**Announcement by the Ministry of Trade, Industry and Energy, 2019 – No. 310**

The Ministry of Trade, Industry and Energy makes the following announcement to provide guidelines on rewarding persons who have contributed to the solicitation of foreign investment.

May 13, 2019

Minister of Trade, Industry and Energy

2019 Guidelines for Rewarding Persons of Merit

regarding Solicitation of Foreign Investment

**1. Basic Guidelines**

○ Rewards are to be provided to the executives and employees of foreign invested companies, or institutions related to foreign investment activity, etc. that have contributed to the advancement of the Korean economy through foreign investment solicitation.

- A comprehensive evaluation is conducted on the contribution the person has made in investment solicitation, and a reward is given depending on the level of merit determined through recognition of contribution in the pertinent category.

- Rewards are to be given to CEOs and/or executives/employees of foreign invested companies; CEOs and/or executives/employees of institutions related to the solicitation of foreign investment; public officials of central government ministries or local governments; local governments and related institutions.

**2. Type of reward and awardees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | | **Type** | **Awardee** | **Period of award** |
| Government award | Individual | ○ Orders  ○ Industrial Service Medal  ○ Service Merit Medal  ○ President’s Commendation  ○ Prime Minister’s Commendation | ○ CEO, executives/employees of invested company  ○ CEO, executives/employees of invested company  ○ Public officials of central ministries, local governments  ○ Invested company (related entity), public officials  ○ Invested company (related entity), public officials | ○At least 15 yrs  ○At least 10 yrs  ○At least 10 yrs  ○At least 5 yrs  ○At least 5 yrs |
| Group | ○ Presidential Commendation | ○ Local governments, entity related to investment |  |
| MOTIE award | | ○ Minister of Trade, Industry and Energy’s Commendation | ○ Same as awardees of government award | ○At least 3 yrs |

**3. Scale of award (tentative)**

○ The scale of the 2019 awards is to be finalized upon consultation among related government ministries.

\* Scale of the awards in 2018: 46 awards in total (2 Orders of Merit, 5 Medals of Honor, 4 Presidential Commendations, 8 Prime Minister’s Commendations, 27 Minister of Trade, Industry and Energy’s Commendations)

**4. Awardee Qualifications**

a. Awardees per category

□ Foreign invested company: CEO and/or executives/employees

○ CEO or executive/employee of a company who has attracted at least USD 1 million of foreign investment and has contributed conspicuously to the solicitation and promotion of foreign investment.

○ A person who has at least a three year service period in foreign investment solicitation (or related areas).

□ Entities related to foreign investment solicitation: CEO and/or executives/employees

○ A person who is recognized for having made a significant contribution to foreign investment solicitation, and is recommended by heads of overseas diplomatic delegations, KOTRA IK (including KOTRA’s overseas offices), Korea Chamber of Commerce and Industry, foreign chambers of commerce in Korea, Korea Foreign Company Association, Korea Industrial Complex Corporation, Korea Federation of Banks (including foreign exchange banks), industrial groups, domestic law firms, investment banks, etc.

□ Public officials working in central or local governments: Individuals

○ A person who is recognized for conspicuously contributing to the solicitation of foreign investment, and is recommended by the head of the organization he/she works for.

□ Local government and/or institution related to foreign investment: Group

○ Local government and/or the institution concerned that is meritorious due to its good business performance related to support for foreign investment solicitation, designation of foreign investment zones, implementation of foreign investment solicitation projects, etc.

b. Exclusion from those eligible for awards (Legal ground: Awards and Decorations Act, Guidelines on Government Conferment of Rewards, Guidelines on Conferment of Rewards by Ministers)

□ Period prohibiting additional rewarding

○ For a person that has received a government reward or has been selected as a meritorious public official, he/she must make new contributions in order to receive another government reward, regardless of the level of award he/she has already been given, for at least seven years to receive an Order of Merit, five years to receive a Medal of Honor, and three years to receive a Commendation in the relevant area.

※ However, for retirement rewards and government awards, there is no prohibition period for additional awards.

○ A group that has received a group award shall not be eligible for a group award for achievements in the same area for up to the next three years.

※ Provided, that where a recommendation is given to an exemplary institution that has received good evaluation results according to the Basic Act on Public Service Evaluation, the period prohibiting additional rewarding shall not be applied.

□ Restrictions on recommendation

○ A person who is under investigation or subject to criminal punishment

- Where a person is under investigation, or subject to a criminal trial that is pending upon indictment

- Where a person is sentenced to death or to imprisonment with or without prison labor for life or for not less than three years

- Where a person has been sentenced to imprisonment with or without prison labor for less than three years and for whom five years have not passed after exercise of such sentence

- Where a person has been sentenced to imprisonment with or without prison labor for less than three years and for whom five years have not passed since it was confirmed that such sentence shall not be executed

- Where a person has been under the suspension of the execution of imprisonment with or without prison labor for less than three years, and for whom two years have not passed since the expiration date of such disposition

- Where a person has been under the suspension of the sentence of imprisonment with or without prison labor for up to one year and is currently subject to such disposition.

- Where a person has been subject to a penalty surcharge (fine) at least two times within three years before the date of recommendation of reward.

- Where a person has been subject to a penalty surcharge (fine) of at least KRW 2 million (per fine) within three years before the date of recommendation of reward.

○ A person who has experienced a revocation of government award according to Article 8 of the Awards and Decorations Act

○ A business establishment and its executives, etc. of which the number of industrial accidents etc. has been published under the Occupational Safety and Health Act

- Recommendations for rewarding are restricted as for business places and their executives whose number of industrial accidents, etc., has been published under Article 9-2 of the Occupational Safety and Health Act, Article 8-4 of the Enforcement Decree of the same Act, and Article 3-3 of the Enforcement Regulations of the same Act during the past three years.

- The term “executive” refers to those who are responsible for management of a business, such as director, representative director, auditor, factory head, onsite manager, etc.

※Recommendations are restricted for registered executives of the business (excluding outside directors), as well as non-registered executives that have the duty to manage the business establishment.

- This can be confirmed through the Certified Copy of the Business Register, and the Electronic Announcement System of the Financial Supervisory Service.

※ Auditors (personnel) shall be excluded from recommendation, whether they are registered or not.

※ Executive onsite managers, whether they are called factory heads, onsite managers, or so on, shall be excluded from recommendation.

- Provided, that where a business site or his/her executive has paid great attention to and supervision on the relevant task in order to prevent violations, and such vigilance has been recognized by the Ministry of Employment and Labor, a recommendation as an award candidate can be made.

○ Legal entities and its executives which violated the Fair Trade Act

- Legal entities (including groups) and/or their CEO and responsible executives that have been subject to official accusatory reports or fines at least three times during the past three years shall be restricted from being recommended as an award candidate.

※ A case in which a person has been subject to a fine and a report at the same time (same case number) shall be considered one occasion.

- Legal entities (including groups) and/or its CEO and responsible executives that have received corrective orders at least three times within the past year shall be restricted from being recommended as an award candidate.

※ Notwithstanding the above two cases, a recommendation can be made for a legal entity or its executive that has strived to take cautionary measures and engaged in vigilant inspection activities regarding the relevant task in order to prevent violations, and if such effort is recognized by the Fair Trade Commission.

○ A business owner in arrears whose name is made public or whose data is sent to a general credit information provision agency (Korea Credit Information Services) in regard to late payment of wages under the Labor Standards Act

- A business owner in arrears whose name is disclosed in a list under Article 43-2 of the Labor Standards Act, or Article 23-2 of the Enforcement Decree of the same Act, during the past three years due to late payment of wages

- A business owner in arrears whose data on late wage payment is sent to a general credit information provision agency (Korea Credit Information Services) under Article 43-3 of the Labor Standards Act, and Article 23-4 of the Enforcement Decree of the same Act, during the past three years

※ If, before the date of recommendation as an award candidate, the case of late payment is dropped due to remedial measures, or when the arrears have been resolved, recommendation is possible.

○ A person whose name is made public on a list of large case and habitual delinquent taxpayers pursuant to Article 85-5 of the Framework Act on National Taxes, Article 116-2 of the Customs Act, or Article 11 of the Local Tax Collection Act.

※ (National Tax) Disclosure of personal information and late payment amount of delinquent tax payers of at least KRW 200 million of national tax, for which 1 year has passed since the due date.

※ (Customs Duties) Disclosure of personal information and late payment amount for delinquent tax payers who have at least KRW 200 million delayed in customs duties and domestic tax, for which at least 1 year has passed since the due date.

※ (Local Tax) Disclosure of personal information and late payment amount for delinquent tax payers who have at least KRW 10 million of local tax in arrears, for which one year passed since the due date.

○ Persons who are socially denounced

- Persons that are under criticism for immoral acts, or persons that are controversial due to media reports or subject to litigations or complaints and thus considered inappropriate for government awards.

※When making an application, please take a close look at the grounds for exclusion from those eligible for awards under the Awards and Decorations Act, the 2019 Guidelines on Government Conferment of Rewards, and the 2019 Guidelines on Conferment of Rewards by the Minister of Industry, Trade and Energy and Naming of Sponsorships.

**5. Selection Procedure and Evaluation Method**

**a. Selection Procedure**

□ Constitution of Contribution Evaluation Committee

○ KOTRA (Invest KOREA) performs a preliminary evaluation pursuant to the evaluation principles provided by the Minister of Trade, Industry and Energy, and the Contribution Evaluation Committee of the Ministry of Trade, Industry and Energy carries out a final review on the results of such preliminary evaluation to deliberate and finalize the decision.

※ Contribution Evaluation Committee of the Ministry of Trade, Industry and Energy: Consisting of 10 persons including the First Undersecretary (Committee Head)

□ Receipt of award application and evaluation procedure

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Discussion on scale of government award,  Publication of Guidelines for Rewarding Persons of Merit | → | Distribution of application form and receipt of application | | → | | Evaluation and ranking (Preliminary evaluation) | | → | |  |
| (Ministry of Interior and Safety / Ministry of Trade, Industry and Energy) |  | (KOTRA) | |  | | (KOTRA) | |  |  | |
| Intra-Ministry Deliberation on Contributions Made | → | Notification of evaluation results | → | | Submission to Cabinet Council | | → | Award  Ceremony | | |
| (Ministry of Trade, Industry and Energy) |  | (Ministry of Trade, Industry and Energy → Ministry of Interior and Safety) |  | | (Ministry of Interior and Safety) | |  |  | | |

□ Schedule

○ May 2019: Announcement of Guidelines for Rewarding Persons of Merit, receipt of application (KOTRA)

- Listing in government gazette; announcement on the websites of the Ministry of Trade, Industry and Energy, KOTRA and FORCA; delivery of official notices to related institutions including local governments

○ June-August 2019: Evaluation, including resolution by the Contribution Evaluation Committee, and recommendation by the Ministry of Interior and Safety

- Discussion with the Ministry of Interior and Safety on the conferment of government awards.

○ November 4, 2019 (tentative): Awarding ceremony (as part of 2019 Foreign Company Day events)

- “Foreign Company Day”: (Sponsor) Ministry of Trade, Industry and Energy, (Host) Korea Foreign Company Association

※ Information regarding award recipients and event participation shall be notified by the Korea Foreign Company Association.

**b. Basic Evaluation Criteria per Award**

|  |  |  |
| --- | --- | --- |
| **Type** | | **Determinants per award** |
| Order of Merit | ㅇForeign invested company | ㅇ Solicited foreign investment worth at least USD 50 million (in the case of greenfield investment: USD 10 million). The CEO and/or executives/employees of a company that has contributed greatly to the development of the national economy (service career of at least 15 yrs) |
| ㅇSupport for investment solicitation | ㅇ Person with service career of at least 15 years who has made significant achievements in soliciting foreign investment, and contributed greatly to the development of the national economy |
| Industrial Service Merit Medal | ㅇForeign invested company | ㅇ Solicited foreign investment worth at least USD 30 million (in the case of greenfield investment: USD 5 million). The CEO and/or executives/employees of a company that has contributed greatly to the development of the national economy (service career of at least 10 yrs) |
| ㅇSupport for investment solicitation  (Including for public officials) | ㅇ Person with service career of at least 10 years who has contributed greatly to the development of the national economy through solicitation of foreign investment |
| President/Prime Minister’s Commendation | ㅇForeign invested company | ㅇ Solicited foreign investment of at least USD 10 million (in the case of Greenfield investment: USD 1 million). CEO and/or executives/employees of company that has contributed greatly to the development of the national/regional economy and society (service career of at least 5 yrs) |
| ㅇSupport for investment solicitation (Including for public officials) | ㅇ Person with service career of at least 5 years who has contributed conspicuously to the development of the national or regional economy |
| ㅇGroup commendation | ㅇ Local government and/or institution related to investment solicitation that has superior business performance, such as in supporting investment solicitation, designating related foreign investment zones, and implementing projects, and thus serving as a model for others |
| Minister’s Commendation | ㅇForeign invested company | ㅇ Solicited at least USD 1 million of foreign investment (in the case of greenfield investment: USD 500,000). The CEO and/or executives/employees of a company that has conspicuous achievements in contributing to the national/regional economy and/or social development (service career of at least 3 years) |
| ㅇSupport for investment solicitation (Including for public officials) | ㅇ A person with service career of at least 3 years, who has made conspicuous achievements in contributing to the development of the national or regional economy through foreign investment solicitation |

**c. Additional evaluation criteria**

□ Foreign invested company: CEO and/or executives/employees

○ Degree of contribution to investment promotion (Positive participation in the government’s foreign investment solicitation policies, such as taking part in investment solicitation teams)

○ Actual degree of contribution to investment solicitation (exports/business management performance, job creation, contribution to local development, contribution to industrial advancement, and other factors are taken into account for a comprehensive evaluation)

○ Scale of foreign investment attracted

○ Efforts to grow together with the manufacturing industry, high value-added service industry, and other Korean companies (production/technology cooperation, joint entry into overseas markets, CSR, etc.), improvement in labor-management relations, etc.

※ Preferential treatment shall be given during evaluation for factors such as contribution to job creation (youth employment, etc.) and improvement in job quality.

□ Institutions and groups related to foreign investment solicitation: CEO and/or executives/employees

○ Contribution to investment promotion (Participation in discussion groups, conferences, investment solicitation teams, dissemination of information regarding government policy)

○ Scores of evaluation by the organization to which the person belongs: Where there are at least two persons recommended, there shall be differentiated scoring

○ Working experience in support for investment solicitation

○ Investment solicitation performance of the organization to which the person belongs

○ Performance with respect to support for investment solicitation

- Efforts to improve the investment environment and system, investment solicitation related business performance (participation in investment solicitation teams, discussions and seminars), activities such as providing investors with counseling and settling grievances

□ Public officials of central and local governments: Individual

○ Degree of contribution to investment promotion (Participation in discussions and conferences, dissemination of government investment solicitation policy, post-management performance, etc.)

○ Scores of evaluation by the organization to which the person belongs: Where there are at least two persons recommended, there shall be differentiated scoring

○ Working experience in investment solicitation activities

○ Investment solicitation performance of the organization to which the person belongs

○ Performance with respect to investment solicitation activity (Investment promotion activities, development of projects, level of difficulty of attracting the foreign invested company)

○ Efforts to improve the investment environment (Resolution of grievances of foreign invested companies, improvement in living environment)

□ Group commendation for local governments or related institutions

○ Degree of contribution to investment promotion (Efforts to improve the investment solicitation system, performance in addressing grievances or problems, Greenfield project solicitation performance, existence of dedicated team for investment solicitation, etc.)

○ Investment solicitation performance

○ Investment solicitation support budget (Reflecting the degree of interest of the organization head)

○ Performance in receiving funds for supporting investment solicitation activity (government grants and subsidies)

○ Investment solicitation activity performance (Dispatch of investment solicitation teams, hosting of investment information sessions, promotion of investment solicitation plans, project development, etc.)

○ Efforts to improve the investment environment (Resolution of difficulties faced by foreign invested companies, improvement in living environment)

**6. Investment performance period and scope of activity**

a. Investment performance and contribution period: June 1, 2018 – May 31, 2019

b. Scope of recognition of investment and confirmation

○ The scope and type of recognized investments, recognized investment amount and point of recognition shall be based on arrival (or payment) basis investment.

○ This is confirmed through the Investment Notification Statistics Center into which the information is entered by KOTRA or head of the foreign exchange bank (head of the bank into which the deposit is made)

**7. Award application (recommendation)**

a. Period of distribution of forms and receipt of applications: May 13, 2019 – May 31, 2019

b. Method for submission: By mail or hand delivery

c. Receiving agency: Korea Trade-Investment Promotion Agency, Investment Strategy Team

7th Floor, 13, Heolleung-ro, Seocho-gu, Seoul, Korea (06792)

d. Related form: Can be downloaded from the following websites:

Announcement section of the Website of the Ministry of Trade, Industry and Energy: www.motie.go.kr

Announcement section of the Website of the Korea Trade-Investment Promotion Agency: www.kotra.or.kr

Pop-up screen on the Website of Invest KOREA: www.investkorea.org

Pop-up screen on the Website of Government for Foreigners: www.hikorea.go.kr

e. Other inquiries:

- Ministry of Trade, Industry and Energy’s Investment Policy Department: TEL: 8244-203-4072, FAX: 8244-203-4712

- KOTRA Investment Strategy Team: TEL: 822-3460-3226, 7832, FAX: 822-3460-7940

email: hyjang@kotra.or.kr

- Korea Foreign Company Association: TEL: 822-3462-0507, 822-3462-0514, FAX:822-3462-0220

email: boo2forca@forca.org

f. Documents for submission

|  |  |  |
| --- | --- | --- |
| Type | Documents for submission | Notes |
| CEO and/or executives/employees of foreign invested company | Recommendation letter for candidate of award for meritorious service in foreign investment solicitation (Appendix 1) |  |
| Application form for award for meritorious service in foreign investment solicitation (Appendix 2) |  |
| Meritorious Service Attestation Report (Appendix 3) | Hangul / MS Word format |
| Curriculum vitae of person of merit (Appendix 4) | Attach photo |
| Confirmatory letter on labor-management conflict (Appendix 6) | Issue independently |
| (Individual) Letter of consent on use of information (Appendix 9) |  |
| Copy of foreign invested company registration certificate | KOTRA/Receiving bank |
| Certificate of subscription to insurance for industrial accidents | Issued by Korea Workers’ Compensation and Welfare Service |
| Copy of business registration certificate | Issued by the  National Tax Service |
| Copy of audit report |  |
| Copy of income statement (financial statements) of the current and previous year  \* Submit copy for recent 2 years | The years covering the application may not coincide with the fiscal reporting years |
| Documents proving contributory achievements |  |
| Documents proving export performance | When applicable |
| Documents proving production/technology cooperation (or transfer) with Korean companies; joint entry into overseas markets; corporate CSR activities | When applicable |
| CEO and/or executives/employees of an institution related to foreign investment; public officials of central or local government | Recommendation letter for candidate of award for meritorious service in foreign investment solicitation (Appendix 1) |  |
| Application form for award for meritorious service in foreign investment solicitation (Appendix 2-1) |  |
| Meritorious Service Attestation Report (Appendix 3) | Hangul / MS Word format |
| Curriculum vitae of person of merit (Appendix 4) | Attach photo |
| Participation in foreign investment solicitation teams (Appendix 5) | When applicable |
| (Individual) Letter of consent on use of information (Appendix 9) |  |
| (Public officials) Summary of service record for public officials (Appendix 10) |  |
| Documents proving contributory achievements |  |
| Institution related to foreign investment; local government groups | Recommendation letter for candidate of award for meritorious service in foreign investment solicitation (Appendix 1) |  |
| Application form for award for meritorious service in foreign investment solicitation (Appendix 2-1) |  |
| Meritorious Service Attestation Report (Appendix 3) | Hangul / MS Word format |
| Participation in foreign investment solicitation teams (Appendix 5) | When applicable |
| Documents proving contributory activities, such as investment solicitation performance, budget related matters, receipt of subsidies for foreign capital attraction activities | When applicable |

◦ Note

- The appendix forms may be downloaded from the designated webpages.

- The documents for submission must be sealed/stamped in the required areas, and one original copy each must be officially submitted by mail or hand delivery.

(No separate binding or perforation is necessary, and the printout may be submitted as is.)

- Recommendation letters, application forms, achievement report and curriculum vitae are to be prepared in Hangul (hwp) or MS Word (doc, docx) format, and submitted by email (email: hyjang@kotra.or.kr)

- If the person of meritorious service is a foreigner, an English curriculum vitae (Appendix 8) and English Meritorious Service Attestation Report (Appendix 7) must be submitted in addition (When preparing the documents in Korean, such additional submissions are not necessary).

- The achievements indicated in the application form (or recommendation letter) shall be recognized only when supported by documentary evidence.

- The submitted documents are not returned. For more detailed information on the required documentation and preparation guidelines, refer to the announcement section of the Ministry of Trade, Industry and Energy, or Invest KOREA’s webpage.

- Telephone number & Mobile Phone number should be filled out for rapid contact.

- The Organization & Division / Position needs to be written accurately, and description of

contributory achievement must be at least 2,000 letters (including blanks) in Meritorious

Service Attestation Report (Appendix3).

(Appendix 1 Form)

Recommendation letter for candidate of government award for

meritorious service in foreign investment solicitation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Person making recommendation | Name\*  (Name of group) |  | Relationship\* | (Status of recommender in relation to the person being recommended) |
| Address\* |  | Email |  |
| Telephone number\* |  | Mobile phone\* |  |
| Person being recommended  (award candidate) | Name\*  (Name of group) |  | Date of birth |  |
| Address\* |  | Workplace  (Occupation) |  |
| Telephone number\* | (Home)  (Office) | Mobile number\* |  |
| Major credentials (period) | · ( - )  · ( - )  · ( - )  · Current ( - ) | | |
| Description of contributory achievement\* | - Based on the criteria for evaluation of meritorious service, the achievements must be described in detail, classified by area and adhering to five W’s and one H.  - Abstract expressions or rhetoric should be avoided, and if possible, achievements should be quantified.  - The meritorious service shall be recognized for each criteria only when there is evidential documentation.  - If lacking page area, separate pages may be attached.  - The description of the contributory achievement must be at least 2,000 letters when in Korean. | | | |

\* The boxes with the asterisk sign are required information that must be filled in. (However, for home and mobile phone numbers, one can fill in just one of the two.)

《 Precautionary Matters upon Recommendation 》

1. The personal information of the person being recommended (award candidate), such as name, resident registration number, address, workplace, phone number (home/office), etc., must be recorded in as much detail as possible, including major credentials and description of contributory service.
2. When the real names of the person making the recommendation and person being recommended are not used, or it is not possible to contact them due to inaccurate address and contact number information, the application may not be processed.
3. The name, credentials and description of meritorious service of the person being recommended are to be made public if he/she is selected as an awardee.
4. Required information (indicated with \*).

- Person making recommendation: Name (Name of group), relationship (with the person being recommended), address, phone or mobile number

- Person being recommended: Name (Name of group), address, phone or mobile number, description of meritorious service

(Appendix 2 Form)

Application form for award for

meritorious service in foreign investment solicitation (Corporation)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ①  Applying company | Corporation name | (Korean)  (Chinese)  (English) | | | | | | | | CEO | (Korean)  (Chinese)  (English) LAST, FIRST | | |
| Address | (Head office) Road address | | | | | | | | | Manager: Write in Korean  Position (Rank):  Phone: Include area code  Email: | | |
| (Factory) Road address | | | | | | | | |
| Main bank | | | □□ Bank, △△△ Branch | | | | | | | Manager: Phone no.: | | |
| Main product (industry) | | |  | | | Business registration number | | | | ○○○-○○-○○○○○ | | |
| Webpage address | | |  | | | | Industrial accident insurance management number and applicable industry | | | | 11 digit number (Confirmed by the Korea Workers’ Compensation and Welfare Service) | | |
| ②Foreign investment status | | | | Investing country | |  | | | | | | | |
| Investment amount | | Total: (Check unit) USD million | | | | | During the period of June 1, 2018 – May 31, 2019  Investment amount: (Check unit) USD million | | |
| Foreign investment ratio | | % | | | | | Foreign company registration number |  | |
| Business status | Type | | | Prior year (A)  June 1, 2017 – May 31, 2018 | | | | | Current year (B)  June 1, 2018 – May 31, 2019 | | | Growth rate (%)  (B-A)/A | |
| ③Export amount | | | (Check unit) USD 1,000 | | | | | (Check unit) USD 1,000 | | | Up to one place after the decimal point | |
| ④Revenue | | | (Check unit) KRW 100 million | | | | | (Check unit) KRW 100 million | | | Up to one place after the decimal point | |
| ⑤Ordinary profit | | | (Check unit) KRW 100 million | | | | | (Check unit) KRW 100 million | | | Up to one place after the decimal point | |
| ⑥Employees  \* Indicate whether employee is permanent or temporary  \*\* Age range for youth workers: 15-34 yrs | | | Total persons | | Persons | | | Persons | | | Up to one place after the decimal point | |
| Current year employment  (New youth hires) | | Persons ( Persons) | | | Persons  ( Persons) | | | Up to one place after the decimal point | |
| ⑦Labor management conflict | | | Times | | | | | Times | | | Up to one place after the decimal point | |
| Other | ⑧New development technology | | | | | Item: | | | | | Recognizing institution: | | |
| ⑨Engagement in business requiring advanced technology | | | | | Area: | | | | | | | |
| ⑩R&D investment amount/ratio | | | | | Total amount: KRW | | | | | Ratio: % | | |
| ⑪Person of meritorious service | | | | | | | | | | | | | |
| Name | | Position | | | Resident registration number | | | Service period | | | Past award record | | Notes |
| (Korean)  (Chinese)  (English) | |  | | |  | | | MMYYYY  (May include service in parent company) | | | Record only government awards | |  |
|  | | | | | | | | | | | | | |

- A -

|  |  |
| --- | --- |
| ⑫ Industry and business type classification | |
| Industry | Record the industry and business type as specified  in your business registration certificate  (e.g., Service; Tourism development business - Indicate the industry type first, and then the business type) |
| Product type | ※ Record in detail the name of the item that is being produced or serviced. Indicate as not applicable if not applicable. |
| Industrial classification  (based on Korea Standard Industry Classification) | ※ Fill in your 5 digit classification code and category  (e.g., C18129 (Other print related business))  Indicate as not applicable if not applicable. |
| Product type classification  (based on HS code) | ※ Fill in your 10 digit classification code and category  (e.g., 2905.11.0000 (methanol))  Indicate as not applicable if not applicable. |
| We hereby certify that the above information and all materials/data regarding the award application are true and correct, and if there is any false or incorrect information, we shall assume any kind of disadvantage.  MM DD, 2019  Name of corporation (Official seal)  CEO (seal/stamp)  To the Minister of Trade, Industry and Energy | |

- B -

(Appendix 2-1 Form)

Application form for award for meritorious service in foreign investment solicitation (Supporting institution)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of institution making recommendation  or  Head of organization making application | Corporation name | (Korean)  (Chinese)  (English) | | | |
| Address | Record road address | | | |
| Manager | Name (Record in Korean): Position (Rank):  Phone no.: Email: | | | |
| \*  Recommendation ranking | Name | | Position (Rank) | Service period | Rewards previously received |
| 1 | (Korean)  (Chinese)  (English) LAST, FIRST | |  | ( ) Months, ( ) Years | Record only government awards |
| 2 | (Korean)  (Chinese)  (English) LAST, FIRST | |  | ( ) Months, ( ) Years | Record only government awards |
| 3 | (Korean)  (Chinese)  (English) LAST, FIRST | |  | ( ) Months, ( ) Years | Record only government awards |
| We hereby certify that the above information and all materials/data regarding the award application are true and correct, and if there is any false or incorrect information, we shall assume any kind of disadvantage.  DDMM, 2019  Head of the recommending or applying organization (Seal)  To the Minister of Trade, Industry and Energy | | | | | |

(Appendix 3 Form)

Meritorious Service Attestation Report

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name |  | | | | (Chinese characters) | | | |
| Resident registration number | - | | | | (3) Military serial number (for soldiers) | | | |
|  | | | |
| Nationality |  | | | | | | | |
| Address |  | | | | | | | |
| Occupation | | | Organization & division | | | | | |
|  | | |  | | | | | |
| Position | | | Rank | | | | | Service period |
| - | | |  | | | | | years, months |
| Summary of meritorious service (within 50 letters if in Korean) | | | | | | | | |
|  | | | | | | | | |
| Type of meritorious service | |  | | Recommendation ranking | | |  | |
| Reviewer | | | | | | | | |
| Organization | |  | | | | Position | |  |
| Rank | |  | | | | Name | |  |
| I hereby confirm that the above is true and correct.  MM, DD, 2019 | | | | | | | | |
| Recommending officer (Seal) | | | | | | | | |

- A -

※ The reviewer column should be filled in by the head (manager or higher level) of the human resources department or the pertaining department of the applicant’s organization (In the case of the CEO, the human resources department head shall fill in the column.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Experience in being restrained from participating in national R&D projects (required if there is such experience) | | | | | |
| Date of restraint  (Including expected date) | Restraint termination date  (Including expected date) | | | Cause for restraint | |
|  |  | | |  | |
|  |  | | |  | |
| Past award record (Receipt of Order of Merit, Medal of Honor, Commendation, etc.  should be recorded separately) | | | | | |
| YYYY MM DD | | Description | YYYY MM DD | | Description |
|  | |  |  | |  |
|  | |  |  | |  |
| Education background and work experience | | | | | |
| YYYY MM DD | | Credentials | YYYY MM DD | | Credentials |
|  | |  |  | |  |
|  | |  |  | |  |
|  | |  |  | |  |
| Contributory achievements | | | | | |
| - Refer to the criteria for meritorious service, and record in detail for each category, based on the five W’s and one H.  - Avoid abstract expressions or rhetoric, and quantify achievements if possible.  -Meritorious acts for each criteria shall be recognized only when there is evidential documentation.  -If more space is needed, additional pages may be attached to complete the description.  -The contributory achievement must be described in at least 2,000 letters if in Korean. | | | | | |

- B -

(Appendix 4 Form)

Curriculum Vitae

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ※ Photo required. | | | Name | (Korean)  (Chinese)  (English) | | |
| Resident registration number | -  ※ Alien registration number in the case of foreigners. | Age |  |
| Current address | | | Print road address | | | |
| YYYY MM DD | | | Educational background | | | |
|  |  |  |  | | | |
|  |  |  |  | | | |
|  |  |  |  | | | |
|  |  |  |  | | | |
|  |  |  |  | | | |
|  |  |  |  | | | |
|  |  |  |  | | | |
|  |  |  |  | | | |
| YYYY MM DD | | | Work experience and credentials | | | |
|  |  |  | For accurate calculation of the service period, please record full date (the year and month are required). | | | |
|  |  |  |  | | | |
|  |  |  |  | | | |
|  |  |  |  | | | |
|  |  |  |  | | | |
|  |  |  |  | | | |
|  |  |  |  | | | |
|  |  |  |  | | | |
|  |  |  |  | | | |
|  |  |  |  | | | |

(Appendix 5 Form)

Participation in Foreign Investment Solicitation Teams

1. Overview of delegation

◦ Name of delegation:

◦ Head of delegation

- Organization:

- Position:

- Name:

◦ Dispatched period:

※ Applicable period: June 1, 2018 – May 31, 2019

◦ Dispatched area:

2. Participant

◦ Name of company:

◦ Department:

◦ Position:

◦ Name:

(Appendix 6 Form)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Letter confirming labor-management conflict | | | | | | | |
| Company name | |  | Business registration number | | |  | |
| Name of CEO | |  | Resident registration number | | |  | |
| Address | | Record road address | | | Telephone number | |  |
| Type of  labor union | | (single, multiple) | Labor union acting as collective negotiation representative | | | | (Name of labor union) |
| Certification of conflicts | | | | | | | |
| No. | Period of labor-management conflict | | | Note | | | |
|  |  | | |  | | | |
| I hereby certify that the above is true and correct.  DDMM YYYY  Business management representative (seal) (Representative for collective negotiation) Labor union representative (seal)  To the Minister of Trade, Industry and Energy | | | | | | | |

※ ①If there have been no labor-management conflicts, record as not applicable.

② The period of the labor-management conflict must be consistent with the period of “management status – labor-management conflict” of Appendix 2 (previous year and current year.) If there has been an occurrence of a conflict, such a fact must be recorded truthfully, whether the conflict has been resolved/terminated or not at the point of preparing this document.

③ In the case of multiple labor unions, the confirmatory signature of the labor union that represents during collective negotiations is required.

④ When there is no labor union, replace with a confirmatory notice of the company certifying that no labor unions exist (the seal of the CEO is required).

(Appendix 7 Form)

Meritorious Service Attestation

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| (1) NAME | | | (Korean)  (Chinese)  (English) | | | | |
| (2) REGISTRATION  NUMBER | | | ※ Foreigner Registration No. on ARC for foreigners | | | (3) Serial No.(for a soldier) | |
| Date of Birth : | | |  | |
| Gender : | | |
| (4) DOMICILE  (Nationality) | | | Domicile:  Nationality : | | | | |
| (5) ADDRESS | | | ※ Korean or abroad | | | | |
| (6) OCCUPATION | | | | (7) COMPANY | | | |
|  | | | |  | | | |
| (8) TITLE | | | | (9) CLASS(Class/Rank) | | (10) PERIOD  (Period of Duty) | |
|  | | | |  | |  | |
| (11) REWARD RECORD (Order of Merit, Merit, Award) | | | | | | | |
| DATE | | DESCRIPTION | | | | | |
| DD/MM/YY | |  | | | | | |
| (12) Title of Merit |  | | | | (13) Rank of  Recommendation | |  |
| (14) EXAMINER | | | | | | | |
| AUTHORITY |  | | | | TITLE | |  |
| CLASS |  | | | | NAME | | (Seal) |

- A -

|  |  |
| --- | --- |
| (15) DESCRIPTION OF THE MERITORIOUS SERVICE | |
| Summary |  |
| Description |  |
| I hereby certify that the above is true and correct.  DDMM, 2019  Title & Name of Recommender or Chief of the Authority | |

- B -

(Appendix 8 Form)

Curriculum Vitae

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| PHOTO | | | NAME | (Korean)  (Chinese)  (English) | | |
| ALIEN  REGISTRATION NUMBER |  | AGE |  |
| ADDRESS | | |  | | | |
| DD/MM/YY | | | EDUCATION | | | |
|  |  |  |  | | | |
|  |  |  |  | | | |
|  |  |  |  | | | |
|  |  |  |  | | | |
|  |  |  |  | | | |
|  |  |  |  | | | |
| DD/MM/YY | | | CAREER | | | |
|  |  |  |  | | | |
|  |  |  |  | | | |
|  |  |  |  | | | |
|  |  |  |  | | | |
|  |  |  |  | | | |
|  |  |  |  | | | |
|  |  |  |  | | | |
|  |  |  |  | | | |
|  |  |  |  | | | |
|  |  |  |  | | | |
|  |  |  |  | | | |
|  |  |  |  | | | |
|  |  |  |  | | | |
|  |  |  |  | | | |

(Appendix 9 Form)

Consent to Government Award

(For candidate of government award)

□ Award candidate

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Organization (Address) |  | Position (Rank) |  |

|  |  |  |
| --- | --- | --- |
|  | < Consent to the provision of personal information > |  |
|  |  |
| In accordance with Article 15 of the Act on Protection of Personal Information, you can refuse to consent to the collection and usage of personal information. However, if you refuse to consent, recommendation of you as a government award candidate can be restricted.  1. (Purpose of collecting and using personal information) To review whether the candidate for a government award has a criminal record, and other matters to see if he/she pertains to factors that may limit being recommended as a candidate; to make an open verification of the candidate and review the meritorious acts; to insert a notice in the government gazette when government award is decided or cancelled; to confirm whether the candidate pertains to a factor that can cancel the government award; to issue a certificate of receipt of award; and to reissue an award.  2. (Personal information to be collected) Name, resident registration number, address, occupation, organization, position, rank, description of meritorious service, summary of contributory achievement, major credentials, military serial number (in the case of soldiers), nationality (in the case of foreigners.)  3. (Period for processing and holding personal information) The Award Record maintains the information permanently. Award recommendations by each institution, and award-related complaint forms are processed and held for five years.  < □ I consent to the provision of my personal information. / □ I do not consent to the provision of my personal information. > | | |

I, the undersigned, hereby pledge that I will not raise an objection if a complaint is raised against my receipt of the award or if the government award is withdrawn or cancelled due to causes that restrict myself from being an award recipient as per the Guidelines on Government Conferment of Rewards.

DDMM, 2019.

Name (Signature)

(Appendix 10 Form)

|  |
| --- |
| Summary of Human Resources Record of Public official |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1) Organization |  | | 2) Position |  | 3)Rank |  |
| 4) Name | Korean |  | 5) Resident registration number |  | | |
|  | Chinese |  | 6) Military serial no. (if soldier) |  | | |
| 7) Type | ■ Currently in service □ Retired □ Voluntarily retired □ Retired parliamentarian □ Dead | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type of public official | Service period | | 8)Employed | ～ (DDMMYYYY) |
| 9)Regular |  | | 10)Special | ～ (DDMMYYYY) |
| 11)Functional |  | |  | ～ (DDMMYYYY) |
| Total (ⓐ) | | DDMMYYYY | | |

|  |  |  |  |
| --- | --- | --- | --- |
| 12)Excluded period | Leave of absence: - (DDMMYYYY) | | Released from duty: - (DDMMYYYY) |
| Total (ⓑ) | | DDMMYYYY | |

|  |  |  |  |
| --- | --- | --- | --- |
| 13) Actual service period (ⓐ-ⓑ) | DDMMYYYY | 14) Award recommended |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 15) Penalties or punishments  (Pardoned cases excluded) | | Type | | | Date | 16) Past awards  (Minister’s Commendation or higher) | | Name of Award | | | Date of Receipt |
|  | | |  |  | | |  |
|  | | |  |  | | |  |
|  | | |  |  | | |  |
|  | | |  |
|  | | |  |
| 17) Recorded by (Human Resources personnel) | | | | | | 18) Confirmed by (Human Resources manager) | | | | | |
| Rank |  | | Name |  | | Rank |  | | Name |  | |
| I hereby confirm that the above is true and accurate and consistent with the original copy of the Human Resources records.  DDMM, 2019  19) Name of institution: (Official seal) | | | | | | | | | | | |