

Japan Virtual Office Rental Service Fees

Before registering a company in Japan, foreign investors must lease a business address in Japan for use as the registered address of the Japanese company. Kaizen can provide services to rent a virtual or physical office in Japan.

Japanese virtual offices are only for company registration and not for actual business operations, visa applications, or applying for bank accounts. It's possible that Japan banks might refuse to set up an account with a virtual address. Virtual offices are good for company holding or trademark registration that don't need a business management visa. Leasing a physical office is not only time-consuming in terms of research and communication, but the leasing procedures are also relatively complicated. Therefore, investors would register their Japanese company with a virtual office address and change the registered address once a physical office is secured. This strategy allows sufficient time to secure an appropriate physical office while prioritizing the completion of company registration procedures, enabling the company to conduct business activities under the Japanese entity as soon as possible.

Kaizen can provide a virtual office address in Tokyo, Japan as the registered address for our clients' Japanese companies. We can also provide related services such as mail reception, mail scanning, and mail forwarding. Please refer to section 1 regarding specific fees.

This quotation is only applicable to cases that do not require any additional licenses or permits. If the client's Japanese company intends to operate a business that requires additional licenses or permits, requiring an address to be rented in a designated area within Japan, Kaizen can assist in the arrangements, with service fees to be negotiated separately.

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1. Virtual Office Rental Fees in Tokyo, Japan

(1) Taito Ward, Matsugaya

No	Item	Fees excluding tax (YEN)	
1	Deposit	One-time	20,000
2	Monthly rent (Lump sum payment of 6 months or 1 year rent) * The standard monthly rental rate is 15,500 yen. A discount of 500 yen will be applied if the customer rents for one year and pays the full amount of rent at the time of rental. * Receipt of mail; Mail receipt report (If applicable). * Mail forwarding service (once per month). * Unsealing and scanning service for 5 letters (within 10 pages). * Filtering advertising letters	Monthly	15,500
3	Actual cost for forwarding letters	Per mail forwarding	Actual reimbursement
4	Leasing contract signatory amendment (if applicable) * After the Japanese company is registered, the signatory of the lease agreement needs to be changed to the Japanese company.	One-time	1,000
Optional Services			
5	Letter opening and scanning	Per practice (Limited to 10 pages)	300

(2) Virtual offices outside Tokyo

Kaizen can also assist with leasing virtual offices located outside Tokyo for a fee of 66,000 yen (excluding tax). Office rental fees vary depending on the city specified by the client in Japan. Once the client confirms the preferred city, Kaizen will check up-to-date virtual office rental prices and present quotes for consideration. Please consult Kaizen's advisors for further details.

Remarks:

- (1) Receipts of mail service refer to receiving mail on behalf of customers from government agencies, public institutions, banks, etc., but does not include receiving packages such as goods purchased through online platforms or gifts from collaborating companies. Upon receiving a letter, Kaizen will send a report to the customer via email, including the date of receipt, sender information, and letter title.

(2) A virtual office does not maintain a physical space for storing letters; thus, letters must be forwarded regularly, or clients must assign someone to collect the letters from Kaizen's Japan office at least once a month. The monthly rent includes one forwarding fee; however, the actual cost of forwarding is not included and will be charged separately. Unless otherwise specified by the client, Kaizen will arrange for forwarding as follows:

- (a) Forwarding method: EMS (international) or Japan Post (domestic in Japan).
- (b) Forwarding date: First working day of each month.
- (c) Forwarding frequency: Once per month.
- (d) Actual postal charges payment method: Settle upon contract renewal or termination.
- (e) If no mail is received during the month, no forwarding will be practiced with no postage charges incurred.

In the event that additional mail forwarding is required due to special circumstances, Kaizen will charge a forwarding fee of 1,500 yen per instance (excluding tax). If two or more forwarding are required per month, Kaizen will charge the forwarding fee in accordance with the number of mailings decided by the customer in advance, and the actual mailing costs will be settled upon renewal or termination of the contract.

- (3) Letter unsealing and scanning service refers to a service that Kaizen will open, and scan received letters, sending the electronic file to the customers according to their instructions. The rental fee includes this service for up to 5 letters (each letter is limited to 10 pages; any pages exceeding 10 will be counted as one additional letter). When the number of letters to be unsealed and scanned exceeds five, Kaizen will charge a fee of 300 yen per additional letter (excluding tax) for the service. Such fees will be invoiced upon renewal or termination of the contract. This service does not include translation of Japanese letters into Chinese or English. If the customer requires such a service, Kaizen will provide a separate quotation.
- (4) Filtering advertising letters services refers to screening out advertising letters by Kaizen's judgment based on the cover of the mail and will dispose of those advertising letters. Kaizen will not report on the receipt of advertising mail. If it is not possible to accurately determine that the mail is advertising material based on the name of the mail, Kaizen will report on the receipt of the mail and forward it to the address specified by the customer on the designated date.
- (5) When clients are uncertain whether they will renew their contract or move to a physical office after 6 months, the lease term for the virtual address will be 1 year from the starting date, which can be paid every 6 months or annually. If a client wishes to terminate the lease after 6 months, they are required to notify Kaizen at least 3 months prior to the proposed termination date, providing a notice of termination, securing an alternative address, completing the registered address change for the Japanese company, and providing a scanned copy of the Japanese company's

complete certificate of registered matters reflecting the new address. Failure to do so will result in charges for the lease after the termination date.

- (6) Regarding the lease term for virtual offices, even though the lease may not start at the beginning of the month, the contract end date is always the last day of the month. For example, if the lease starts on January 2 with a one-year term, the contract ending date will be January 31 of the following year, i.e., the contract period is from January 2 to January 31 of the following year. Any excess days will be charged accordingly.
- (7) The deposit will be refunded in full when the client terminates the lease of the virtual office, provided that there are no other deductions (such as mail forwarding fees, etc.). Bank handling fees will be borne by the client. In the event that the balance of the deposit after deducting other expenses is less than the bank handling fee, unless otherwise instructed, Kaizen will not proceed to refund the balance of the deposit, to avoid clients paying bank handling fees that exceed the balance of the deposit.
- (8) The above quotation is for reference purposes only and does not constitute the final terms of the agreement. The prices for all services will be based on the final quotation provided by our company for each individual case, and our company reserves the right to adjust prices at any time without prior notice.

2. Optional services provided by Kaizen Japan

Japanese company seal hosting service costs 5,000 yen per month (excluding tax), include stamping, scanning, and mailing services for documents or contracts. However, mailing costs are not included and will be settled upon renewal or termination of this service. Note: If clients frequently send letters, resulting in high mailing costs, our office will charge the client on an irregular basis.

Remarks: The above service does not include color printing of documents or contracts. If the client requires color printing, our firm will charge an additional fee for color printing.

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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