

Notification of Incorporation/ Establishment of corporation

Receipt stamp

(Statement on commencement of business, etc. Part 1)

* Reference number	
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<p style="text-align: center;">Month day, 20XX</p> <p>To: Director of Tokyo Metropolitan Taxation Office/ Head of Branch Office</p> <p>We hereby notify new incorporation/establishment of a corporation.</p>	<p>(Phonetic transcriptions in katakana) Address of a head office or a principal place of business</p> <p>Zip code _____ Name of building, etc. _____</p> <p>Telephone number: () - </p>														
	<p>Place of tax payment</p> <p>Zip code _____</p> <p>Telephone number: () - </p>														
	<p>(Phonetic transcriptions in katakana) Name of company</p>														
	<p>Corporate number</p> <p style="text-align: center;"> </p>														
	<p>(Phonetic transcriptions in katakana) Name of representative</p> <p style="text-align: right;">[Seal]</p> <p>Telephone number: () - </p>														
	<p>Representative's contact address</p> <p style="text-align: center;">(Statement unnecessary)</p> <p>Telephone number: () - </p>														
	<p>(Phonetic translation in katakana) Addressee <input type="checkbox"/> Address of head office <input type="checkbox"/> Address of representative Contact address <input type="checkbox"/> Other</p> <p>Zip code _____ Name of building, etc. _____</p> <p>Telephone number: () - </p>														
<p>Date of incorporation/ establishment</p>	<p>Month day, 20XX</p>	<p>Business year</p>	<p>Starting on Month day and ending on Month day</p>												
<p>Amount of capital or money invested</p>	<p>¥</p>	<p>Existence or nonexistence of a disposition (approval) of extension of the due date of a local tax return</p>	<p>Enterprise tax Yes No for a period of XX months starting on XX business year</p> <p>Inhabitant tax Yes No for a period of XX months starting on XX business year</p>												
<p>Amount of capital etc.</p>	<p>¥</p>	<p>(Statement unnecessary)</p>													
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Business purpose</p>	<p>(Statement unnecessary) Place a checkmark in the last business category column.</p>														
	<p>Total number of employees</p>		<p>Number of local employees in city</p>												
	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Branch, local office, factory, etc.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Name</th> <th style="width: 25%;">Address</th> <th style="width: 15%;">Date of establishment</th> </tr> </thead> <tbody> <tr> <td></td> <td style="text-align: right;">Telephone number: () - </td> <td style="text-align: center;">. . .</td> </tr> <tr> <td></td> <td style="text-align: right;">Telephone number: () - </td> <td style="text-align: center;">. . .</td> </tr> <tr> <td></td> <td style="text-align: right;">Telephone number: () - </td> <td style="text-align: center;">. . .</td> </tr> </tbody> </table>	Name	Address	Date of establishment		Telephone number: () -	. . .		Telephone number: () -	. . .		Telephone number: () -	. . .	
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<p>Form of incorporation</p> <p>1 Reorganization to a company from an individual enterprise 2 Incorporation by merger 3 Incorporation by corporate division¹ (split-off-type, spin-off-type and other types) 4 Incorporation by investment in kind 5 Other ()</p>															
<p>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</p>	<p>Name of business owner, name of corporation dissolved by merger, name of split corporation, or name of investor</p>	<p>Place of tax payment</p>	<p>Content of business, etc.</p>												
<p>Qualification category, if a form of incorporation falls under any of 2 through 4</p>	<p>Qualified/Other</p>	<p>Attached documents, etc.</p> <p>1. A copy of the Articles of Incorporation, etc. 2. A certificate of the registered matters (a certified complete copy of historical matters), or online registration information: 3. A copy of a contract of merger 4. A copy of a split planning report 5. Other ()</p>													
<p>(Statement unnecessary)</p>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td rowspan="2" style="width: 10%; vertical-align: middle;"> <p>In the case of using the online registration information provision system</p> </td> <td colspan="2" style="text-align: center;">Reference number</td> <td style="text-align: center;">Date of issue:</td> </tr> <tr> <td style="width: 10%;">Metropolis</td> <td style="width: 10%;"></td> <td style="width: 10%;">Month day, year</td> </tr> <tr> <td>City</td> <td></td> <td>Month day, year</td> </tr> </table>		<p>In the case of using the online registration information provision system</p>	Reference number		Date of issue:	Metropolis		Month day, year	City		Month day, year		
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City		Month day, year													
<p>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 which has a branch etc. in the ward or municipality concerned, and offices etc. in multiple wards or municipalities <input type="checkbox"/> A corporation which has an office etc. only in the ward or municipality concerned</p>	<p>Licensed tax accountant concerned Name Address of Office Zip code</p> <p>Telephone number: () - </p>														
<p>If a corporation incorporated is a consolidated subsidiary</p>	<p>Name of consolidated parent corporation</p> <p>Place of tax payment of consolidated parent corporation</p>	<p>Zip code</p>	<p>Date of submission of "Documents containing a statement to the effect that Full Controlling Interest Has Been Obtained," etc.</p> <p>Telephone number: () - </p>												
		<p>Consolidated parent corporation</p> <p>Month day, year</p>	<p>Consolidated subsidiary</p> <p>Month day, year</p>												
		<p>Competent tax office</p>	<p>Settlement term</p>												
<p>Signature and seal of licensed tax accountant</p> <p style="text-align: right;">[Seal]</p>															
<p>Category of business</p> <p><input type="checkbox"/> Manufacturing industry <input type="checkbox"/> Other (Specify XX industry.)</p>		<p>In the case of a nonprofit corporation, etc.</p> <p><input type="checkbox"/> Conduct profit-making business. <input type="checkbox"/> Do not conduct profit-making business.</p>													
<p>In the case of a general incorporated association/ general incorporated foundation</p> <p><input type="checkbox"/> Nonprofit corporation <input type="checkbox"/> Ordinary corporation</p>		<p>* Processing column</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">Administration slip</td> <td style="width: 33%; text-align: center;">Input</td> <td style="width: 33%; text-align: center;">Cross-check</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </table>	Administration slip	Input	Cross-check									
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Ordinance and Rules Appended Form No. 32 (B) Part 2
 (for submission to Tokyo Metropolitan Taxation Office/Branch Office)
 * Submit notification to respective agencies.
 (Standardized form for National Tax Agency,
Tokyo Metropolitan and municipalities)

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: Tokyo Metropolitan Government Bureau of Taxation
URL: http://www.tax.metro.tokyo.jp/shomei/houjin/01a_32-1a.pdf