

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 600,000 yen (excluding tax). The fee quoted includes 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, verifying business plan by experts, etc. For details, please refer to [Section 1](#) of this quotation.

Applicants shall ensure that he / she and the company fulfill the basic requirements (the latest requirement has been updated on 16 October 2025). 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 6-12 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 are 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

The service fee of our service is 600,000 yen (excluding tax) for a business management visa in Japan. Details are as follows:

- (1) Answering enquiries regarding the application for business management visa.
- (2) Determine whether the applicant meets the latest business management visa application criteria
- (3) Drafting the documents-required list in accordance with the status of the applicant.
- (4) Preparing visa application documents (application form, statement of reasons, etc.).
- (5) Confirm and modify the Japanese version business plan provided by clients.
- (6) Provide the final version of business plan to Japan specialist (registered management consultant, certified public accountant, tax accountant, etc.) for assessment.
- (7) Submission of Application for issuance of a Certificate of Eligibility and other related documents to Immigration Bureau.
- (8) Collecting the COE from Immigration Bureau.
- (9) Forwarding the COE to client.

Notes:

- (1) After receiving the COE, applicants shall visit the local consulate or embassy to submit the visa application. Kaizen service does not cover this process.
- (2) Applicants shall complete the abovementioned visa application process and enter Japan within 3 months from the COE issuing date. Residence card can be collected at the airport when entering Japan (only applicable to Shinchitose, Narita, Haneda, Chubu, Kansai, Hiroshima and Fukuoka Airports; if entering Japan through other airports, applicants are required to apply for the residence card at the city hall when registering the residential address).
- (3) The above-mentioned fees apply only where the documents provided by the client are in Japanese or accompanied with Japanese translations. Kaizen could provide Japanese translation services if client needed. Service fees will be quoted separately.
- (4) The fee quoted above is for the application of COE with the Immigration Bureau in Tokyo. If applicants need to apply for the COE in other prefectures, fees will be quoted separately. When the applicant requires an escort from Kaizen to submit the application in person at the Tokyo Regional Immigration Bureau in Japan, the associated travelling expenses will be quoted separately, with transport costs reimbursed on an actual cost basis.
- (5) A business plan is critical for the application of a business management visa. Kaizen offers services to prepare a Japanese version business plan at a cost of 500,000 yen (excluding tax) if required.
- (6) All prices quoted are excluding tax and are provided for reference only and do not represent the final terms of transaction. The pricing for all services are subject to the final quotation issued by Kaizen for each individual case. Kaizen reserve the right to adjust the prices at any time without prior notice.

2. Requirements for Applying Business Management Visa

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

- (1) The capital/total investment amount of the Japan company is 30 million or more.
- (2) The Japan company is hiring at least 1 full-time worker who is a Japanese, spouse of a Japanese, Japan permanent resident or special permanent resident.
- (3) The business place must be appropriate to the scale of the business. Own residence address, in principle, is not applicable.
- (4) Applicants must have 3 years or more of management experience or hold a master's degree or higher qualification in a field relevant to management.
- (5) Applicants or the full-time employees must have a Japanese language proficiency equivalent to N2 or above on the Japanese Language Proficiency Test.
- (6) Business plans submitted must be assessed and verified by Japanese experts such as registered management consultant, certified public accountant, tax accountant, etc.

Notes:

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

3. Payment Terms and Methods

Kaizen accepts check, cash, TT and credit card payment through PayPal. If payment is settled through PayPal, an extra 5% service fee will be charged. Upon confirmation of engagement, 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 Kaizen 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 in white background 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) Japan company's certificate of all historical matters issued within 3 months. (in Japanese “法人の登記簿謄本”, or “履歴事項全部証明書”)
- (7) Japan company's articles of incorporation (in Japanese “定款”)
- (8) Japan company's organization chart.
- (9) Japan company's shareholder register (in Japanese “株主名簿”)
- (10) Japan company's tenancy agreement, floor plan and photos (exterior of the building, interior of the office, etc.) of the business office of the company
- (11) Registered capital of the company and relevant proofing documents
- (12) Business plan of the company (shall include at least 3-year profit and loss plan)
- (13) Japanese full-time employees' employment contracts, salary payment certificates, residence certificates, and residence cards (for non-Japanese residents)
- (14) Proof of Japanese language ability for applicants or full-time employees in Japan.
- (15) Other supporting documents regarding the business development in Japan

Notes:

- (1) Japan Immigration Bureau may request applicants to provide additional documents other than the above-mentioned. 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 photo.
- (3) The above above-mentioned 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 3 months prior to the submission of the application.
- (5) Regarding on above-mentioned Japan company's certificate of all historical matters, Kaizen can obtain one copy on behalf of the client at a collection fee of 4,000 yen (including government charges), and if the client needs to obtain two or more copies at the same time due to other needs, the fee for each additional copy will be 2,000 yen (including government charges).

5. Procedures and Time frame

If the applicant works closely with Kaizen, it will take around 6-12 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 Kaizen 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 Kaizen invoice.	Applicant's schedule

3	Kaizen prepares COE application documents (COE application form, statement of reasons, etc.) for applicant confirmation and signature (if required).	1 ~ 2 months
4	Kaizen will verify the Japanese business plan provided by the client and made adjustments accordingly. Upon confirmation of the final version of the business plan, it will be submitted to specialists in Japan for assessment.	1 ~ 2 months
5	Applicant returns the signed documents to Kaizen after signing the documents.	Applicant's schedule
6	Kaizen submits the visa application to Japan Immigration Bureau.	1 ~ 2 weeks
7	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
8	Kaizen collects the COE on behalf of the applicant.	
9	Kaizen arranges to post the COE to applicant.	1 ~ 2 weeks
10	Applicant visits the local consulate or embassy for submitting the visa application.	Applicant's schedule
Total		6 ~ 12 months

Notes:

- (1) If clients appoint us to assist in the preparation of the business plan in Japanese, in addition to the time listed above, it will take about 15 working days from the date of provision of all required documents by the client for us to complete the preparation of the Japanese version of the business plan.
- (2) If clients appoint us to assist in the translation of the business plan given from a foreign language into Japanese, we will notify the time required to complete the translation based on the length of the actual business plan, which is not included in the time listed above.

6. Visa Renewal

In general, business management visa will be granted with 1 year in the first-time application. 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 300,000 yen (excluding tax).

Note: According to the new application requirements for the Business Management Visa implemented by the Japanese government from 16 October 2025, individuals currently holding a Business Management Visa must meet the new application criteria within 3 years. These requirements include increasing the capital of the Japan company to 3,000,000 yen and employing full-time staff with a certain level of Japanese language ability is a Japanese,

spouse of a Japanese, Japan permanent resident or special permanent resident). Furthermore, during the renewal of the Business Management Visa, the Immigration Bureau of Japan will require the submission of additional supporting documentation.

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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