

Guideline to Apply for the Accreditation of Commemorative Events and Use of Official Logo/Catchphrase for the 50th Year of ASEAN-Japan Friendship and Cooperation

The ASEAN Secretariat and the Ministry of Foreign Affairs of Japan invite events for exchanges between ASEAN Member States and Japan to commemorate the 50th Year of ASEAN-Japan Friendship and Cooperation in 2023. Organizers of such events are encouraged to apply for official accreditation to use the official logo and catchphrase of the 50th Year of ASEAN-Japan Friendship and Cooperation. Information on accredited events will be listed in the official event calendar of the 50th Year of ASEAN-Japan Friendship and Cooperation on the website of the ASEAN-Japan Centre.

1. Eligibility for Accreditation

1. The event should aim to promote bilateral or multilateral exchanges, encourage mutual understanding and strengthen friendship between ASEAN Member States and Japan.
2. The event should take place between January and December 2023 in ASEAN Member States or in Japan.
3. Cases in which Nominal Support Will Not Be Granted.
 - (i) An event offensive to public order or public morality, etc.
 - (ii) An event that violates or may violate any law or regulation of the venue of the event, etc.
 - (iii) An event that is not expected to promote friendship between Japan and other countries, etc.
 - (iv) A highly political or religious event, or an event carried out by a political or religious organization or any equivalent organization, etc.
 - (v) An event not pursued in the public interest, etc.
 - (vi) An event for profit-making purposes, etc.

2. Application procedures

1. An event organizer or an applicant on its behalf (hereinafter referred to as “the organizer/applicant”), is requested to submit an application via the online form in principle, at least 6 weeks prior to the event. In addition, the following items should be submitted as attachments.
 - (a) Documents that provide an outline of the event (event proposal, list of exhibited works (for exhibitions, etc.), details of works (for films, plays, etc.), program, application guidelines (for publicly solicited exhibitions, competitions, etc.), etc.)
 - (b) A budgetary account balance sheet of the event's income and expenditures (**Appendix.1**)
 - (c) Materials that provide an overview of the organization
 - (i) List of Board of Directors and Executive Officers
 - (ii) Articles of incorporation or equivalent documents (rules, constitution, bylaws, act of endowment, etc.)
 - (iii) History of the organization, business achievements and activities
 - (iv) If the organizer and applicant are different, documents showing the relationship between them (contract, etc.)

* For government offices, diplomatic missions, consular organizations, international organizations, local governments, and independent administrative agencies under the jurisdiction of the Ministry, items (a), (b), and (c) above may be omitted.
2. The organizer/applicant will be notified of the results approximately one month after the application. Accredited events will be provided with the logo data along with the guideline for the use of logo. This will allow the organizers to use the official logo on publicity media for each event. (All publicity materials using the official logo must be submitted for approval prior to printing.)

3. Event report submission

The organizer/applicant must submit an event report (**Appendix.2**) via online form to the ASEAN-JAPAN Centre within two months after the completion of the event. The contents of the submitted report may be included in publicity materials for the 50th year of ASEAN-Japan Friendship and Cooperation special website and/or MOFAJ report.

4. Notes

1. Points to be noted when submitting an application

- (i) If the materials submitted at the time of application are insufficient, the Commemorative Events Secretariat for the 50th Year of ASEAN-Japan Friendship and Cooperation (ASEAN- JAPAN Centre) may make inquiries or request for additional materials.
- (ii) Applications should be submitted in advance as the screening process will require at least one month. Therefore, applications submitted less than 6 weeks prior to the event or those with significant deficiencies in the application documents may be declined.
- (iii) Enquiries on the actual evaluation will not be entertained.

2. Points to be noted during the preparation and implementation of events.

- (i) All responsibility for the implementation of events rests with the organizer even if an event is accredited as a 50th year of ASEAN-Japan Friendship and Cooperation Commemorative event. Organizers of accredited events will bear the entire responsibility for the implementation including financial costs and public advertisement. The Ministry of Foreign Affairs of Japan and ASEAN Secretariat will bear no responsibility for any consequences related to the event as a result of the event's accreditation.
- (ii) In case the event be cancelled, or there is substantive change to the event compared to the details submitted at the time of application, the organizers

should promptly inform the relevant circumstances to the ASEAN-JAPAN Centre (**Appendix.3**).

(iii) Accreditation may be revoked if any of the following apply;

(a) When an event has changed from the contents at the time of application but is not promptly reported to the ASEAN-JAPAN Centre.

(b) Details of the event not included in the application documents are later revealed, or the event is changed from what it was at the time of the application and falls under one of the three criteria above “Eligibility for Accreditation”.

(c) If the aspect ratio, color, or design of the official logo is changed, or if the official logo is used for an event other than the approved event. Organizers of events must not use the logo and catchphrase in other events without appropriate authorization.

(iv) An accredited event organizers is required to submit a summary of the event conducted to the ASEAN-JAPAN Centre. Contents of the report may be referred to on the website of the 50th Year of ASEAN-Japan Friendship and Cooperation.

5 Inquiries

The Commemorative Events Secretariat for the 50th Year of ASEAN-Japan Friendship and Cooperation (ASEAN- JAPAN Centre)

[ASEAN Promotion Centre on Trade, Investment and Tourism](#)

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