# Form 6

To: NICT

## **Notice of Overseas Business Trip**

This is to inform you that I have been approved by the host organization to make an overseas business trip.

1. Period: from to

If you are going abroad for business, please fill in items 2-4 below.

2. Purpose:

3. Destination:

4. Schedule:

Note: 1. Please submit this Notice to NICT at least 2 weeks before the planned departure date.

2. Insurance provided by NICT does not provide any coverage for you outside Japan, so you should arrange your own coverage.

Date 　　　　 Name

[For the host organization]

Host organization

Person in charge

Date