

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.

2023 JLPGA PLAYER CERTIFICATION TEST APPLICATION FACT SHEET

1. Eligibility/Application Schedule/Fees

Females (by birth) who are over 17 years of age on April 1st of the JLPGA Player Certification Test year, shall be eligible to participate in the JLPGA Player Certification 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 Stage	JGA/USGA HDCP Index 5.0 or lower (not necessary to submit a certificate)	May 15 10:00	June 16 17:00	¥40,000
Second Qualifying Stage	① Players who played in the previous year's Final Qualifying Stage of JLPGA Player Certification Test ② Players who are qualified from First Qualifying Stage of JLPGA Player Certification Test ③ The top 30 applicants who are in the top 400 in the Rolex Ranking as of June 30, 2023 and have applied for the JLPGA Player Certification Test by the application deadline separately specified by the JLPGA (Priority shall be given to those who are ranked high in the Rolex ranking as of June 30, 2023) ④ Any other players approved by the JLPGA ※ Those who wish to take the JLPGA Player Certification Test with the eligibility ③ can apply for the second qualifying stage by e-mail to the JLPGA (m3_qualify@lpga.or.jp) until Aug. 7, 2023.	Aug. 28 10:00	Sept. 1 17:00	¥60,000
Final Qualifying Stage	① Members of the JGA National team in 2023 ② Players who are within top 50 on the Rolex Ranking as of July 28, 2023. ③ Players who are within top 10 on the World Amateur Golf Ranking as of July 28, 2023. ④ Winners of 2020, 2021 and 2022 Japan Women's Amateur Championship as well as the winner of the Japan Women's Amateur Golf Championship held on or before Sunday of the week containing the day four weeks before the first day of the final qualifying stage to be held in the relevant year. ⑤ Winners of 2020, 2021 and 2022 Japan Women's Student Golf Championship as well as the winner of the Japan Women's Student Golf Championship held on or before Sunday of the week containing the day four weeks before the first day of the final qualifying stage to be held in the relevant year. ⑥ Low amateur of Japan Women's Open each of 2020, 2021 and 2022 as well as the low amateur of Japan Women's Open held on or before Sunday of the week containing the day four weeks before the first day of the final qualifying stage to be held in the relevant year. ⑦ Step Up Tour winners which held between the Monday of the week of previous year's final qualifying stage JLPGA Player Certification Test and the Sunday of the previous week of the 2022 Final Qualifying Stage of JLPGA Player Certification Test.	Aug. 7 10:00	Sept. 15 17:00	¥100,000

	⑧Players who are qualified from Second Qualifying Stage ⑨Any other players approved by the JLPGA	Oct. 16 10:00	Oct. 20 17:00	
	* Regarding category ①④⑤⑥: Under this category, even if a player is eligible from more than one of these categories, a player will only be eligible to go directly to the Final Qualifying Stage once. * Regarding categories ④⑤⑥: If a player who is playing in the Final Qualifying Stage this year becomes eligible again the following year or any time after in these categories, then she will be eligible to go to the Final Qualifying Stage directly again. * Regarding category⑦: If a player becomes eligible under this category after the deadline of the JLPGA Player Certification Test application, then she must contact the JLPGA office by the Monday immediately after the day she becomes eligible. In this case, October 20, 2023 is the deadline for applying for the examination.			

2. Schedule/Site

Stage	Section	Date	Site
First Qualifying Stage	A	August 16 (Wed) ~August 18 (Fri)	Nasuogawa GC, Tochigi pref.
	B	August 2 (Wed) ~August 4 (Fri)	Tomioka C , Gunma pref.
	C	July 26 (Wed) ~July 28 (Thu)	Ise CC, Mie pref.
	D	August 23 (Wed)~August 25(Fri)	Shigaraki CC Tashiro,Shiga pref.
	E	July 19(Wed)~July 21(Fri)	Nishinohon CC,Fukuoka pref.
Second Qualifying Stage	A	October 3(Tue)~October 6(Fri)	Shizu Hills CC, Ibaraki pref.
	B	October 10(Tue)~October 13(Fri)	Japan Classic CC Queen C, Mie pref.
	C	September 19(Tue)~September 22(Fri)	Kure CC, Hiroshima pref.
Final Qualifying Stage		October 31(Tue) ~November 3(Fri) * Rain date November 4(Sat)	JFE Setonaikai GC, Okayama pref.

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

(1) Entry Process

Complete the entry process by applying to enter each JLPGA Player Certification Test stage via your JLPGA MYPAGE (meaning the dedicated JLPGA tournament website, "MY PAGE"), uploading documents (see 3 (2) for details) and paying the entry fee (see 3 (3) for details). **Entry is deemed complete upon completion of all of the above procedures.** However, the following players do not need to submit (upload) identity verification documents (see 3 (2) (a) for details).

①Players who applied to take the JLPGA Player Certification Test in 2017 or thereafter and have had their identification documents verified by the JLPGA

②Players who applied to take the JLPGA teaching professional qualification test after 2022 and have had their identification documents verified by the JLPGA

* There will be no requirement to have a recommendation by a JLPGA member at the time of the 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.

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



<Creating a JLPGA MYPAGE account>

Register on the JLPGA Player Certification 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 JLPGA Player Certification 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

① Identification Document

Players are required to upload the **documents required to be submitted** as indicated for each of the following categories **as photographs or scanned files to their MYPAGE**.

Japanese citizens	<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> 
Foreign Nationals	<p>①Passport</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.

② Instructions for minors and high school students

<Important>

Minors (players under the age of 18 as of 2023/4/1) are required to upload the document specified in ①, and high school students are required to upload the document specified in ② below, as a photograph or scanned file, to their MYPAGE.

- Parental Consent Form *Signature of guardian
- JLPGA Player Certification Test Participation Request (only for High School students) *Signature of Headmaster
- * If the application is not uploaded to My Page by the application deadline, the application will be invalid.

(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.

* After completing the application, do not press the refresh button unless the application is inadequate. (The application date and time will be updated and will be reflected on a first-come, first-served basis.)

* The 1st stage Section allocation notification will be sent out end of June 2023. (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.

(5) Points to note for Entry

- ① After completing entry application procedures, the JLPGA will send the email indicated in each of the following categories, to the email address registered by the player (emails are sent from a send-only account).

This email serves as notice that entry procedures are complete. *Emails are sent in Japanese.

(a)	Players not required to submit identity verification documents (see 3 (1) above)	[JLPGA] 申込入力完了のお知らせ (Notice of Completion of Application Entry Procedures)
(b)	Players other than (a) above	[JLPGA] 提出書類確認完了のお知らせ (Notice of Completion of Checks of Submitted Documents)

- 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 JLPGA Player Certification 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 JLPGA Player Certification Test due to failure to confirm the receipt of entry.
- ⑤ If an applicant must withdraw from the 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 July 7, 2023**. If the application is cancelled after July 8, 2023 or after the application is sent for Second Qualifying or Final Qualifying Stage, the entry fee will not be returned.
- ⑥ If it is deemed that a player is not suitable to play in the JLPGA Player Certification Test, the JLPGA has the right to cancel the player’s entry to the JLPGA Player Certification Test at its sole discretion.
- ⑦ As a basic rule, all JLPGA Player Certification Test applicants must register to the JLPGA Player Certification Test using her real name. Japanese Katakana will be used for players of foreign nationality even if they have names using Chinese Characters. The common name can be registered only if a player submit documents that can identify the person.
- ⑧ If there are any changes to personal information submitted after entry is complete, the applicant must inform the JLPGA immediately through MYPAGE.
- ⑨ **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 application period.**

4. Competiton Format and Proceeding to the Next Stage

(1)Format

Stage	Format	Proceeding to next stage/passing the JLPGA Player Certification Test
First Qualifying Stage	①3 days /54 hole stroke play ②Competition 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. ③A player who has 92 strokes or more in each round shall be disqualified and shall not advance to the next round.	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. *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.
Second Qualifying Stage	①4 days / 72 hole stroke play ②After 54 holes are completed, all players within 8 strokes of the ranking making it through to the Final Player Certification Test at each site, will play in the 4th round. ③Competition 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.	

Final Qualifying Stage	<p>①4 days /72 hole stroke play</p> <p>②After 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>③If 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>④Only 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 complete</p>	<p>Those who are tied for 20th and better at the end of the Final Qualifying Stage, will pass.</p> <p>*Detailed information regarding players who pass the JLPGA Player Certification Test can be found in Paragraph 5 of the JLPGA Player Certification Test Regulation</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 During the JLPGA Player Certification Test period at each stage (including designated practice days), no person (“Companion”) related to JLPGA professional test applicants (“Applicants”) is permitted to enter the venue.
- ② Applicants without a driver’s license or who do not feel confident to drive (including Applicants who have a license but do not drive) may be accompanied by a driver, but drivers are NOT permitted to enter the venue (clubhouse, area around the clubhouse, driving range, course, parking area).

(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.

* The JLPGA reserves the right to ask an applicant who does not follow the above to leave the competition as stated in JLPGA JLPGA Player Certification Test regulation paragraph 9.

(3) Caddies

Applicants will not be allowed to bring their own caddies to the JLPGA Player Certification Test.

(4) Coaches, Trainers and managers

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

6. 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 JLPGA Player Certification Test as long as she does not pass and become a member of the JLPGA.

The applicants who pass the 2023 JLPGA Player Certification Test will become a member of the JLPGA on December 1, 2023. Thus, she may retain her amateur status until November 30, 2023. However, if an applicant who passes the JLPGA Player Certification Test performs any activities which are considered “professional” at any time between the day she passes the JLPGA Player Certification Test (starting the day after the final round of the JLPGA Player Certification 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 JLPGA Player Certification 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 2023 JLPGA Player Certification test
- ② The Information needed to operate and hold the JLPGA Player Certification 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 JLPGA Player Certification Test (including the JLPGA Player Certification 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 JLPGA Player Certification 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.

7. General Instructions

- ① **As a general rule, notices and information by the JLPGA pertaining to the JLPGA Player Certification 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 JLPGA Player Certification Test, review this Fact Sheet and the JLPGA Player Certification Test Regulations found on the JLPGA website. By applying the JLPGA Player Certification Test, the applicant is deemed to have agreed this Fact Sheet and the JLPGA Player Certification Test Regulation.**
- ④ Players will be disqualified from the JLPGA Player Certification Test immediately if it is discovered that the player gave false information intentionally or unintentionally pertaining to entry qualifications.

8. Agreement

Applicants will agree to the following and participate in the JLPGA Player Certification Test.

- ① Applicants will check their health conditions before participating in the JLPGA Player Certification Test.
- ② JLPGA will only prepare for first aid measures at the JLPGA Player Certification 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 JLPGA Player Certification Test. Each applicant will be responsible entirely.
- ④ Participation in the JLPGA Player Certification 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 JLPGA Player Certification Test. JLPGA is able to use the applicant's record, film or photogram taken in the JLPGA Player Certification 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

This form is only an English translation.

The applicant must submit Japanese Parental Consent Form on the following page.

TO: Ladies Professional Golfers' Association of Japan

Parental Consent Form For Minor Participants

I, 【Name of Parent】)as a parent or legal guardian ("guardian") of 【 Name of minor participant(under 18 years of age)】 agree that the above applicant will participate in the below events and tournaments ("tournaments/events") held by the Japan Ladies Professional Golfers' Association ("JLPGA")

I hereby accept the JLPGA and their authorized agents will film and photograph the applicant participating in tournaments/event and agree that the photographs and film may be used without limitation of purpose, period and area without payment or any consideration.

Additionally, I hereby accept that JLPGA will not be held responsible in any manner whatsoever in the case the applicant suffers damage from refusing to follow laws or ordinances, instructions by the JLPGA or due to the applicant's health condition at the tournaments/events.

I also pledge that I will be responsible for all expenses related to providing proper custody care to the applicant as well as compensation for damage to any third party that may arise due to the actions of the applicant.

This consent form will remain in effect until the end of the year and if the parental or legal guardian changes during the time the form is in effect, I will inform the JLPGA without delay and pledge to receive agreement to the contents of this consent form from the new guardian.

<Tournaments/Events in this agreement>

1. JLPGA Player Certification Test
2. Rookie Seminar
3. Other tournaments, events and seminars held by the JLPGA.

DATE: Year Month Date

【Guardian】

Address : _____

Name (PRINT own handwriting): _____

Relationship with applicant : _____

Read and accepted

【Applicant】

Address : _____

Name (PRINT own handwriting): _____

Birthdate: Year Month Date Age

Date :

Japan Ladies Professional Golfers' Association

Vice Chairman Ms. Miki Oda

School:

Headmaster:

(seal)

2023 JLPGA Player Certification Test Participation Request

A student of our school would like to participate in the JLPGA Player Certification Test this year. We are submitting the Request for Participation.

NAME OF STUDENT : _____

SCHOOL YEAR : (As of April 1st, 2023) _____ Grade: _____

(BIRTHDATE : Year: Month: Date: Age:)

※ Name, School year, Birthdate and age must be printed in the applicant's or headmaster's handwriting.