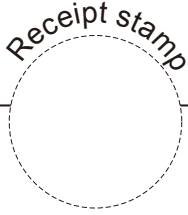


## Notification of Incorporation/ Establishment of a Company



Month day, 20XX  To: Mayor of City, Town or Village  We hereby notify new incorporation/ establishment of a company.		* Reference number																					
		(Phonetic transcriptions in katakana)																					
		Address of a head office or a principal place of business		Zip code	Building name, etc.																		
		Place of tax payment		Zip code																			
		Telephone number: (     ) -																					
		(Phonetic transcriptions in katakana)																					
		Name of company																					
Company number		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; height: 15px;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>																					
Name of representative		[Seal]																					
Representative's contact address		Zip code																					
Telephone number: (     ) -																							
(Phonetic translation in katakana)																							
Addressee <input type="checkbox"/> Address of head office		Zip code	Building name, etc.																				
<input type="checkbox"/> Address of representative																							
Contact address <input type="checkbox"/> Other		Zip code																					
Telephone number: (     ) -																							
Date of incorporation/ establishment	Month day, 20XX	Business year	Starting on Month day and ending on Month day																				
Amount of capital or money invested	¥	Existence or nonexistence of a disposition (approval) of extension of the due date of a local tax return	Enterprise tax    Yes/No    for a period of XX months starting on XX business year																				
Amount of capital etc.	¥		Inhabitant tax    Yes/No    for a period of XX months starting on XX business year																				
		(Statement unnecessary)																					
Business purpose	(Those stated in the Articles of Incorporation, etc.)	Total number of employees	Number of local employees in city																				
	(Those actually performed or scheduled to be performed)	Branch, local office, factory, etc.	Name																				
			Address	Date of establishment																			
			Telephone number: (     ) -	•    •																			
		Telephone number: (     ) -	•    •																				
		Telephone number: (     ) -	•    •																				
Form of establishment	1 Reorganization to a company from an individual enterprise    2 Incorporation by merger 3 Incorporation by corporate division ( <input type="checkbox"/> split-off-type, <input type="checkbox"/> spin-off-type and <input type="checkbox"/> other types) 4 Incorporation by investment in kind    5 Other (     )																						
The state of a private enterprise before the incorporation, a corporation dissolved by merger, a split corporation or investors, if a form of incorporation falls under any of 1 through 4	Name of business owner, name of corporation dissolved by merger, name of split corporation, or name of investor	Place of tax payment	Content of business, etc.																				
※In the case of using the online registration information provision system																							
Qualification category, if a form of incorporation falls under any of 2 through 4	Qualified/Other	Attached documents, etc.	1. A copy of the Articles of Incorporation, etc.																				
Date of commencement of business	20XX,    ,		2. A certificate of the registered matters (a certified complete copy of historical matters), or online registration information:																				
Whether or not "Notification of Establishment of an Office, Etc. Paying Salaries" has been submitted	Yes, No		3. A copy of a contract of merger																				
Check the checkbox <input type="checkbox"/> appropriate for the details of notification. <input type="checkbox"/> A corporation that has a head office, etc. in the ward or municipality concerned and offices, etc. in multiple wards or municipalities <input type="checkbox"/> A corporation that has a branch, etc. in the ward or municipality concerned and offices, etc. in multiple wards or municipalities <input type="checkbox"/> A corporation that has an office, etc. only in the ward or municipality concerned			4. A copy of a split planning report																				
Licensed tax accountant concerned	Name	Address of Office	5. Other (     )																				
		Zip code	In the case of using the online registration information provision system																				
		Telephone number: (     ) -	Reference number																				
			Date of issue:																				
			Nation    Month day, year																				
			Metropolis    Month day, year																				
			City    Month day, year																				
A corporation incorporated is a consolidated subsidiary.	Name of consolidated parent corporation	Date of submission of "Documents containing a statement to the effect that Full Controlling Interest Has Been Obtained," etc.	Consolidated parent corporation																				
	Place of tax payment of consolidated parent corporation		Consolidated subsidiary																				
	Zip code		Month day, year																				
	Telephone number: (     ) -		Month day, year																				
Signature and seal of licensed tax accountant		[Seal]																					
Category of business	<input type="checkbox"/> Manufacturing industry <input type="checkbox"/> Other (Specify XX industry.)	In the case of a nonprofit corporation, etc.	<input type="checkbox"/> Conduct profit-making business. <input type="checkbox"/> Do not conduct profit-making business.																				
In the case of a general incorporated association/ general incorporated foundation	<input type="checkbox"/> Nonprofit corporation <input type="checkbox"/> Ordinary corporation	* Processing column																					

Part 3 (for submission to municipalities) \* Submit notification to respective agencies. (Standardized form for National Tax Agency, Tokyo Metropolis and municipalities)

These sample application forms indicate the essential points and descriptive examples of registration, visa, taxation, and personnel and labor affairs that are necessary when a foreign company establishes a corporation etc. in Japan. These documents are not published by competent authorities and therefore are not official. Therefore, when going through the official procedures consult a specialist or download the official documents from the competent authorities.

The competent authorities relating to these documents: Tokyo Metropolitan Government Bureau of Taxation  
URL: [http://www.tax.metro.tokyo.jp/shomei/houjin/01a\\_32-1a.pdf](http://www.tax.metro.tokyo.jp/shomei/houjin/01a_32-1a.pdf)

The use of the information provided in these sample documents is based on your own responsibility. While JETRO makes every effort to ensure that we provide accurate information, we will not be held liable for any loss or damage incurred by your use of the contents of such information.