

## Support for Neighbouring Countries

Experts with local business expertise in Indonesia and Vietnam provide free support in providing local information, business consultation and sales channel development.

### Tokyo SME Support Desk Indonesia

Company Name	Tokyo SME Support Desk Indonesia
Subcontractor	Indonesia Research Institute
Address	Wisma Keiai, Jl. Jenderal Sudirman No.Kav. 3, RT.10/RW.11, Karet Tengsin, Kecamatan Tanah Abang, Jakarta Pusat City, Daerah Khusus Ibukota Jakarta Province 10250, Indonesia
TEL	+62-852-1315-3683 (Japanese Speaker)
E-mail	indonesia@tokyo-kosha.or.jp



### Tokyo SME Support Desk Vietnam

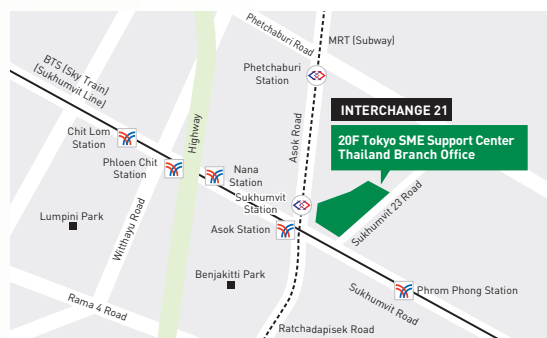
Company Name	Tokyo SME Support Desk Vietnam
Subcontractor	B&Company Co.,Ltd
Consultation Hour	Weekdays 9:00 a.m. to 17:00 p.m. (Vietnam time) (Excluding year-end and New Year holidays and Japanese and Vietnamese national holidays) Please consider the time difference between Vietnam and Japan.
Target	Small and medium-sized companies with head office or registered branch offices in Tokyo (Companies that have already established a local presence are also eligible)
TEL	+84-28-3910-3907 (Japanese Speaking Available)
E-mail	vietnam@tokyo-kosha.or.jp

Address	Address
<b>Support Desk (Ho Chi Minh)</b> Duong Anh Building(5F), 181 Dien Bien Phu, District 1, Ho Chi Minh City, Vietnam	<b>Support Desk (Hanoi)</b> VINARE Building(4F), 141 Le Duan street, Cua Nam ward, Hoan Kiem district, Ha Noi, Vietnam

## Office Information

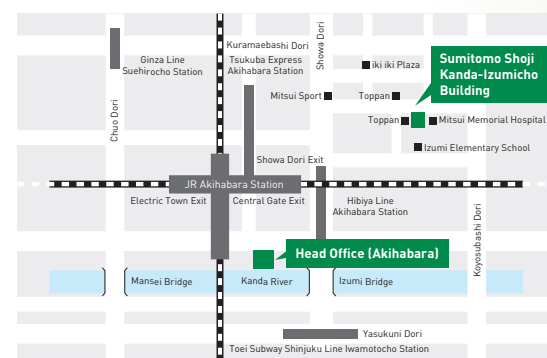
### Thailand Office

Company Name	Tokyo SME Support Center Thailand Branch Office
Address	20th Floor Interchange 21 Bldg, 399 Sukhumvit Road, Klongtoey Nua, Wattana, Bangkok 10110 Thailand
TEL	+66-2-611-2641
E-mail	thai-branch@tokyo-kosha.or.jp
HP	<a href="https://thai.tokyo-sme.com/en/">https://thai.tokyo-sme.com/en/</a> <a href="https://www.facebook.com/TokyoSME.TH/">www.facebook.com/TokyoSME.TH/</a>



### Japan / International Affairs

Address	9th floor Sumitomo Shoji Kanda-Izumicho Building, 1-13, Kanda-Izumicho, Chiyoda-ku, Tokyo, 101-0024, Japan
TEL	+81-3-5822-7241
FAX	+81-3-5822-7240
E-mail	ttc@tokyo-kosha.or.jp
HP	<a href="https://www.tokyo-kosha.or.jp/TTC/en/">https://www.tokyo-kosha.or.jp/TTC/en/</a>



## Tokyo SME Support Center

Thailand Branch Office

## Our Business

### Benefits of Use

Free

- 1 We provide a second opinion on local business in Thailand as a public institution.
- 2 A dedicated matching adviser will support you in developing sales channels.
- 3 Experts will visit your Thai subsidiary to provide ongoing support.



## Business Consultation

Specialist advisers provide free advice on local business practices, laws and regulations, accounting and taxation, and legal matters.

- Consultation hours** Weekdays 13:00-17:00 (excluding public holidays and year-end and New Year holidays)
- How to Contact us** Please contact us in one of the following ways.

**Contact form on the website**  
<https://thai.tokyo-sme.com/en/contact/>

**TEL** +66(0)2-611-2641 | **Email** thai-branch@tokyo-kosha.or.jp

### Management Consultants



### Consultation

General management in Thai business, i.e., HR and labour, accounting and taxation, management strategy, FDA and the Factory Act, etc.  
 \*We can also use a web conferencing system.



吉越 廉朗 Yasuro Yoshikoshi | 千葉 広康 Hiroyasu Chiba | 倉地 準之輔 Junnosuke Kurachi | 益雪 大助 Daisuke Masuyuki | 本間 喬之 Takayuki Homma | 和田 祥太郎 Shotaro Wada | 梅山 研一 Kenichi Umeyama

### Sample Case Consultation

- Q1** Can I expand into Thailand?  
**A1** Please contact us. We will ask you about your business model and why you want to set up a business in Thailand, and then provide you with advice on the specific form of business you would like to set up. We look forward to hearing from you.
- Q2** Would like to increase the number of expatriate work permit holders.  
**A2** You can either increase your capital and hire Thai nationals to meet your work permit requirements, or you can accept work permits from other companies that have open work permits.
- Q3** Our company employs less than 50 people. A trade union has been formed during difficult negotiations between labour and management, please advise.  
**A3** There are five key points in labour-management negotiations: (1) internal rules, (2) the law, (3) the prevailing market rate, (4) the company's management situation and (5) management's attitude. You should prepare a response that combines these points. If you have less than 50 employees, it is also important to check the needs of your employees at monthly benefit review committee meetings, although this is optional, and to present your response in writing.

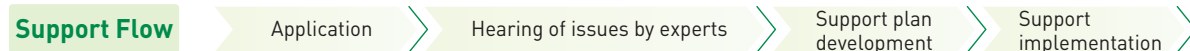
\*The management consultation is intended to provide advice and recommendations in response to the consultation, and we do not assume responsibility.

## Dispatch Experts

Experts visit companies in Thailand to help them solve their management problems, listen to their issues, give advice on how to solve them, present countermeasures and provide training, thereby encouraging smooth business operations and sustainable growth of companies in Thailand.



- Target area** Business continuity planning (BCP), local human resources development, management accounting, personnel and labour affairs, etc.
- Number of visits** Up to 5 times per company
- Cost** Free



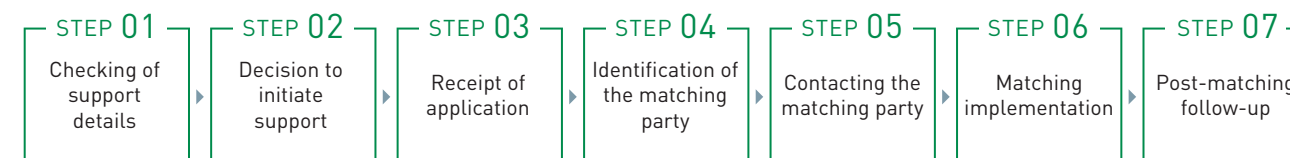
\*Depending on the nature of the issue, support may not be possible.

\*This service is for Japanese companies that have a parent company or a branch located in Tokyo, Japan only

## Business Matching

Dedicated matching advisors familiar with local business in Thailand will conduct business matching with Japanese and local companies, mainly manufacturing companies. If you are interested, please contact the Thailand Office in advance.

### Matching Support Flow



\*This service is for Japanese companies that have a parent company or a branch located in Tokyo, Japan only.

### Support contents

- Individual matching
- Market research and other research reports and lists provided

Research reports (example)



### Food business matching support

Based on the concept of solving the problems faced by Thai food manufacturers with the products and technologies of small and medium-sized companies in Tokyo, food business matching between Japanese and Thai companies was conducted with a focus on the following themes.

- Promotion of mechanisation and automation** : Introduction of new technologies, improvement of productivity, mechanisation to cope with rising labour costs
- Product development** : Development of products with high added value, health claims, improved quality, etc. to meet customer needs.
- OEM/procurement** : Localisation to provide Japanese quality at Thai prices to Thailand and neighbouring countries.



Automation Before → After

## Organising seminars and networking events Provision of local information

Seminars on Thailand and other ASEAN countries and information on local business are provided.

In addition, the project will promote exchanges and support networks with other organisations by providing a forum for companies to exchange information with each other.

