

Notification of Incorporation/ Establishment of corporation

Receipt stamp

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

* Reference number

<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>	(Phonetic transcriptions in katakana) Address of a head office or a principal place of business		Zip code		Name of building, etc.				
	Place of tax payment		Zip code		Telephone number: () -				
	(Phonetic transcriptions in katakana) Name of company								
	Corporate number								
	(Phonetic transcriptions in katakana) Name of representative								
	Representative's contact address		(Statement unnecessary)		Telephone number: () -				
	(Phonetic translation in katakana) Addressee <input type="checkbox"/> Address of head office <input type="checkbox"/> Address of representative Contact address <input type="checkbox"/> Other		Zip code		Name of building, etc.				
			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	(Statement unnecessary) Place a checkmark in the last business category column.		Total number of employees		Number of local employees in city				
			Name		Address		Date of establishment		
			Branch, local office, factory, etc.		Telephone number: () -		. .		
					Telephone number: () -		. .		
				Telephone number: () -		. .			
Form of incorporation		1 Reorganization to a company from an individual enterprise 2 Incorporation by merger 3 Incorporation by corporate division ¹ (split-off-type, spin-off-type and other types) 4 Incorporation by investment in kind 5 Other ()							
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. 2. A certificate of the registered matters (a certified complete copy of historical matters), or online registration information: 3. Other ()					
(Statement unnecessary)									
(Statement unnecessary)									
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				In the case of using the online registration information provision system		Reference number		Date of issue:	
Licensed tax accountant concerned		Name		Address of Office		Zip code		Telephone number: () -	
If a corporation incorporated is a consolidated corporation		Type of consolidated corporation		<input type="checkbox"/> Consolidated parent corporation <input type="checkbox"/> Consolidated subsidiary		Initial consolidated business year: Month day, year		. .	
		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		Consolidated subsidiary	
		Place of tax payment of consolidated parent corporation		Zip code		Month day, year		Month day, year	
				Telephone number: () -		Competent tax office		Settlement term	
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		Administration slip		Input	
								Cross-check	

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