

This fact sheet sets forth the items for the entry procedure to the JLPGA Pro Test held by the Japan Ladies Professional Golfers' Association ("JLPGA"). Any matters which are not referred to in this fact sheet will be set forth in the JLPGA Pro Test Regulations and Fact Sheet which are separate from this document. For any matters not reflected in any of the above documents, the JLPGA shall have the right to make decisions at its absolute discretion regarding such matters.

2020 JLPGA PRO TEST APPLICATION FACT SHEET

***2020 JLPGA PRO TEST has been postponed to 2021 due to the effects of COVID-19**

1. Eligibility/Application Schedule/Fees

Females (by birth) who are over 17 years of age on April 1st 2020, shall be eligible to participate in the JLPGA Pro Test if they fulfill the requirements of each stage stated in the chart below.

Stage	Eligibility	Start of Application	Deadline	Fees (plus tax)
First Qualifying	Applicants who completed an application of the 2020 Pro Test First Qualifying.	2020/12/7 10:00	2020/12/25 17:00	¥40,000
Second Qualifying	① Players who played in the 2019 Final Pro Test ② Members of the 2020 JGA National team (other than members who have earned the right to play in the Final Pro Test) ③ Players who are qualified from First Qualifying ④ Any other players approved by the JLPGA	2021/4/5 10:00	2021/4/9 17:00	¥60,000
Final Pro Test	① Players who are within top 50 on the Rolex Ranking as of July 31 st 2020 ② Players who registered for the 2020 TP One Year Member ③ Winners of the 2017, 2018 and 2019 Japan Women's Amateur Championship ④ Winners of the 2017, 2018 and 2019 Japan Women's Student Golf Championship ⑤ Low Amateur of the 2017, 2018 and 2019 Japan Women's Open ⑥ Members of the 2020 JGA National team who are in the top 5 of the JGA Amateur Golf Ranking on July 31 st 2020 ⑦ Winners of JLPGA Step-Up-Tour which the tournament held between 2019/11/4 (the Monday of the week of the 2019 Final Pro Test) and 2021/6/20 (the previous Sunday of the week of 2020 Final Pro Test)	2021/4/1 10:00	2021/5/7 17:00	¥100,000
	⑧ Players who are qualified from Second Qualifying ⑨ Any other players approved by the JLPGA	2021/5/31 10:00	2021/6/4 17:00	

	<p>* Regarding category②: If a player falling under this category does not wish to participate in the 2020 Final Pro Test this year, then, she may carry over this right to the following year (2021).</p> <p>*Regarding category②⑦ : A player will only be eligible to go directly to the Final Pro Test once under the categories. Even if a player is eligible from more than one of these categories in 2020, she will still only be able to go directly to the Final Pro Test only once.</p> <p>* Regarding categories ③④⑤⑥: A player will only be eligible to go directly to the Final Pro Test once under the categories. Even if a player is eligible from more than one of these categories in 2020, she will still only be able to go directly to the Final Pro Test only once.</p> <p>* Regarding categories ③④⑤: If a player who is playing in the 2020 Final Pro test becomes eligible again in these categories after 2021, then she will be eligible to go to the Final Pro Test directly again.</p> <p>* Regarding category⑥: If a player who is in the top 5 of the JGA amateur ranking is eligible from a different category, the ranking will not be moved down to 6th and below.</p> <p>* Regarding category⑦: If a player becomes eligible under this category after the deadline of the Pro Test application, then she must contact the JLPGA office by the Monday immediately after the day she becomes eligible.</p>		
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2. Schedule /Site

Stage	section	Date	Site
First Qualifying	A	March 17 (Wed)~March 19 (Fri)	Itsuura Teien Country Club (Fukushima)
	B	March 31 (Wed)~April 2 (Fri)	Tomioka Club (Gunma)
	C	March 10 (Wed)~March 12 (Fri)	Cocopa Resort Club Hakusan Village Golf Course/King Course (Mie)
	D	March 31 (Wed)~April 2 (Fri)	Mannou Hills Country Club (Kagawa)
	E	March 24 (Wed)~March 26 (Fri)	Shunan Country Club (Yamaguchi)
Second Qualifying	A	May 18 (Tue)~May 21 (Fri)	The Royal Golf Club (Ibaraki)
	B	May 11 (Tue)~May 14 (Fri)	Shiga Country Club (Shiga)
	C	May 25 (Tue)~May 28 (Fri)	Sanyo Country Club (Okayama)
Final Pro Test		June 22 (Tue)~June 25 (Fri) ※June 26 (Sat) Substitute Day	Shizu Hills Country Club (Ibaraki)

3.Details of the Entry Procedure (Entry procedure on the JLPGA MYPAGE is only in Japanese)

(1) Entry Process

- ① Complete entries for each stage of the Pro Test and pay entry fees using the JLPGA MYPAGE (JLPGA tournament website)
- ② Upload the necessary documents to the JLPGA MYPAGE

Entry is deemed complete after the above step ① and ② are completed online. (If there are additional documents required to be sent by post, entry is deemed complete after the posted documents have been received by the JLPGA office as well as ① and ②.)

* Upon completion of ①, ② on the MYPAGE, the JLPGA will send an email to the email address (registered by the participants) confirming the receipt of the necessary paperwork. (You cannot reply to this email) This email will confirm the completion of entry.

* There will be no requirement to have a recommendation by a JLPGA member at the time of Pro Test entry. However, players will be required to have recommendations from JLPGA members when becoming a member of the JLPGA.

When becoming a member: 2 recommendations by members (either teaching or professional members) of the JLPGA who have been members for at least 5 years. In the case of International members 3 recommendations by the above said members will be required.

* The documents will be submitted only once during the process of the Pro Test in a given year.

* JLPGA MYPAGE URL : <https://my.lpga.or.jp/mypage/signin> ⇒



<Creating a JLPGA MYPAGE account>

Register on the PRO TEST ENTRY page of the JLPGA official website

An URL will be sent to the email address registered.


Log into the URL and you will be able to enter and make payments for the Pro Test on the day entries commence.

* If it is unclear if you have an account already on MYPAGE, please inquire with the JLPGA office.

(2) Necessary documents

Players will be required to upload the below documents by photograph or scanned file to the JLPGA MYPAGE

when entering the Pro Test for the first time in a given year.

<p>Japanese citizens</p>	<p>① Certificate of Individual Records</p> <p>② ID with a photo *Passport, Driver’s license (side with the photo), My Number Card (side with the photo)</p> <p>※① The date issued must be within 3 months of the date of the upload of the Pro Test application submission. The entire certificate must be in the photo including the date of issue.</p> <p>※Those who do not have ② may submit one of the following: national health insurance card, student ID or Company ID card. An ID photo must be submitted with these forms of ID on one photo or page when uploading. As for the ID photo, it must be taken without a hat, with a plain background, in full-face view facing the camera, and from the chest up.</p> 
<p>Foreign Nationals</p>	<p>① Passport</p> <p>*If foreign residents residing in Japan do not have ①, then they must upload their Special Permanent Resident Certificate or their Resident Card</p>

[NOTE] For all the uploaded photos and paperwork, if the data is ineligible due to reasons such as the full page not being included, out of focus, light reflection, etc, the player must re-submit the documents/photos. If a player is required to re-submit documents, then her original submission order will not be honored.

<IMPORTANT> Minors/high school students must send the below documents via post by the application deadline (post marked by the deadline)

- Parental Consent Form *Signature of guardian
- JLPGA Pro Test Participation Request (only for High School students) *Signature of Headmaster

<Address designated by the JLPGA>

Attn: Pro Test Staff
Tournament Division
Japan Ladies Professional Golfer's Association
Nittetsu Kobiki Building 8F
7-16-3 Ginza, Chuo-ku
Tokyo 104-0061 JAPAN
TEL (03)3546-7801

- * If an applicant wishes to deliver the documents directly to the JLPGA, the documents will be accepted on weekdays between 10:00-17:00. The documents must be handed in directly to a JLPGA staff.
- * The documents can be sent to the JLPGA office before the start of application.
- * If the Parental Consent form and the Participation Request are not delivered to the JLPGA office by the deadline, the application is void.

[Notes]

The 2020 First qualifying Pro Test applicant is not necessary to upload or mail the document when apply for postponed 2020 Pro test. (The applicant's document has been confirmed and filed at JLPGA)

A Player who is eligible to go directly to the Second qualifying and Final Pro Test will be required to upload the documents when apply for postponed 2020 Pro Test. Also, if the applicant is a minor, Parental Consent Form *Signature of guardian is required.

(3) Payment of Entry Fees

Necessary payment procedures must be made on the JLPGA MYPAGE.

Payment must be made using a credit card or at a convenience store.

- * Credit cards accepted: VISA, MasterCard, JCB, AMEX, DINERS
- * Convenience stores accepting payment; Seven Eleven, FamilyMart, LAWSON, MINISTOP, Seicomart

(4) Assignment of Section for Qualifying stages

For each of the stages, Sections will be assigned first come first serve on the entries received. Select the Section desired when submitting entries on MYPAGE.

- * If applicants for any Section exceeds the capacity of a site, the JLPGA will at its sole discretion decide where the players will be allocated for those entered after the maximum number has been reached. The applicants agree to accept the Section assigned.
- * If the paperwork uploaded is deemed unsatisfactory by the JLPGA, the applicant will be informed, and the applicant must upload the appropriate paperwork. The original entry date and time will not be honored when deciding the order received. The JLPGA must confirm the re-submitted documents to be given an entry acceptance time/date. Even if there is a time lag for the JLPGA confirmation due to weekends and holidays, still the date the JLPGA checked the paperwork will be the time/date of the application acceptance. The applicants agree to the aforementioned.

- * The 1st stage Section allocation notification will be sent out around the middle of January 2021. (Tentative)
- * If changes are made in the number of Sections, there will be a questionnaire sent to the MYPAGE asking players for their choice of Sections. The players will be assigned the new section in the order of the entry submission.

[Notes]

The application for the first stage Section will start at 10AM December 7 (Mon). Sections will be assigned first come first serve on the entries received. The applicant may select the Section desired.

(5) Points to note for Entry

- ① Upon confirming the entries on MYPAGE and receipt of the documents required, the JLPGA will send an email confirming that you have completed the uploading of necessary paperwork. (you cannot reply to this email) This email will serve as the notice that your entry is complete.
- ② Entries will not be accepted after the closing date for any reason. Application documents will not be returned after the closing date.
- ③ Entries via phone, email and fax will not be accepted.
- ④ Confirmation of the completion of the entry procedure will be the responsibility of the applicant of the Pro Test ("applicant"). The applicant must confirm the receipt of entry on the JLPGA MYPAGE herself and the JLPGA shall not be held responsible for any applicants who are not able to play in the Pro Test due to failure to confirm the receipt of entry.
- ⑤ If an applicant must withdraw from the Pro Test First Qualifying after sending in her application, the applicant must cancel her entry from the JLPGA MYPAGE. Entry fee will be returned if the application is cancelled before **February 12th (Fri)**. If the application is cancelled after February 13th or after the application is sent for Second Qualifying or Final Pro Test, the entry fee will not be returned.
- ⑥ If it is deemed that a player is not suitable to play in the Pro Test, the JLPGA has the right to cancel the player's entry to the Pro Test at its sole discretion.
- ⑦ As a basic rule, all Pro Test applicants must register to the Pro Test using her real name. Japanese Katakana will be used for players of foreign nationality even if they have names using Chinese Characters.
- ⑧ If there are any changes to personal information submitted after entry is complete, the applicant must inform the JLPGA immediately through MYPAGE.
- ⑩ **The JLPGA will not send any qualification information to the players who have qualified for each of the stages. It is the sole responsibility of the qualified players to enter each stage within the registration period.**

4.Competiton Format and Proceeding to the Next Stage

Stage	Format	Proceeding to next stage/passing the Pro Test
First Qualifying	① 3 days /54 hole stroke play ② Competition will be deemed complete if 18 holes are completed. If 18 holes are not completed within the schedule, a separate date will be decided to complete the competition.	For the First Qualifying and Second Qualifying, the number of players who make it through to the next stage will be posted at each site.
Second Qualifying	① 4 days / 72 hole stroke play ② After 54 holes are completed, all players within 10 strokes of the ranking making it through to the Final Pro Test at each site, will play in the 4 th round. ③ Competition will be deemed complete if 18 holes are complete. If 18 holes are not completed within the schedule, a separate date will be decided to complete the competition.	*After competition is finished at each site and the players who are proceeding to the next stage are announced, there will be no substitutions or players moved up under any circumstances.

<p>Final Pro Test</p>	<p>① 4 days /72 hole stroke play</p> <p>② After 54 holes are completed, players who are 80th and ties or within 8 strokes of the score of 20th place in the competition (which ever includes more players), will play in the 4th round.</p> <p>③ If 72 holes are not completed in four days, the “substitute day” will be used to complete 72 holes. If 72 holes are not completed even by using the substitute day, then the competition will be deemed “officially completed” if 54 holes have been completed</p> <p>④ Only if 54 holes are not completed after using the “substitute day”, as above, then the competition will be deemed “officially completed” if 36 holes are completed.</p>	<p>Those who are tied for 20th and better at the end of the Final Pro test, will pass.</p> <p>*Detailed information regarding players who pass the Pro Test can be found in Paragraph 5 of the Pro Test Regulation.</p> <p>*The players are deemed as “players who passed the 2020 Pro Test” though the test held in 2021</p>
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Incomplete Competition

- ① If the JLPGA decides that it is impossible to hold or continue any of the competition due to weather or other uncontrollable circumstances, the competition will be cancelled. If the competition cannot be deemed complete with the rounds completed, then a new date will be decided to attempt to complete the competition. However, in such a case, there is a possibility that a new site / golf course may be designated.
- ② If it is necessary to set a separate date for any of the qualifying events, the event will be deemed complete when 18 holes are completed by the participants.
- ③ If it is necessary to set a separate date for any of the qualifying events and a player is unable to play on the new date assigned to the competition, there will be no refund given.

5. Player Companions

(1) Companions

- ① If an JLPGA Pro Test applicant (“applicant”) wishes to bring staff/ family members (“companions”) on site, they must register their companions by Thursday 5 pm the week before each stage via MYPAGE.
- ② If an applicant does not register in advance as above, companions will not be allowed on site for any circumstance.
- ③ A maximum of 2 player guests per applicant will be permitted on site.
- ④ Applicants must take full responsibility for the companions.
- ⑤ Companions who are registered by the applicant and are in attendance at any of the sites during the competition (including practice rounds), may only be in and around the clubhouse. They will not be permitted on the practice range and or the golf course for any reason.
- ⑥ If a companion does not comply with the rules and regulations set by the JLPGA at any Stage or venue, the JLPGA has the right to ask the companion to leave the premises immediately.
- ⑦ Members of the JLPGA will be able to be in attendance without prior registration if they present their membership card at the JLPGA room.
- ⑧ The Annual Coaches’ Badge, Annual Trainers’ Badge and the Managers’ badge issued by the JLPGA will not be honored at the JLPGA Pro Test. If they need to be in attendance at the Pro Test, they need to be registered as one of the companions.
- ⑨ Companions will be required to wear a jacket (blazers/suit jackets etc.) at the site. They must not wear T shirts, jeans, camouflage clothes, or Cargo pants/skirts with pockets that have gussets (including rain gear). Sneakers are also not allowed to be worn on site.
- ⑩ Companions are prohibited to take any photographs or movies on site.

【Notes】

The player companions may not allow to access to the golf course due to the effects of COVID-19. JLPGA will inform the applicant again based on the latest situation.

(2) Interpreters

If an applicant is unable to communicate and understand Japanese, she is responsible to arrange for an interpreter.

- * All posted information, rules of competition and announcements will be in Japanese.
- * Up to one interpreter per player shall not be included in the companion
- * The JLPGA reserves the right to ask an applicant who does not follow the above to leave the competition as stated in JLPGA Pro Test regulation paragraph 9.

(3) Caddies

Applicants will not be allowed to bring their own caddies to the Pro Test.

(4) Coaches, Trainers and managers

Coaches, trainers and managers will not be allowed to perform their professional duties on site at the JLPGA Pro Test

6. Information for players who passed the 2020 Final Pro Test

(1) Become the JLPGA member

The players who passed the 2020 Final Pro Test will become the JLPGA member the day after the final round of the 2020 Final Pro Test.

- * Ceremony and guidance will be take place at the Shizu Hills CC (tentative)
- * The detailed information regarding necessary documents to join JLPGA will be informed after the Second Qualifying.

(2) After joining the JLPGA

- ① The limit on the number of sponsor exemptions the players can accept on 2021 JLPGA tour is 4.
- ② The limit on the number of sponsor exemptions the players can accept on 2021 JLPGA Step-Up-Tour is 25% (rounded up at the first decimal place) of the number of 2021 JLPGA Step-Up-Tour event.
- ③ The players are eligible to play 2021 JLPGA Step-Up-Tour after the event which JLPGA Step-Up-Tour re-ranking took place.
- ④ The players are eligible to play the qualifying tournament of the 54thJLPGA Championship Konica Minolta Cup. If the player is not qualified to play 54th JLPGA Championship Konica Minolta Cup, she must participate an orientation (JLPGA rookie camp) which will take place at the 54th JLPGA Championship Konica Minolta Cup. If the players did not participate 2021 JLPGA rookie camp, the player must participate in 2022.
- ⑤ The players are eligible to play 2021 JLPGA ROOKIES CHAMPIONSHIP (tentative).
- ⑥ The players must take JLPGA rookie's seminar until the number of attending the seminar counts 2 times.

7. Other

(1) Amateur Status

According to the rules of Amateur Status as approved by the JGA, a player forfeits her amateur status when she becomes a member of the JLPGA.

A player does not lose her amateur status even if she plays in the Pro Test as long as she does not pass and become a member of the JLPGA.

The applicants who pass the 2020 Pro Test will become a member of the JLPGA on **June 26, 2021(tentative)**. Thus, she may retain her amateur status until **June 25, 2021(tentative)**. However, if an applicant who passes the Pro Test performs any activities which are considered "professional" at any time between the day she passes the Pro Test (starting the day after the final round of the Pro Test) to the day her membership starts, she will lose her amateur status immediately.

For details of the amateur status, please contact the Japan Golf Association (TEL (03) 3566-0003).

(2) Personal Information

By submitting the application for the Pro Test via JLPGA MYPAGE and submitting the necessary documents, the players agree that the JLPGA will share their personal information for the scope of the following:

- ① The examination of the application requirements for the 2020 JLPGA Pro test ("Pro Test")
- ② The Information needed to operate and hold the Pro Test. Which includes:
 - (1) The Competitive information provided to the applicants.
 - (2) The applicants, name address, affiliation, other introductory information and scores which are provided to persons involved in the operation of the Pro Test (including the Pro Test site golf course, media)
- ③ The personal information provided on the JLPGA MYPAGE/ the documents sent by the applicant as well as the scores of the Pro Test to be stored. Also, the information stated in ②(2) to be made public appropriately.
- ④ The information of the applicant such as name, address and other personal information needed when sending tournament information (including qualifying and sponsor exemption information) to the applicant to be provided to Tournament sponsors, tournament operators and others.

8. NOTE

- ① **As a general rule, notices and information by the JLPGA pertaining to the Pro Test will be communicated via MYPAGE. The JLPGA will not be held responsible if the applicant fails to check and receive the information necessary.**
- ② **Notices and information will be sent to the email address registered on MYPAGE. Players are responsible to set their email so that mail from the JLPGA will be accepted.**
- ③ **Prior to entering the Pro Test, review this Fact Sheet and the Pro Test Regulations found on the JLPGA website. By applying the Pro Test, the applicant is deemed to have agreed this Fact Sheet and the Pro Test Regulation.**
- ④ Players will be disqualified from the Pro Test immediately if it is discovered that the player gave false information intentionally or unintentionally pertaining to entry qualifications.
- ⑤ Due to concerns over the spread of COVID-19, 2020 JLPGA Pro Test may be canceled.

9. Agreement

Applicants will agree to the following and participate in the Pro Test.

- ① Applicants will check their health conditions before participating in the Pro Test.
- ② JLPGA will only prepare for first aid measures at the Pro Test, and will not be responsible for accidents and trauma which need further treatments.
- ③ JLPGA will not be held responsible for injuries which happen at the site using the facilities of the Pro Test. Each applicant will be responsible entirely.
- ④ Participation in the Pro Test is the decision by the applicant and in the case of an accident, the applicant must deal with the situation at her own responsibility. The JLPGA will not be held responsible in any manner.
- ⑤ The applicant will follow the decision of the JLPGA whether the competition may be continued. The JLPGA will not be held responsible for the decision.

⑥ JLPGA or its designees may record, film or photograph the applicant in the Pro Test. JLPGA is able to use the applicant's record, film or photogram taken in the Pro Test by royalty-free without any restrictions or limitation on the purpose of use, period of use, area of use, rule of use, etc.

**For more information or questions, contact:
m3_qualify@lpga.or.jp**

