

Example

Example of attached sheet in the case the registration matters are provided by the Internet (Input example for submitting an electromagnetic record medium with registration matters is similar.)

- Corporate name: _____
- Head office: _____ (address, state, country)
- Method of public notice: Publication in an official gazette.
- (Public notice provided for in the applicable law)
- The public notice provided for in the applicable laws shall be performed by running such notice in the _____ • Post issued at __ (state).
- Applicable law for incorporation: Companies Act at _____ (country) ____
- Date of incorporation: _____, _____, _____ (y/m/d).
- Objective:
 1. Production and distribution of _____
 2. Export/import and broker business of _____
 3. All businesses contingent on the preceding items
- Total number of authorized shares of our company: _____ shares
- Total number of issued shares: _____ shares
- Amount of stated capital: _____ US dollars

[Matters relating to officers]

- Qualification: Director
- Name: _____

[Matters relating to officers]

- Qualification: Director
- Name: _____

[Matters relating to officers]

- Qualification: Director
- Name: _____

[Matters relating to officers]

- Qualification: Representative executive officer:
- Address: _____
- Name: _____

[Matters relating to officers]

- Qualification: Representative at Japan
- Address: __-ken__-shi__-chou__-chome__-Ban-__-Gou
- Name: _____
- Branch number: 1
- Location of branch: __-ken__-shi__-chou__-chome __-__

[Matters relating to the registration records]: Establishment of business office as of _____, _____, _____ (y/m/d).

As the representative of your company, fill out the qualification, either representative director or director, according to the actual condition. (If a director or other similar person has the representation right, describe such person as a representative director. If a director or other similar person does not have such representative right and there is another person who represents the foreign company, representative executive officer, for example, might be filled out).

(Note) 1. You must fill out the matters according to the same or most similar registration matters for incorporation, as well as the matters provided for in each item of Article 933, Paragraph (2) of the Companies Act.

(Note) 2. If you submit the registration matters by the Internet beforehand, you can easily prepare an application form by utilizing the information that you prepared when submitting the registration matters, and you can confirm the progress of procedure by the Internet. For more information, please refer to the related link "on submission of the registration matters using online application system for registration and deposit (登記・供託オンライン申請システムによる登記すべき事項の提出について)" in the "Application Form of Commercial and Corporation Registration (商業・法人登記の申請書様式)" (http://houmukyoku.moj.go.jp/homu/COMMERCE_11-1.html) in the website of the Ministry of Justice.

(Note) 3. If you submit CD-R that records the registration matters, you must record the registration matters in the text format by utilizing a "Memo" function, etc., and name the file "(Discretionary name).txt". For detailed preparation method of electromagnetic recording medium, please refer to the related link "on submission of electromagnetic recording medium (CD-R, etc.) recording the registration matters (登記すべき事項を記録した電磁的記録媒体 (CD-R 等) の提出について)" in the "Application Form of Commercial and Corporation Registration (商業・法人登記の申請書様式)" (http://houmukyoku.moj.go.jp/homu/COMMERCE_11-1.html) in the website of the Ministry of Justice.

These materials contain samples of documents regarding registration, visa, taxation, personnel and labor matters that are necessary when a foreign company establishes a corporation or other entity in Japan as well as descriptive examples of how to fill them out. A portion of the English content has been updated through a provisional translation. These documents are not published by competent authorities and therefore are not official. For those who are going through the official procedures, please download the latest official documents from the competent authorities and related bodies or consult a person who specializes in advising on such information and procedures.

The information contained in this documents should be used at the reader's independent discretion. While JETRO makes every effort to ensure the accuracy of the information it provides, no responsibility is accepted by JETRO for any loss or damage incurred as a result of actions based on the information provided in these documents or provided by the external links listed on these pages.

The competent authorities relating to these documents: Legal Affairs Bureau, Ministry of Justice
URL: <http://houmukyoku.moj.go.jp/homu/content/001252981.pdf>