

Japan Kabushiki Kaisha Representative Director or Director Change Procedures and Fees

Unless otherwise indicated, the Japan Kabushiki Kaisha stated in this quotation refers to a Company Limited by Shares formed and incorporated in Japan in accordance with the Japan Companies Act.

Summary

Our handling fee for the change of representative director / director of a Kabushiki Kaisha registered in Japan is JPY260,000, including the preparation of all necessary documents and the statutory filing fee. For further details, please refer to Section 1 of this quotation.

To proceed with the change of representative director / director of a Kabushiki Kaisha, the client shall provide the corporate documents of the Kabushiki Kaisha, an identity proof, an address proof and the declaration of personal signature of the new director. Please refer to Section 2.

In general, the processing time for a change of director is approximately 3 to 5 weeks, starting from the receipt of all the required documentation from the client. Please refer to Section 3.

The present quotation is applicable to the change of representative director/director of a Kabushiki Kaisha in Tokyo. If your Kabushiki Kaisha is in a different prefecture, a separate fee will be quoted.

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1. Services and Fees for Change of Director

Our handling fee for the change of representative director / director of a Kabushiki Kaisha registered in Japan is JPY260,000. In particular, our fee is inclusive of the statutory filing fee and the following services:

- (1) Answering any queries with respect to the change of director;
- (2) Drafting of the consent statement to act as director;
- (3) Drafting of the declaration of personal signature;
- (4) Preparing other necessary material as required.

Note:

- (1) Depending on the nationality of the director and each specific situation, the documentation requirement may vary.
- (2) This quotation is applicable to Kabushiki Kaisha in Tokyo. If the change of director for a Kabushiki Kaisha in a different prefecture, a separate fee will be quoted.
- (3) The quotation is applicable for a 1-to-1 director change. For instance, in a director change involving more than one representative director / director simultaneously, an extra handling fee of JPY20,000 per additional person involved will be applied.
- (4) Notarization service of documents is not included. If notarization is required, a separate fee will be charged.

2. Required Documentation

- (1) Copy of Certificate of Business Registration (登記簿謄本), Article of Association (定款) and Register of Member (株主名簿);
- (2) Copy of the identify proof of the original director (e.g. passport);
- (3) Copy of the identify proof of the new director (e.g. passport);
- (4) Residential address proof in English or Japanese (utility bill, phone bill, or bank statement, etc. for the latest 3 months) of the new director;
- (5) Declaration of personal signature, signed in the latest 3 months (in English or Japanese, or, if drafted in a foreign language, accompanied by a Japanese translation).

Note: The present quotation excludes any translation fees into Japanese. If such service is required, the applicable fee will be quoted upon request.

3. Procedures and Timeframe

The processing time for a change of director is approximately 3 to 5 weeks, starting from the receipt of all the required documentation from the client. No expedited service can be provided.

- (1) Upon receipt of the confirmation of engagement, Kaizen prepares an invoice for settlement by the client;
- (2) Client provides the required information and documents for the change of director;
- (3) Upon settlement of the invoice and receipt of the required documentation from the client, Kaizen prepares the set of director change documents;
- (4) Kaizen provides the set of documents to the client for signature;
- (5) Upon signature by the client, Kaizen conducts a final review of the signed copies;
- (6) Upon receiving the original set of signed documents, Kaizen proceeds with the official filing of the change of director;
- (7) Review of the application by the Legal Affairs Bureau;
- (8) If the application is successful, Kaizen receives the updated Certificate of Business Registration (in the case of a change of representative director, a Stamp Certificate (印鑑証明書) will also be received);
- (9) Kaizen forwards the updated Certificate of Business Registration and Stamp Certificate to the client where applicable.

4. Documents to be Returned to Client

The following documents will be returned to the client:

- (1) Updated Certificate of Business Registration (updated Certificate of Business Registration and Stamp Certificate if the representative director is changed).

If you wish to obtain more information or assistance, please visit our official website at www.kaizencpa.com or contact us through the following means:

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