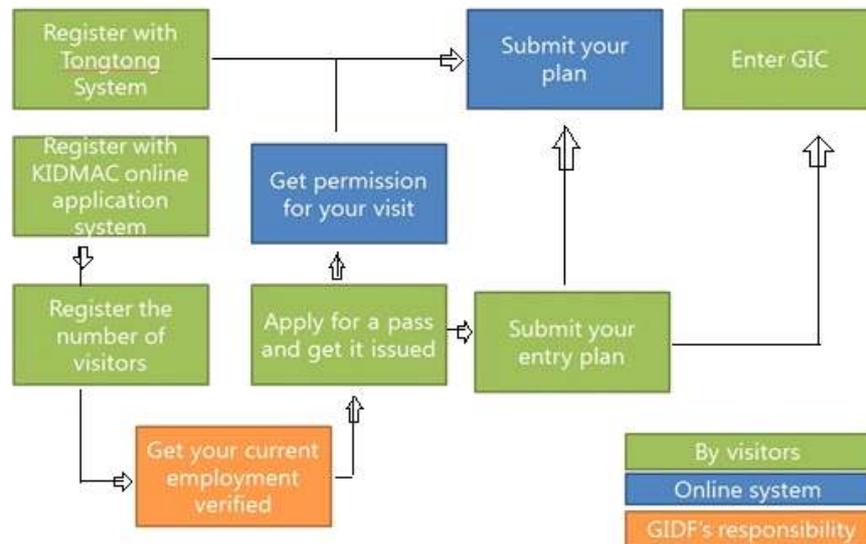


Supplementary Material for Entry & Exit



Section 1. Basic Information

When you apply for a pass, the application for a visit approval will be processed automatically
 Your entry plan should be submitted three days before your visit



The above chart shows how to access GIC. Below is the application process

- ① Register for the South and North Korea Exchange and Cooperation System (<http://www.tongtong.go.kr>)
- ② Register for the online access registration system (oks.kidmac.com)
- ③ Apply for a pass and get it issued (it usually takes 10 days)
- ④ Your pass plan and entry plan should be submitted up to three days before your visit after getting the pass issued
- ⑤ Then you have completed the process and have access to

When you register on the online access registration system, you should state the facts as they are, including your address, contact number, bank account, corporate registration number, etc. If the personal information is wrong, you will not be able to receive any urgent, important notice when it happens.

* To make the sign-up process easier, prepare in advance your accredited certificate and a .JPG file of a scanned image of your seal. For further information, please visit <http://guide.tongtong.go.kr>.

Section 2. Application Duration and Type of Pass

Q. How long does the whole process take?

It takes about 2 weeks — 10 days from getting a pass issued to the registration for access approval, plus three or four days during which you have to submit an entrance form and get the form processed. (The period includes weekends, but except for public holidays of the North.)

Deadline for submission of your entry/leave plan

Registration date	Mon	Tues	Wed	Thurs	Fri	
Deadline	14:00	14:00	14:00	14:00	14:00	16:00
Estimated date	Thurs	Fri	Sat	Mon	Tues	Wed

(Any change in the deadline due to the two Koreas' holidays will be notified)

Q. What is the pass?

The pass is sort of a visa. To have access to the complex, you need a pass issued by KIDMAC. If you need to stay for a long time or reside in the district, you have to get a different pass that approves your long stay or residence issued by the North Korean authorities. Please refer to the chart below.

Category	Pass	Certificate of stay		Certificate of Residence
Responsible Organization	KIDMAC	The North Korean Immigration Bureau		
Who needs to get a pass issued?	Individuals who stay in the complex for less than seven days	Those who frequently visit or residential workers		Residential workers
		Those who stay for less than 90 days	Those who stay for less than a year	Those who stay for more than a year
Fee	KRW 3,000	USD 35	USD 100	USD 200
		Two ID photos (3x4cm) to be submitted		
How long does it take to get a pass issued?	It takes about 10 days from the date when you apply for a pass. The application should be made at least two weeks before	After an application form is submitted, it takes about a week to get the form investigated and approved. A pass will be issued days after ID photos are submitted and application fee is paid.		

- * You may receive your certificates and pass at Dorasan Transit Office in Inter-Korean Transit Office
- * As RFID system is in operation from 2012, the pass made of paper is changed into RFID card. when you lose the card, you may get fined. Please be careful and consult with Dorasan Transit Office or KIDMAC's Inter-Korean Transit Department if you lose your card
- * The entrance form is a document submitted that includes your time schedule and indicates when you enter and leave the district

Section 3. Precautions for Application

- ① When you register with online access registration system, you should write address, passport number, contact number carefully. Please write down daytime phone number in case of emergency.
 - ☞ Before the visit, those who live overseas need to write the place of stay in South Korea and a close person's contact number
- ② When you fill in the form online, please upload the appropriate photo such as passport photo or compatible ones in JPG file.
 - ☞ If your photo is inappropriate, North Korean authority may reject your visit
- ③ A copy of passport should be prepared before the visit in case of any request
 - ☞ Ministry of Unification may ask to submit a copy of passport between your registration date and the day before your visit
- ④ Please keep your passport as you go through the immigration inspection
 - ☞ Although you have completed all processes, you may not enter without your passport due to Ministry of Justice's rejection
- ⑤ Permanent residents or anyone who obtained dual citizenship need to contact FISC (82-2-2095-5341) before the registration.