

## Procedures and Fees for Japan Business Management Visa Application

*Unless otherwise indicated, the Business Management visa stated in this quotation refers to a working visa specially for foreigners who either incorporate a company or manage the business of that company (excluding the operation or management of the business which requires legal / accounting qualifications) in Japan. It is a kind of visa necessary for the company's operators (such as legal representatives or directors, etc.) and the company's management (such as managers, etc.) to work in Japan.*

Our fee for handling the application for Japan business management visa is JPY500,000 (including tax). The fee quoted includes our professional services for applying the Certificate of Eligibility (“COE”) of Japan business management visa, such as drafting a documents-required list according to the applicant’s situation, preparing the application documents, etc. For details, please refer to [Section 1](#) of this quotation.

Applicants shall ensure that he / she and the company fulfill the basic requirements. For details, please refer to [Section 2](#) of this quotation.

Applicants shall provide required documents such as passport copy, personal resume, tenancy agreement of the registered address, Business Plan and Resume etc. For details, please refer to [Section 4](#) of this quotation.

In general, the whole process of applying Japan business management visa requires 6-8 months to complete. However, please note that the actual time required is subject to the approval of the Japan Immigration Bureau so that the actual time required may be longer than expected. For details of procedures and time frame, please refer to [Section 5](#) of this quotation.

The fees quoted in this quotation only applicable for the application and renewal of general business management visa (the period of stay is usually 1 year for the first approval). The fees quoted are for reference only and the actual fees will be subject to the quotation provided by our consultant.

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## 1. Services and Fees for Japan Business Management Visa Application

Our fees for handling the application for business management visa in Japan is JPY500,000 (including tax). Our fees cover the following services:

- (1) Answering enquires regarding the application for business management visa.
- (2) Drafting the documents-required list in accordance with the status of the applicant.
- (3) Preparing visa application documents (application form, business plan, etc.).
- (4) Submission of Application for issuance of a Certificate of Eligibility and other related documents to Immigration Bureau.
- (5) Collecting the COE from Immigration Bureau.
- (6) Forwarding the COE to client.

Notes:

- (1) After receiving the COE, applicants shall go to the closest consulate or embassy for submitting the visa application. Our service does not cover this process.
- (2) Applicants shall complete the abovementioned visa application process and enter Japan within 3 months after the COE is issued. Applicant can collect the residence card at the airport when entering Japan (only applicable to Shinchitose, Narita, Haneda, Chubu, Kansai, Hiroshima and Fukuoka Airports; if entering Japan at other airports, applicants need to apply for the residence card at the city hall when registering the residential address).
- (3) All documents in foreign languages must be accompanied with Japanese translations. Since all documents shall be submitted in Japanese, if documents provided by the applicant are in Chinese, English, or other languages, Kaizen can provide Japanese translation services. Fees will be quoted separately.
- (4) The fee quoted above is for the application of COE with the Immigration Bureau in Tokyo. If applicant needs to apply the COE in other prefectures, fee will be quoted separately.

## 2. Basic Requirements for Applying Business Management Visa

Applicant who intends to apply Japan business management visa must fulfill the following requirements:

- (1) A business office for the purpose of conducting the business pertaining to the application exists in Japan; provided, however, that if the business has not been commenced, facilities to be used as a business office for the purpose of conducting the business have been secured in Japan;
- (2) The size of the business pertaining to the application falls under any of the following requirements:
  - (a) The business is conducted by at least two full-time employees residing in Japan other than those who operate or manage the business;

- (b) The amount of the stated capital or the total amount of the contribution is at least JPY 5 million;
- (3) If the applicant seeks to manage the business, the applicant shall have at least 3-year experience of operating or managing a business (including any period where the applicant study for a master's degree or doctoral degree majored in the operation or management of a business), and, receives a remuneration equivalent to or greater than that a Japanese national receives for the same work.

Notes:

- (1) Business office mentioned above must be an office which can work independently. That means places that cannot ensure independency such as shared office, co-working space do not fulfill the above requirement.

### **3. Payment Terms and Methods**

We currently only accept check, cash or TT and credit card payment through PayPal. If payment is settled through PayPal, an extra 5% service fee will be charged. Upon confirmation of order, we shall issue an invoice and email it together with detailed wire instructions to you. When remitting the funds to us, please quote our invoice number in the remarks and provide the remittance advice for our ease of locating the payment. Because of the nature of services, we require full payment in advance. In addition, once service is commenced, no service fees will be refunded except in special cases.

### **4. Required Materials**

Applicant shall provide the following documents to us for applying Japan business management visa.

- (1) Copy of valid passport (with validity not less than 6 months) of the applicant (shareholder, director, staff in management level)
- (2) Seal certificate or personal signature certificate of the applicant (personal signature certificate shall be notarized at the notary office where the applicant is located)
- (3) Applicant's photograph (4 cm long x 3 cm wide) taken within three months; a sharp, clear photo of the applicant facing forward with no hat, cap, or head covering taken against a plain backdrop with no shadows
- (4) Personal resume of the applicant (from high school graduate)
- (5) Copy of graduation certificate (shall include the degree's name) of the highest academic degree of the applicant
- (6) Company name and its business scope
- (7) Tenancy agreement, floor plan and photos (exterior of the building, interior of the office, etc.) of the business office of the company
- (8) Registered capital of the company and relevant proofing documents
- (9) Business plan of the company (shall include at least 3-year profit and loss plan)
- (10) Other supporting documents regarding the business development in Japan

Notes:

- (1) Japan Immigration Bureau may request applicant to provide supporting documents other than the above documents. The actual required documents and information list will be provided to applicant after preliminary evaluating the status of the applicant.
- (2) Applicant shall write his / her name behind the photograph.
- (3) The above documents shall be submitted in Japanese. If documents provided by the applicant are in Chinese, English, or other languages, Kaizen can provide Japanese translation services. Fees will be quoted separately.
- (4) All certificates issued in Japan must be issued within three months prior to the submission of the application.

## 5. Procedures and Time frame

If the applicant works closely with us, it will take around 6-8 months to complete all relevant application procedures. The actual time frame depends on the actual status of the applicant and the processing time of the Immigration Bureau. Each procedure and its time frame are as follow.

Item	Procedures	Time (Working days)
1	After applicant confirmed engaging in our services, Kaizen provides the required documents list according to applicant's actual status and issues invoice to applicant.	1 ~ 2
2	Applicant provides the required documents to Kaizen by email, facsimile, or post. Meanwhile, applicant shall settle our service fees.	Applicant's schedule
3	Kaizen prepares COE application documents (COE application form, business plan, etc.) for applicant confirmation and signature (if required).	1 ~ 2 months
4	Applicant returns the signed documents to Kaizen after signing the documents.	Applicant's schedule
5	Kaizen submits the visa application to Japan Immigration Bureau.	1 ~ 2 weeks
6	Japan Immigration Bureau reviews the visa application. Kaizen communicates with the Immigration Bureau on behalf of the applicant for the processing status and submitting additional documents (if required).	3 ~ 5 months
7	Kaizen collects the COE on behalf of the applicant.	
8	Kaizen arranges to post the COE to applicant.	1 ~ 2 weeks
9	Applicant goes to the closest consulate or embassy for submitting the visa application.	Applicant's schedule
<b>Total</b>		<b>6 ~ 8 months</b>

## 6. Visa Renewal

Business management visa will be granted with 1 year in the first-time application in general. Visa holder shall prepare the visa renewal before 3 months of the expiry date. The procedure of business management visa renewal is relatively complicated. To minimize client's concern and let you concentrate into your business management, we can assist with visa renewal. The service fee for each applicant will be starting from JPY260,000.

*If you wish to obtain more information or assistance, please visit our official website at [www.kaizencpa.com](http://www.kaizencpa.com) or contact us through the following means:*

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