

Fiscal Year 2009

(April 2009 - March 2010)

AOTS Training Program in Japan

—Training Activities for Human Resource Development—

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I. Preface

November 2008

This booklet provides information on training courses under the AOTS Training Program in Japan scheduled for fiscal year 2009.

The General Orientation Course is designed for engineers, managers, and supervisors, etc., from developing countries as introductory training to enable them to smoothly attend the technical training at their host companies. There are three types of General Orientation Course: 13-week, 6-week, and 9-day.

The 13-week course, which will be organized five times in fiscal 2009, is designed for trainees who require a higher level of Japanese, in addition to in-depth understanding of Japanese society.

The 6-week course, which will be held every month, provides trainees with in-depth understanding of Japanese society and the minimum level of Japanese language ability required for living and training in Japan. The 13-week and 6-week courses, both of which include Japanese language study, are scheduled to begin on the same day so that host companies will be able to choose between them according to the objective of the training and the trainee's level of Japanese language ability.

The 9-day course is offered to trainees who already have a certain level of proficiency in Japanese or who do not require Japanese language ability in their short period of training.

Based on the training needs in developing countries or requests from organizations in Japan or abroad, our Management Training Courses will be offered to local corporate executives or managers, etc., in different languages, targeting participants in different positions in organizations, and in different subjects such as corporate management, quality management, and workshop improvement, with the focus on management skills and techniques employed by Japanese companies.

Training courses listed in this booklet are those currently scheduled for the next fiscal year. Any additions will be announced on our website.

We hope that the AOTS Training Program in Japan will help many companies and organizations develop human resources in developing countries.

The Association for Overseas Technical Scholarship

II. Application Procedure

1. Training Course Reservation

1) General Orientation Course

- (1) AOTS will begin accepting General Orientation Course reservations for fiscal 2009 from December 1, 2008.
- (2) The deadline for reservation for each course is provided in the “Schedule of General Orientation Courses” on page 6.
- (3) Please note that the “Reservation Form for Participation in a Training Course” (hereinafter called the “Reservation Form”) for inviting trainees from China has been revised (a forms including that for Chinese trainees can be downloaded from AOTS’s website).
- (4) When your training outline is finalized including the country and number of trainees, as well as the timing and duration of the training, please fill out the “Reservation Form” and fax it to AOTS. Participants requirements and the total training period are different depending on the type of General Orientation Course. Please refer to the “Outline of the General Orientation Course by Type” on page 5.
- (5) For inviting trainees from China, the “Training Schedule (detailed)” (for Chinese trainees), and a document confirming that the service transaction concerned does not require permission or indicating that permission has been obtained for the provision of technology should be submitted at the time of , or as soon as possible after, the submission of the Reservation Form.
- (6) A “Reservation Form” should be submitted for each training plan for the same type of General Orientation Course (J13W, J6W, 9D or A9D) in the same language that starts on the same day. Separate “Reservation Forms” should be prepared for different sending companies. In principle, the “Reservation Form” should be submitted four months before the starting date of the training course concerned.
- (7) After application is closed, AOTS will adjust the number of participants and course languages, etc., and fax the host company an “Acceptance of Reservation Form” for an application accepted by AOTS.
- (8) AOTS may ask the host company to change the timing of the training course, the number of participants, etc., depending on the budget, the number of applicants, and so on.
- (9) For companies and organizations applying for the AOTS training scheme for the first time, AOTS will visit their headquarters or offices in order to check the training environment and conditions. In this case, the reservation should be submitted well in advance.

2) Management Training Course

- (1) The opening and closing dates of application for each training course are specified in the “Schedule of Management Training Courses” on page 7 and after.
- (2) The qualifications of participants for the Management Training Course differ according to the training course. Please check that the applicant satisfies the qualifications and send a “Reservation Form” with the “Enquiry into Trainee’s Personal Record and Training Contract” by fax before the closing date of application for the training course concerned.
- (3) After application is closed and the qualifications of applicants and other items are checked, AOTS will fax the host company an “Acceptance of Reservation Form” for an application accepted by AOTS.

- (4) The number of participants for the same host company or from the same sending company may be limited if there are more applicants than AOTS can accept.
- (5) Overseas companies and organizations may apply for a Management Training Course directly to AOTS. For details, please contact the Scholarship Processing Department (TEL: 81-3-3888-8214).

*** If the number of applicants is below the maximum number of participants, applications may be accepted even after the closing date for the General Orientation and Management Courses. Please contact AOTS for details.**

3) Where to submit the Reservation Form:

Scholarship Administration Department, Scholarship Administration Division
TEL: 81-3-3888-8221 FAX: 81-3-3888-8242

2. Submission of Application Documents

After receiving the “Acceptance of Reservation,” please prepare the following application documents.

1) Documents to be submitted (Forms ① - ⑥ should be downloaded from AOTS’s website.)

<Required documents>

- ① Official application form (with two photographs of the trainee)
.....to be prepared by the host company
- ② Enquiry into Trainee’s Personal Record and Training Contract
.....to be prepared by the trainee/sending company
- ③ Medical Certificate
.....to be prepared by a medical institution
(If the total training period is 30 days or less, a medical check sheet is also acceptable.)
- ④ Training schedule (detailed)
.....to be prepared by the host company
- ⑤ Overseas Travel Insurance Consent Form
.....to be prepared by the trainee
- ⑥ Handling of Personal Information
.....to be prepared by the trainee/host company

<Supplementary documents> (to be submitted when needed)

- ⑥ Training cost statement
(Required when the sending company bears part or the total amount of the Contributions.)
- ⑦ Company brochure, documents about corporate history, a copy of the company registration, financial statements (closing statements)
(These documents are required when a company uses the AOTS scheme for the first time. An annual security report can be submitted instead of the last three documents.)
- ⑧ Other documents
A joint-venture agreement, technical assistance agreement, document indicating the investment ratio to the sending company, documents related to the specialized technical training, pre-training report (for Management Training Courses only) and a copy of the trainee’s ID card (for Chinese trainees only)

Note 1: Please make copies of the application documents before submitting them to AOTS and retain them because they will not be returned to the company.

Note 2: The forms of the application documents are subject to revision. Please obtain the latest version from AOTS’s website.

2) When to submit the application documents

Considering the time required for obtaining a visa and AOTS's preliminary screening, the application documents should be prepared so that they can be examined at the Screening Committee Meeting to be held two months before the starting date of the training course concerned. They should be submitted by the date of the preceding Screening Meeting. Please refer to the schedule of the Screening Committee Meetings on page 10.

Example: The training course starts on September 9.

The Screening Committee Meeting is on July 9. Then, the application documents should be submitted by June 25.

3) Where to submit the application documents:

Scholarship Administration Department, Scholarship Administration Division

TEL: 81-3-3888-8221 FAX: 81-3-3888-8242

*AOTS is committed to managing and protecting personal information contained in the reservation and official application forms in accordance with our privacy policy. Such personal information will be used only for administrative procedures related to inviting trainees or implementing training programs, and for sending information or notices about AOTS's services and events.

III. Schedule of General Orientation Courses

1. Outline of the General Orientation Course by Type

Requirements of participants

- 1) In principle, trainees should be citizens of developing countries or regions.
- 2) Trainees must be 20 or over and 50 or below years of age and should be healthy enough to undergo intensive training.
- 3) Trainees should be university graduates, or have equivalent academic ability or professional experience, and in managerial, supervisory or leadership posts, or are expected to be in such posts.

Course type	Course period	Intended participants and participants requirements	Contents	Minimum period of the specialized technical training	Total training period
J13W	13 weeks	For trainees requiring sufficient Japanese language ability in their specialized technical training	With the aim of acquiring a high level of Japanese proficiency for living and undergoing training in Japan, trainees will learn about 1500 words, 150 sentence patterns and 300 Chinese characters. They will also deepen their understanding of Japanese society, culture and industry through lectures, company visits and a study tour.	25 days	Within 1 year *Note 2
J6W	6 weeks	For trainees requiring a minimum level of Japanese language ability for living and training in Japan	With the aim of acquiring basic Japanese proficiency, trainees will learn about 800 words, 75 basic sentence patterns, all kana and 100 Chinese characters. They will also deepen their understanding of Japanese society, culture and industry through lectures, company visits and a study tour. (For trainees from countries other than China who do not require the understanding of kana and Chinese characters in their specialized technical training, this course will be flexibly based on the prior application.)		
A9D	9 days	For trainees having a certain level of proficiency in Japanese as defined by AOTS *Note 1	Trainees will deepen their understanding of Japanese society, culture and industry through lectures and company visits.	10 days	Within 120 days
9D		When the specialized technical training is done using a language which trainees can understand	Trainees will deepen their understanding of Japanese society, culture and industry through lectures and company visits.		

* Note 1: Proficiency is judged by the “Chukyu (intermediate-level) Completion Test” in the WBT AOTS Japanese Language Ability Test. The test should be completed online. For details, please contact the following:

[AOTS Japanese Language Training Center]

Tel: 81-3-3888-8250 Fax: 81-3-3888-8262

E-mail: jltc@aots.or.jp

Homepage: <http://nihongo.aots.or.jp>

* Note 2: Up to two years of training is possible depending on the necessity (excluding trainees from China).

2. Schedule of General Orientation Courses

13-week course (J13W)

Starting date	~	Finishing date	Place	Deadline for reservation
Wed., April 8, 2009	~	Tue., July 14	CKC	December 15, 2008
Wed., June 3	~	Tue., September 1	YKC	February 3, 2009
Wed., July 8	~	Tue., October 6	KKC	March 8
Wed., October 21	~	Tue., January 26, 2010	KKC	June 21
Wed., November 25	~	Tue., March 2	YKC	July 25

6-week course (J6W)

Starting date	~	Finishing date	Place	Deadline for reservation
Wed., April 8, 2009	~	Tue., May 26	YKC·CKC	December 15, 2008
Wed., May 13	~	Tue., June 23	KKC	January 13, 2009
Wed., June 3	~	Tue., July 14	YKC·CKC	February 3
Wed., July 8	~	Tue., August 18	KKC	March 8
Wed., July 22	~	Tue., September 1	YKC	March 22
Wed., July 29	~	Tue., September 8	CKC	March 29
Wed., August 26	~	Tue., October 6	KKC	April 26
Wed., September 9	~	Tue., October 20	YKC	May 9
Wed., October 21	~	Tue., December 1	KKC	June 21
Wed., November 25	~	Tue., January 12, 2010	YKC	July 25
Wed., December 9	~	Tue., January 26	KKC	August 9
Wed., January 13, 2010	~	Tue., February 23	CKC	September 13
Wed., January 20	~	Tue., March 2	YKC	September 20
Wed., February 10	~	Tue., March 23	KKC	October 10
Wed., March 10	~	Tue., April 20	CKC	November 10

9-day course (A9D & 9D)

Starting date	~	Finishing date	Place	Deadline for reservation
Wed., April 15, 2009	~	Thu., April 23	TKC	December 15, 2008
Wed., May 13	~	Thu., May 21	TKC	January 13, 2009
Wed., June 17	~	Thu., June 25	TKC	February 17
Wed., July 15	~	Thu., July 23	CKC	March 15
Wed., August 19	~	Thu., August 27	KKC	April 19
Wed., September 9	~	Thu., September 17	CKC	May 9
Wed., October 7	~	Thu., October 15	YKC	June 7
Wed., November 11	~	Thu., November 19	YKC	July 11
Wed., December 2	~	Thu., December 10	KKC	August 2
Wed., January 20, 2010	~	Thu., January 28	TKC	September 20
Wed., February 17	~	Thu., February 25	TKC	October 17
Wed., March 10	~	Thu., March 18	TKC	November 10

TKC: Tokyo Kenshu Center YKC: Yokohama Kenshu Center
 KKC: Kansai Kenshu Center CKC: Chubu Kenshu Center

Note

- 1) In principle, there is no official program on Sundays, nor at the end or at the beginning of the year.
- 2) The schedule above, including the starting date or place of the course, is subject to change.
 Any changes will be announced on AOTS's website as well as by other means.
- 3) Some courses may be added to the schedule above. Please contact the Scholarship Administration Department for details.
- 4) Courses that include Golden Week holidays or the year-end and New Year holidays have an extra week.

IV. Schedule of Management Training Courses

1. Courses in English (for all developing countries and regions)

Month	Subject	Course Title (abbreviation)	Objective	Intended Participants	Period	Opening Date of Application Closing Date of Application	Place (See item 1 on p.10)	
May	Production Management	The Program on Company-Wide Problem Solving (CWPS)	Enhancement of ability to solve managerial problems comprehensively at manufacturing companies	Owners, partners, and corporate executives in manufacturing companies*	Wed., 13 - Fri., 22 May 2009	10D	15 Dec. 2008 3 Mar. 2009	CKC
	Quality Management	The Program for Quality Management (PQM)	Enhancement of ability to promote quality management	Senior managers promoting quality management and engaged in quality improvement*	Mon., 25 May - Fri., 5 June 2009	2W	15 Dec. 2008 27 Feb. 2009	TKC
Jun.	Organization	The Training Course on Solving Human & Organizational Problems (SHOP)	Enhancement of teamwork and leadership in solving human- and organization-related problems at companies	Managers and supervisors of organizations	Wed., 3 - Tue., 23 June 2009	3W	25 Dec. 2008 16 Feb. 2009	CKC
	Management	The Executive Program on Corporate Management (EPCM)	Enhancement of practical management capabilities	Senior executives*	Mon., 29 June - Fri., 10 July 2009	2W	10 Jan. 2009 10 Mar. 2009	TKC
Jul.	Quality Management	The Program for Quality Management Promotion (PQMP)	Enhancement of ability to promote quality management	Middle to senior managers who are responsible for quality improvement and/or quality management *	Wed., 1 - Tue., 21 July 2009	3W	21 Jan. 2009 21 Mar. 2009	YKC
	Production Management	The Production Management Training Course (PMTTC)	Enhancement of comprehensive production management capabilities	Middle managers, supervisors and engineers with work experience engaged in production management*	Wed., 1 - Tue., 28 July 2009	4W	21 Jan. 2009 21 Mar. 2009	CKC
Aug.	Production Management	The Program for Practical Operations Management (PPOM)	Enhancement of capability to improve operation at production site	Primary to middle managers at production sites	Mon., 24 August - Fri., 11 September 2009	3W	11 Mar. 2009 11 May. 2009	YKC
Sep.	Quality Management	The Training Course on Practical Solution of Quality-Related Problems (SPQP)	Enhancement of basic abilities to solve quality problems	Managers and supervisors who wish to learn basic problem-solving methods for quality-related problems	Wed., 2 - Tue., 15 September 2009	2W	15 Mar. 2009 11 May. 2009	KKC
	Quality Management	The Executive Program on Quality Management (EPQM)	Enhancement of quality-oriented management capability	Owners who are at the center of management or top executives who are responsible for quality development and quality management throughout the organization.	Mon., 28 September - Sat., 3 October 2009	6D	19 Mar. 2009 19 May. 2009	TKC
	Production Management	The Practical Improvement Program for Factories (PIPF)	Enhancement of ability to reinforce profitability at manufacturing companies	Middle to senior managers, supervisors, and engineers engaged in factory management at manufacturing companies*	Wed., 30 September - Tue., 13 October 2009	2W	6 Apr. 2009 6 Jun. 2009	KKC

Feb.	Quality Management	The Quality Control Training Course (QCTC)	Enhancement of TQM promotion capabilities	Managers and/or staff who are responsible for the promotion of TQM/quality control activities at manufacturing companies, with a basic knowledge of the seven QC tools	Wed., 24 February - Tue., 16 March 2010	3 W	2 Sep. 2009 26 Oct. 2009	KKC
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2. Courses in English (for India)

Month	Subject	Course Title (abbreviation)	Objective	Intended Participants	Period	Opening Date of Application Closing Date of Application	Place (See item 1 on p.10)
Jun.	Management	The Program on Practical Corporate Management for India (INPC)	Enhancement of corporate management to implement the overseas expansion of the company's business	Owners or top executives of manufacturing companies that are seeking to achieve overseas expansion of the company's business	Wed., 17 - Tue., 26 June 2009	10D 23 Dec. 2008 26 Feb. 2009	TKC
Sep.	Production Management	The Program on Production Management for Facilitators in India (INPM)	Enhancement of leadership to promote improvement activities at the production site	Middle to senior managers and senior engineers engaged in production/factory management at manufacturing companies*	Wed., 30 September - Tue., 13 October 2009	2W 14 Apr. 2009 14 Jun. 2009	TKC
Jan.	Quality Management	The Program on Quality Management for India (INQM)	Enhancement of quality management capabilities of promoting and practicing quality management	Middle to senior managers who are responsible for quality improvement of products in manufacturing companies*	Wed., 20 January - Tue., 2 February 2010	2W 2 Aug. 2009 2 Oct. 2009	KKC

4. Courses in Indonesian (for Indonesia)

Month	Subject	Course Title (abbreviation)	Objective	Intended Participants	Period		Opening Date of Application Closing Date of Application	Place (See item 1 on p.10)
May	Organization	The Leadership Development Program for Indonesia (IDLD)	Enhancement of leadership to revitalize organizations	Supervisors, and middle to senior managers responsible for the education and training of subordinates in the workplace	Wed., 27 May - Tue., 9 June 2009	2W	15 Dec. 2008 9 Feb. 2009	KKC
Oct.	Quality Management	The Program on Quality Control for Indonesia (IDQC)	Enhancement of ability to solve quality problems	Managers and supervisors engaged in the promotion of quality control at manufacturing companies, with a basic knowledge of the seven QC tools*	Wed., 21 October - Tue., 3 November 2009	2W	20 Apr. 2009 22 Jun. 2009	YKC

5. Courses in Thai (for Thailand)

Month	Subject	Course Title (abbreviation)	Objective	Intended Participants	Period		Opening Date of Application Closing Date of Application	Place (See item 1 on p.10)
June	Logistics Management	The Program on Logistics Management for Thailand (THLM)	Enhancement of logistics management capabilities	Middle to senior managers and executives engaged in logistics	Wed., 10 - Tue., 23 June 2009	2W	23 Dec. 2008 23 Feb. 2009	KKC
July	Production Management	The Program on Workshop Improvement Activities for Thailand (THIA)	Enhancement of capabilities to implement <i>Kaizen</i> (improvement) activities on the shop floor	Middle to senior managers, supervisors, and engineers engaged in production management and productivity enhancement at manufacturing companies*	Wed., 22 July - Tue., 4 August 2009	2W	4 Feb. 2009 4 Apr. 2009	KKC
Sep.	Organization	The Leadership Development Program for Thailand (THLD)	Enhancement of manager's capabilities to revitalize organizations	Managers and supervisors responsible for the education and training of subordinates in the workplace	Wed., 2 - Tue., 15 September 2009	2W	29 Mar. 2009 29 May. 2009	KKC
Jan.	Production Management	The Program on Production and Operation Management for <i>Kaizen</i> Leaders in Thailand (THPM)	Enhancement of leadership to promote company-wide <i>Kaizen</i> (improvement) activities	Middle to senior managers and senior engineers engaged in production management and productivity enhancement at manufacturing companies*	Mon., 18 - Fri., 29 January 2010	2W	29 Jul. 2009 29 Sep. 2009	YKC

6. Courses in Vietnamese (for Vietnam)

Month	Subject	Course Title (abbreviation)	Objective	Intended Participants	Period		Opening Date of Application Closing Date of Application	Place (See item 1 on p.10)
Jul.	Quality Management	The Program on Quality Control for Vietnam (VNQC)	Enhancement of ability to solve quality problems	Managers and supervisors engaged in quality-related activities at manufacturing companies, with a basic knowledge of the seven QC tools	Wed., 22 July - Tue., 4 August 2009	2W	11 Feb. 2009 11 Apr. 2009	YKC

Sept.	Production Management	The Program on Workshop Improvement Activities for Vietnam (VNIA)	Enhancement of capabilities to implement workshop improvement activities	Supervisors, and middle to senior managers at manufacturing companies*	Wed., 2 - Tue. 15 September 2009	2W	29 Mar. 2009 29 May. 2009	CKC
Oct.	Production Management	The Program on Factory Management for Vietnam (VNFM)	Enhancement of factory management ability	Middle to senior managers and senior engineers engaged in production/factory management at manufacturing companies*	Wed., 14- Tue., 27 October 2009	2W	27 Apr. 2009 27 Jun. 2009	KKC

1.The periods and places of the programs listed here are subject to change due to the scheduling of other programs based on Economic Partnership Agreements concluded between Japan and other countries. The place of the mentioned in the list is an AOTS Training Center tentatively assigned for each program; however, these programs may be conducted at commercial hotels instead of the training centers.

Please visit AOTS's website for the latest information on the programs.

2.Basic qualifications of participants for Management Training Courses:

- 1) Participants should be citizens of developing countries or regions.
- 2) Participants should be between 25 and 60 years or 55 years of age (PQM, IDPM) or 50 years of age (INPM, SHOP) and healthy enough to undergo an intensive training program.
- 3) Participants should have a sufficient working knowledge of the course language to understand lectures, participate in discussions, and make presentations and reports.

3.The respective courses have additional requirements for participation: knowledge, experience related to the relevant subject(s). Please refer to the Program Outline of the program concerned.

4. Specialized technical training in the relevant field for the participants to improve their management skills can follow the Management Training Course if an application is made by a host company in Japan.

5.We will not carry out the following programs in FY2009.

The Program on Production and Operation Management for Kaizen Leaders in Indonesia (IDPM)

We will carry out the two following programs every other year.

The Program on Production and Operation Management for Kaizen Leaders in Indonesia (IDPM)

The Program on Production and Operation Management for Kaizen Leaders in Thailand (THPM)

V. Schedule of the Host Company Briefing Meetings, Screening Committee Meetings and Certificate Awarding Ceremonies

Date	Host Company Briefing Meetings (Time: 13:30) (Tuesday)		Screening Committee Meetings (Thursday)		Certificate Awarding Ceremonies (Time: 15:00) (Thursday)	
Jan. 2009	6	20	15	29	—	22
February	3	17	12	26	5	19
March	3	17	12	26	5	19
April	14	28	9	23	—	16
May	—	19	14	28	—	21
June	2	16	11	25	4	18
July	14	28	9	23	2	16
August	—	25	6	20	—	27
September	8	29	3	17	10	24
October	13	27	8	22	15	29
November	10	24	5	19	12	26
December	8	22	3	17	10	24
Jan.2010	—	19	14	28	—	21
February	2	16	10	25	4	18
March	2	16	11	25	4	18

Note

- 1) Host company briefing meetings are held at Tokyo Kenshu Center. If you plan to invite overseas trainees and wish to attend a meeting, please contact the Scholarship Administration Department (Tel: 81-3-3888-8221).
- 2) In principle, certificate awarding ceremonies are held at Tokyo Kenshu Center, but they can also be held at other AOTS training centers, Yokohama, Kansai and Chubu, upon your request. Please contact the Training Administration Department (Tel: 81-3-3888-8254).



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