LNG, LNG storage facilities, gas safety control and related regulations, designing city-based gas industries and setting up regulations</p>

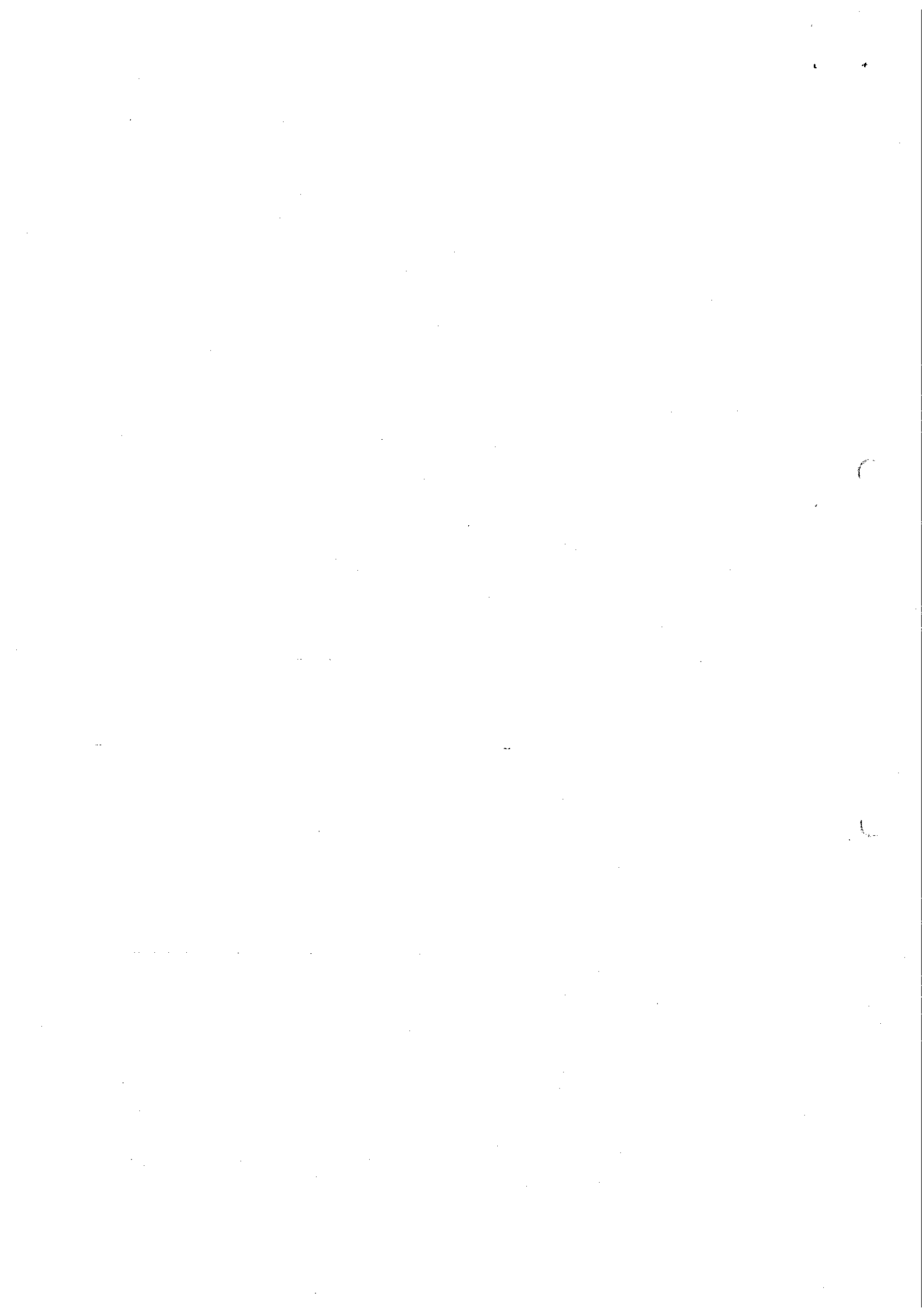
3	Environmental Policy	<p>3. Sharing the Korean governments' policy for reducing environmental pollution</p> <p>* Consultations on waste management, policy-making for reducing fine dust and greenhouse gases.</p>
4	Nuclear Power	<p>4. Consultations on the construction and operation of new nuclear power plants based on the experience of nuclear power plant construction.</p> <p>* Consultations on nuclear waste management, safety control, establishment of regulations</p>
5	Coal	<p>5. Support for construction and operation of thermoelectric power plants using coal; consultations on measures for minimizing environmental pollution caused by the use of coal</p>
6	Energy Policy	<p>6. Sharing the experience of policy establishment for national energy plans</p> <p>* Consultations on establishing long-term and short-term national energy supply and demand plans, national energy mix, management of energy demand, improvement of energy efficiency</p>
7	Resource Development	<p>7. Sharing know-how and support for resource explorations by Korean energy corporations</p> <p>* Consultations on organizing consortiums among resource development companies, and contract methods.</p>
8	Water Resource Management	<p>8. Sharing knowledge of water resources management</p> <p>* Consultations on management of drinking water resources and construction of water and sewage infrastructure</p>
9	Renewable Energy	<p>9. Sharing policy expertise on renewable energy supply sources such as wind, solar, and hydro energy</p> <p>* Consultations on policy making for government subsidies on use of renewable energy, improvement of relative price competitiveness of</p>

		renewable energy
10	Power Supply	10. Sharing the construction expertise of the Korean power supply system * Consultations on the establishment of power supply infrastructure, electric charges policy, designing the power supply market, national power supply mix organizations.
11	General Energy Resources	General issues related to energy resources not mentioned above

□ Trade Investment / Regional Development

No.	Occupational Description	Details
1	Trade Promotion	<p>Consultations on the promotion of trade.</p> <p>(details) 1. Advisory services on policy making for trade promotion 2. Marketing consultancy for trade 3. Advisory support to establish cooperative relationships with related individuals and organizations (central, regional and international ones) 4. Assistance for skill enhancement of personnel in charge of trade promotion. 5. Assistance for other activities related to trade</p>
2	Investment Promotion	<p>Consultations on the promotion of Investment Promotion.</p> <p>(details) 1. Advisory support to collect and provide investment information for private sectors 2. Supporting private enterprises, local authorities, associations and organizations to carry out investment promotion activities such as forums, seminars, fairs, etc. 3. Advisory support to improve and strengthen the national investment climate and to make it more attractive for Foreign Direct Investment 4. Advisory support to develop cooperative ventures with international and foreign organizations to induce FDI 5. Support officials in charge of investment promotion for upgradation of essential skills. 6. Related other assistance and activities for FDI</p>

3	SMEs Promotion (Small and Medium-sized Enterprises)	<p>Consultations for the promotion of SMEs. (details) 1. Training for SME : Business management (personnel, manufacturing, strategic planning, financing, accounting etc.) 2. Production management, factory management, agro-fishery cultivation management 3. Business linkage and information services 4. Consultations for SMEs : Building up business plans, enhancing technical management 5. Support officials in take charge of SMEs promotion for upgradation of essential skills. 6. Other related assistance and activities for SMEs</p>
4	General Trade Investment	General trade and investment related issues not mentioned above.
5	Special Economic Zone Development	<p>Consultations on the development of Special Economic Zones: (details) 1. Consultations on the formulation of the National Master Plan of SEZ 2. Consultations on policy making and directions in the construction of the SEZ 3. Consultations on the marketing and P. R. plans for the SEZ at home and abroad 4. Support officials in charge of SEZ development for upgrading essential skills 5. Other assistance related to development and management of SEZ</p>
6	General Regional Development	General regional development related issues not mentioned above





<Attachment 1>

JOB DESCRIPTION of World Friends Korea(WFK)-Advisor

* Please complete the form and mark on the box.

General Information	
■ Job Title <i>The job title must accurately describe the job to be performed by the expert</i>	SME promotion specialist
■ Location, Country <i>(eg : Vientiane, Laos)</i>	Guatemala city, Guatemala
■ Duration	<input checked="" type="checkbox"/> 12 months
■ Expected Starting Date	<input checked="" type="checkbox"/> June 2019 ~ <input type="checkbox"/> July 2019 ~ <input type="checkbox"/> No preference
Detailed information of the requesting organization	
■ Organization Name : Ministry of Economy, Vice ministry of Small Medium and Enterprise Promotion - Requesting Department : Department of international cooperation - Office Name :	
■ Type of Organization 1) <input checked="" type="checkbox"/> Government <input type="checkbox"/> Public organization <input type="checkbox"/> Public corporation <input type="checkbox"/> Others :	
■ Working Day/Hours :	
■ Contact Person : <i>(Please nominate someone from your organization who will be responsible for the work of Korean experts)</i>	
■ Tel/Fax/E-mail :	
■ Office Location :	
■ Major activities of the Organization <i>(Please list at least three)</i> - to realize the law statement related to development of the productive non-agricultural activities of internal and external commerce through the promotion of investment to develop the micro, small and medium enterprise sectors -to facilitate access to business services and financial development	



■ Major activities of the department where WFK - Advisor will be dispatched

- to enhance promotion of investment from foreign countries
- to research policy and strategy for economic international cooperation

■ Experience of working with WFK - Advisor

- Yes No

■ If yes, please describe the tasks of WFK - Advisor

- Conduct technical studies on current situation of local economy in the area
- Bring in good practices on local development
- Set up a pilot model for implementation

Description of Tasks *

■ The tasks to be undertaken by the WFK - Advisor will be:

- **Summary :** *(Describe the overall objectives of the task, why this task is needed and what the expert will doing)*

- The overall objectives of the tasks of the WFA is to develop and strengthen the sector of SME facilitating its insertion to national, regional and international markets, increasing its competitive level through development projects of local economy.

■ Main duty of WFK - Advisor *(Please mark all that apply and type in detail)*

Policy making and Strategic planning

- To realize meetings with local actors (local government, public and private entities, universities, NGOs, international cooperation) in order to establish strategic alliances oriented to support the sector of SMEs

- To realize work agendas, timescales of activities and planning, seminaries, workshops and conferences in the regional offices of the Ministry

- To establish mechanism that defines and strengthens the actions of the Vice Ministry of SMEs in economic local development

Technical support

- To provide technical advisories and exchange of experiences

- To develop operational manuals for the vice ministry about SMEs policy

Training of local staff

- To develop skills in public and private sector in the themes of economic local development



Expected Results/Output

■ Expected results/output of the tasks by the WFK - Advisor include:

- A strategy on local economic development
- A creation of alliances between public and private sector that allows the promotion of projects on local economic development
- A creation of a operations manual for the vice Ministry of SMEs in order to foster local economic development

Required(Preferred) qualifications of WFK - Advisor

(List the minimum essential qualifications required for the experts to successfully carry out this task)

■ Gender

- Male Female No preference

■ Educational Background

- *(eg. Bachelors Degree in Agricultural Economics)*
 - Master's degree or equivalent in Economics, Regional economics
 - * Similar or other educational background will be fine if the selected expert has an ability to do the requested tasks
- Yes No

■ Required Work Experience *(Specify work experience required for the experts)*

- At least, 10 years of work experience in relevant area
 - Minimum 2 years of professional experience in developing countries and Internationally, preferably in institutional and policy support projects.
 - * Similar or related work experience will be fine if the selected expert has an ability to do the requested tasks
- Yes No

■ Language : English

(Official business language will be English. If your organization requires the use of other languages, please provide reasons)

- Reasons :

■ Other Requirements *(Identify desired skills or qualities for the task)*

-Excellent inter-personal and communication skills



-Knowledge of Spanish is an advantage, but not a requisite			
Description of the Workplace			
■ Location of the workplace	- <u>5</u> Km from the capital city		
	- <u>1</u> hours by <u>car</u> (transportation)		
■ Information on the co-worker who will work closely with the WFK-Advisor	- Full Name (Mr./Ms.) :		
	- Position/Work area : Manager, SME program - Tel/E-mail : - English Language Skill : <input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced		
■ Administrative and financial arrangements to be provided by your organization for the WFK-Advisor <i>(Please mark on the box)</i>	Items	Available	Not available
	Housing	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Transportation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Others	<input checked="" type="checkbox"/> PC <input checked="" type="checkbox"/> Internet access <input type="checkbox"/> Others()	<input type="checkbox"/> Printer <input type="checkbox"/> Phone
■ Other information that may help the WFK-Advisor adapt to the local environment <i>(Living conditions, weather, allowance, etc.)</i>			

** Once the experts are selected based on your request, you are required to cooperate with the Korean implementing agencies by providing the necessary administrative procedures such as visa, acceptance letter, etc. Without your cooperation, expert dispatching will not be available and/or will be cancelled. Thank you for your cooperation.*

(Date of filling out the form)

(Name of the person in charge)

(Position of the person)

Signature with official stamp