

(Form 4)

Overseas Business Trip, Overseas Study Tour,  
Trip Leave, Dispatched Employee Statement

Name	Affiliation and Official title		
Domestic contract information after going abroad and relationship with subject	Address	Name	Relationship with traveler (Tel )
Objective of travel			
Effect on main business			
Destination country of travel		Transit country	
Travel schedule	As opposite side of this paper or as per Exhibit		
Period of Travel	From mm dd, yyyy	To mm dd, yyyy	
	mm dd, yyyy - mm dd, yyyy		
Source of expense	Traveller	Expenses for stay	
Measures such as substituting employee to the job vacated by the subject person			

Name of Org  
anization

NININ

Period Change, Addition of Destination Country  
Cancellation of Travel, etc. Statements

Period of Travel after change	From mm dd, yyyy	To mm dd, yyyy
	mm dd, yyyy- mm dd, yyyy	
Added destination country		
Reasons for change, addition or cancellation		
Draft No. of the relevant Travel and decision date	No.	mm dd, yyyy