Guidelines for Tenancy Applicants of Sendai-Finland Wellbeing Center BII Unit

Sendai City Industrial Promotion Organization

Sendai-Finland Wellbeing Center consists of a care unit and a BII Unit to enhance human-centered research and development process to create new services and new products for the aging society. Sendai City Industrial Promotion Organization (SIPO) will accept applications from companies, research institutes and researchers in both Finland and Sendai to become tenants of the BII Unit. Project managers from both Finland and Sendai are supporting border-free research and development by collaborating with the care unit and the aging people in surrounding area. The BII Unit will be completed by the end of February 2005, and SIPO will welcome new tenants from April 1st 2005 onwards.

1. Rooms for rent

<table>
<thead>
<tr>
<th>Room No.</th>
<th>Space</th>
<th>Rental Fee + Utility Fee (Monthly, tax included)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Room 1</td>
<td>33.12 m²</td>
<td>94,326 yen</td>
</tr>
<tr>
<td>Project Room 2</td>
<td>33.12 m²</td>
<td>94,326 yen</td>
</tr>
<tr>
<td>Project Room 3</td>
<td>33.12 m²</td>
<td>94,326 yen</td>
</tr>
<tr>
<td>Project Room 4</td>
<td>33.12 m²</td>
<td>94,326 yen</td>
</tr>
<tr>
<td>Project Room 5</td>
<td>33.12 m²</td>
<td>94,326 yen</td>
</tr>
<tr>
<td>Project Room 6</td>
<td>33.12 m²</td>
<td>94,326 yen</td>
</tr>
<tr>
<td>Project Room 7</td>
<td>39.74 m²</td>
<td>113,179 yen</td>
</tr>
</tbody>
</table>

*Project rooms 1-6 are for Finnish-related companies, research institutions and researchers. Applicants for Project Room 1-6 need to have recommendation of Finnish Trade Promotion Organization, Finpro. In order to obtain the recommendation, applicants must submit full copies of application form and other required documents to Finpro Japan at the same time submitting the original to SIPO. Please contact Finpro Japan:

Finpro Japan, Finland Trade Center, Embassy of Finland
3-5-39, Minami-Azabu, Minato-ku, Tokyo 106-8561, Japan
Tel +81-(0)3-5447-6000
Fax +81-(0)3-5447-6044
e-mail: japan@finpro.fi www.finpro.fi/japan
*Project rooms 1-4 may be divided to smaller booths to rent with approx. 1800 mm partitions. The rental fees and utility fees are as below in the case those rooms are divided.

<table>
<thead>
<tr>
<th>Room No. – Booth No.</th>
<th>Space</th>
<th>Rental Fee + Utility Fee (Monthly, tax included)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Room 1-1</td>
<td>6.87 m²</td>
<td>40,052 yen</td>
</tr>
<tr>
<td>Project Room 1-2</td>
<td>6.69 m²</td>
<td>39,003 yen</td>
</tr>
<tr>
<td>Project Room 1-3</td>
<td>6.87 m²</td>
<td>40,052 yen</td>
</tr>
<tr>
<td>Project Room 2-1</td>
<td>13.26 m²</td>
<td>49,654 yen</td>
</tr>
<tr>
<td>Project Room 2-2</td>
<td>11.93 m²</td>
<td>44,675 yen</td>
</tr>
<tr>
<td>Project Room 3-1</td>
<td>13.26 m²</td>
<td>49,654 yen</td>
</tr>
<tr>
<td>Project Room 3-2</td>
<td>11.93 m²</td>
<td>44,675 yen</td>
</tr>
<tr>
<td>Project Room 4-1</td>
<td>5.45 m²</td>
<td>31,773 yen</td>
</tr>
<tr>
<td>Project Room 4-2</td>
<td>5.30 m²</td>
<td>30,898 yen</td>
</tr>
<tr>
<td>Project Room 4-3</td>
<td>5.43 m²</td>
<td>31,657 yen</td>
</tr>
</tbody>
</table>

2. Utility Fee Covers
   A) Electricity costs inside Project Rooms including air conditioning and lighting
   B) Maintenance fee for lighting devices inside Project Rooms
   C) Office furniture prepared by SIPO
   D) Internet connection (LAN)
   E) Monthly cleaning inside Project Room on request
   F) Maintenance fee for common rooms and corridors

3. Outline of the BII Unit
   A) Name: Sendai-Finland Wellbeing Center BII Unit
   B) Address: 3-24-1 Mizunomori, Aoba-ku, Sendai, 981-0962 Japan
   C) Structure of the building: Light gauge steel
      - Total floor space 953.98 m²
      - 2 floors
      - Project Rooms are on 2nd floor
   D) Facilities for each Project Room
      i. Electric Capacity: 60 Voltage Ampere/m²
      ii. Electricity Plug Outlet: 5 (3 under floor, 2 on wall)
      iii. Telephone Line: Maximum 10 lines can be set by the tenant
      iv. Air Conditioning: Gas Heat Pomp (cooling and heating)
      v. Miscellaneous Room Equipment (for a single whole room of Project Room 1 – 6)
         - Access floor - Floor Loading max. 400 kg/m²
         - Office Desk/Chair (4 sets), Meeting Table (1)/Chair(4), File Cabinet(11), Low Partition(1), Coat Hanger(1)
         - Card Key Entry System (24 hours)
Optical Fiber can be installed by the tenant
Cable TV can be installed by the tenant (needs a contract with a cable TV company)

vi. Common Facilities (shared with other tenants)
   - Elevator (capacity 11 passengers)
   - Copying Machine (black-and-white, color, PC printer) with prepaid card
   - Pantry
   - Overnight Room (overnight facility with shower and sofa-beds)
   - Conference Room (free use for tenants, max. 51 seats)
   - Lounge (TV set)
   - Barrier-free building

* The perspective inside and outside can be seen on the Web site.
  http://sendai.fwbc.jp

4. Qualification of Applicant

Applicants must fulfill any of the below criteria;
   A) A person who is beginning research and development or new business in health and welfare field.
   B) A company or a non-profit organization which is practicing research and development or new business in health and welfare field.
   C) An academic or research institution such as a university or a public research organization which is practicing research and development in health and welfare field.

*Finnish applicants need to have planned or already started the above activities with Japanese partners such as companies, universities or researchers etc.
*The headquarters of an applicant does not need to be in Sendai.
**“Company” includes co-operative organizations such as joint enterprises

5. Term of Lease

A) Within three (3) years for a company, person or nonprofit organization. In case that the tenant applies for the extension of term to the Screening Board and Chairperson of SIPO, the tenant is able to extend the term for one (1) more year. Even in such a case, the maximum term will be five (5) years.
B) Within five (5) years for an academic or research institution. In case that the tenant applies for the extension of term to the Screening Board and Chairperson of SIPO, the tenant is able to extend the term for five (5) more years. Even in such a case, maximum term will be ten (10) years.
C) The minimum length of tenancy is one (1) month.

* In case the plan of a research and development project or a new business would be changed, the tenant must apply for change of project plan. The Screening Board examines the applica-
tion, and if the Chairperson of SIPO permits according to the opinion of the Screening Board, the tenant is able to continue the tenancy agreement.

6. Other Conditions for Lease
   A) The payment for first two (2) months must be remitted, when the rental contract is signed. In the following months of the term of a lease, payment for each current month must be made two (2) months prior. The payment must be remitted in Japanese Yen to the bank account addressed by SIPO.
   B) Other Burden
      - The tenant must pay the initial and running costs if the tenant will install a fixed phone inside the project room.
      - If the tenant utilizes the parking lot outside the BII Unit constantly, the tenant must have a contract with SIPO and must pay the fee (5,000 yen/month).
   C) Regular Consultation
      The tenant must prepare a progress report each three (3) months to the Directors and Managers of the BII Unit and have a consultative discussion with the Directors and Managers.

7. Application Documents
   The following documents will be prepared by applicant:
   A) Application form (to be downloaded from the Web site)
   B) Company profile
   C) Curriculum Vitae of the applying person
   D) Financial statements of past three years
   E) Photocopy of passport of the representative or planned resident employee in the BII Unit
   F) Photocopy of permission in case the planned activities need to be permitted by an authority.

   * The recommendation document shall be sent directly to SIPO from Finpro.

8. Screening
   A) Screening Process
      The Screening Board including the Project Managers of SIPO examines the submitted documents and interviews the applicants. The Chairperson of SIPO makes the decision respecting the opinion of the Screening Board. The representative of the applicant will be interviewed. The applicants are able to utilize interactive teleconference or document-based questions and answers.
    
   B) Screening Criteria
    i. Qualification of an applicant
    ii. Business policy (management concept, long-term vision, independency)
    iii. Novelty value and uniqueness of the research or development product
    iv. Contribution to the regional (Sendai) industry and academia
v. Marketability, growth potential
vi. Validity of the BII plan
vii. Financial conditions, financing plan of the project
viii. Contribution to the regional (Sendai) society
ix. Possibility of the business continuity in Sendai
x. Need for support
xi. Relationship with Japanese companies, universities or researchers

9. Schedule
Recruitment term: Now leasing
Interview: The date will be informed separately to all applicants.
Rental Contract: After the approval of the Screening Board
Move-in: Weekdays from 1st April 2005

10. Miscellaneous
The following activities are prohibited in Project Rooms; illegal actions as well as activities which may be harmful to other tenants, the facility and the surroundings.

11. Contact Address and How to Apply
The application documents must be sent by post or brought in to the following address

Sendai·Finland Wellbeing Center
3·24·1, Mizunomori, Aoba·ku, Sendai, 981-0962 Japan
Contact to: FWBC Promotion Office (Mr.)Hatakeyama
[telephone] +81·(0)22·303·2666
[faesimile] +81·(0)22·303·2667
[e-mail] rdunit@sendai.fwbc.jp