

Procedures and Fees of 6-month Business Management Visa Application With Program to Increase Foreign Entrepreneurs in Tokyo

Regarding to the Program to Increase Foreign Entrepreneurs in Tokyo, a special 6-month Business Management Visa (“Start-up Business Visa”) is launched for foreigners who are planning to start a business in Tokyo. Applicants shall submit the business activities plan to Tokyo Metropolitan Government before submitting the visa application to the Immigration Bureau. After obtaining the approval from Tokyo Metropolitan Government, applicants can apply business management visa with 6 months validity to enter Japan for incorporating the company and starting to launch that business.

According to current regulation, foreigners who wish to start business in Japan need to hold a business management visa. To be approved to receive this status of residence, applicants need to incorporate a company in Japan first, and must employ at least two full-time staff, or invest at least 5 million yen. To fulfill above requirement, foreign entrepreneurs always need to find a business partner in Japan, to assist in those processes such as renting an office as business address, etc. It is complicated for one-man company to start business. Therefore, Tokyo Metropolitan Government would like to help foreign entrepreneurs to solve these problems and increase foreign entrepreneurs by introducing this new program. Currently, applying this Start-up Business visa would be the fastest way for foreign entrepreneurs to go to Japan and start a new business.

Kaizen can provide services in application and renewal of Start-up Business Visa. This quotation sets out the required materials, procedures, and fee for the start-up business visa application for your perusal and consideration.

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1. Service Flow & Fees

Our fees for handling the application of start-up business visa in Japan is JPY520,000. Our fees cover the following services:

- (1) Answering enquires regarding the start-up business visa application
- (2) Drafting a document-required list based on applicant's case
- (3) Preparing required documents (application form, business plan, supporting documents, etc.)
- (4) Submitting application of certificate of confirming business start-up activities to Tokyo Metropolitan Government
- (5) Having interview with Tokyo Metropolitan Government on behalf of the applicant
- (6) Receiving the certificate of confirming business start-up activities
- (7) Submitting the application of Certificate of Eligibility ("COE") regarding to 6-month Business Management Visa to Immigration Bureau
- (8) Receiving COE from Immigration Bureau
- (9) Forwarding COE to client's specified address

Notes:

- (1) For the company to be registered in Japan, it must be invested by natural person(s). To fulfill the requirement of business start-up visa, natural person(s) should invest at least 51% to the company if the company is invested by natural person(s) and corporation.
- (2) Our service only covers the procedures until receiving the COE for 6-month business management visa. Applicants can submit the visa application to closest local consulate or embassy after receiving the COE. Our service quotation does not cover this process, and it will be arranged by applicant.
- (3) The approval for the application will depend on various issues, and the final decision will be made by Immigration Bureau. Kaizen cannot guarantee the application must be approved.
- (4) All the required material for applying certificate of eligibility must be written in Japanese. The above quotation is applicable for client provide the required document in Japanese, and it is not including the fee for document translation from foreign language to Japanese. Kaizen can offer document translation service from foreign language to Japanese. Related service fees will be quoted separately.

2. Required Materials

- (1) Scan copy of applicant's passport (the validity is not less than 6 months)
- (2) Applicant's resume
- (3) Business plan for start-up activities (basic business plan in Japanese)
- (4) Application for confirmation of start-up business activities (signed by the applicant)

- (5) Documents that can clarify where the applicant will be resided for 6 months after coming to Japan (e.g. copy of lease contract, Airbnb or hotel booking receipt, friend's home, etc.)
- (6) Power of attorney (prepared by Kaizen)
- (7) Applicant's proof of deposit (e.g. copy of bank statement, copy of bank book)
- (8) Applicant's photo
- (9) Other necessary documents requested by Tokyo Metropolitan Government

Government officers may request the applicant to provide extra supporting documents depending on different cases.

3. Time Frame

Under normal circumstance and applicants work close with us, completing all the procedures of applying the start-up business visa will take around 4 – 6 months. However, the actual time frame depends on the approval time by Tokyo Metropolitan Government and the Immigration Bureau. Each procedure and its time frame are shown below:

Item	Procedure	Time (Working days)
1	Client provides all the required materials (a copy of valid passport, photo, business plan, proof of place to be stayed in Japan, deposit proof, etc.)	Client's schedule
2	Kaizen will draft and prepare the required documents.	1 – 2 months
3	To forward the document to the applicant for signing.	Delivery time
4	After receiving the signed document from client, arranging courier to Tokyo Metropolitan Government for application of certificate of confirming business start-up activities	2 months in general
5	On behalf of applicant to have interview with the staff from Tokyo Metropolitan Government	1
6	To receive certificate of confirming business start-up activities	1
7	To submit application of Certificate of Eligibility (“COE”) regarding to 6-month Business Management Visa to Immigration Bureau	2 months in general
8	To receive COE from Immigration Bureau	1
9	To arrange courier with COE to client's specified address	Delivery time
10	Client submits visa application to local Japan consulate or embassy.	Client's schedule
Total		Around 4 – 6 months

4. Company Registration and Visa Renewal Application

After receiving the start-up business visa (6-month business management visa), applicant can enter Japan and handle the process of company registration and office rental by yourself. Meanwhile, applicants will be requested to have regular interviews with the staff of Tokyo Metropolitan Government, to report the status of your business establishment. For foreigners who are not good at Japanese or cannot speak Japanese, it would be difficult for them to communicate with local government staff. Besides, applicants need to prepare business plan and other supporting documents for further application of renewing the 1-year business management visa which would be very complicate and time-consuming. To solve your worries, Kaizen can provide one-stop service, from application for start-up business visa, company registration to the further renewal for 1-year business management visa. In this period, we can communicate with the local government staffs on behalf of you and share with you the latest information released from the government. For the quotation of company registration, please refer to our “**Japan Kabushiki Kaisha Registration Procedures and Fees**” and “**Japan Goudou Kaisha Registration Procedures and Fees**”. The service fee for visa renewal of 1-year business management visa will be JPY260,000 up per applicant.

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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