[Attachment form No. 2]

|  |  |  |  |  |  |  |  |  |  |  |  |  |
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| (Front) | | | | | | | | | | | | |
| **Application for Subsidy for [ ]** | | | | | | | | | | | | |
| Foreign investor | Corporate name (English) | |  | | | | | | Nationality | | |  |
| Foreign-invested enterprise | Corporate name | | Korean: | | | | | | CEO | | |  |
| English: | | | | | |
| Business registration number  (company headquarters) | |  | | | | Line of business | |  | | | |
| Address | | Head office | (Phone: ) | | | | | | | | |
| Business site | (Phone: ) | | | | | | | | |
| Date of incorporation | | (month) (day) (year) | | | Date of foreign-invested enterprise registration | | | | (month) (day) (year) | | |
| ※ Name of invested project | | |  | | | | | | | | | |
| Total investment amount | | | KRW (equivalent to USD ) | | | | | | | | | |
| Sum of foreign investment and date of registration (scheduled) | | | KRW (equivalent to USD ) (month) (day) (year) | | | | | | | | | |
| Business or production item | | |  | | | | | | | | | |
| 󰋪 Employment subsidy | | | | | | | | | | | | |
| Number of regular employees from the previous year | | persons | Number of regular employees from 2 years ago | | persons | | | No. of newly employed persons | | | persons | |
| No. of persons applying for subsidy | | persons | Amount of subsidy applied | | KRW  ( KRW × persons × months) | | | | | | | |
| 󰋪 Education and training subsidy | | | | | | | | | | | | |
| Education and training agency | |  | | | No. of newly employed persons for training | | | persons | | | | |
| No.of persons applying for subsidy | | persons | Amount of subsidy applied | | KRW  ( KRW × persons × months) | | | | | | | |
| Pursant to Article 7 (1) of the Seoul Metropolitan Government Ordinance on Support for Foreign Investment,  I hereby apply for subsidy as above.  (Month) (Day), (Year)  [Applicant] (Seal or signature)  To the Mayor of Seoul Metropolitan City | | | | | | | | | | | | |
| 210mm×297mm〔Normal paper 60g/㎡(recycled)〕 | | | | | | | | | | | | |
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| **[How to write]**  ① (Name of invested business), please write as “Establishment (or expansion) of business site in ○○ district.”  ② (Business or production items), please write the type of business you are engaged in or production items that you produce.  ③ For the number of persons applying for subsidy, write the number of newly recruited employees or those who enrolled in new employee training subtracted by 10.  ※ (Educational institution), please fill out only if you are applying for education and training subsidy.  ※ The submitted application, including enclosed documents, shall not be returned, and any costs required to prepare for this application shall be borne by the applicant. The decision to provide subsidy and the subsidy amount shall be determined after due consideration, and the applicant shall be accountable for any investment already made prior to the notification of the subsidy decision. |
| ※ Required documents  1. A copy of company introductory letter (including future investment plans)  2. Copy of certificate of foreign-invested enterprise registration  3. Copy of foreign investment declaration and payment confirmation document  4. [Attachment No. 3] A copy of Regular employment status report  5. Copy of income tax withholding report (period of employment applicable to Attachment No. 3)  6. A copy of list of employees (period of employment applicable to Attachment No. 3)  ※ Date of start of employment, gender, name and citizenship status (Korean/foreign national) need to be specified  7. A copy of employment insurance certificate and business employment information status (submitted in 2 types: employment status and retired employees)  8. A copy of evidential document for execution of training and payment (applicable to cases of education and training subsidy)  9. Financial statements of foreign-capital invested corporation  10. A copy of proof of building usage right |

[Attachment form No.3]

**Regular employment status report**

(Unit: No. of persons)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of foreign-capital invested company |  | | Date of business registration | | |  | | | | |
| Employment status | Number of regular employees from 2 years ago | Number of regular employees per month | Jan. | Feb. | Mar. | | Apr. | May | Jun. | Jul. |
|  |  |  | |  |  |  |  |
| Aug. | Sep. | Oct. | | Nov. | Dec. | Total | |
|  |  |  | |  |  |  | |
| Average number of regular employees per month |  | | | | | | | |
| Number of regular employees from the previous year | Number of regular employees per month | Jan. | Feb. | Mar. | | Apr. | May | Jun. | Jul. |
|  |  |  | |  |  |  |  |
| Aug. | Sep. | Oct. | | Nov. | Dec. | Total | |
|  |  |  | |  |  |  | |
| Average number of regular employees per month |  | | | | | | | |

[Instructions]

※ The number of regular employees per month refer to the number of Korean workers as specified in Article 2, Paragraph 2.

※ The number of Korean workers refer to those who sign labor contracts of less than 1 year, except for short-term laborers.