

**Shenzhen, China**

Rooms 1203-06, 12/F.  
Di Wang Commercial Centre  
5002 Shennan Road East  
Luohu District, Shenzhen  
T: +86 755 8268 4480

**Shanghai, China**

Room 603, 6/F., Tower B  
Guangqi Culture Plaza  
2899A Xietu Road  
Xuhui District, Shanghai  
T: +86 21 6439 4114

**Beijing, China**

Room 303, 3/F.  
Interchina Commercial Bldg.  
33 Dengshikou Street  
Dongcheng District, Beijing  
T: +86 10 6210 1890

**Taipei, Taiwan**

Room 303, 3/F.  
142 Section 4  
Chung Hsiao East Road  
Daan District, Taipei  
T: +886 2 2711 1324

**Singapore**

138 Cecil Street  
#13-02 Cecil Court  
Singapore 069538  
T: +65 6438 0116

**New York, USA**

202 Canal Street  
Suite 303, 3/F.  
New York  
NY 10013, USA  
T: +1 646 850 5888

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

Regarding to a program to increase foreign entrepreneurs in Tokyo, 6-month Business Management Visa (“Business Start-up 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 the approval obtained from Tokyo Metropolitan Government, applicants can apply business management visa with 6 months validity, enter Japan, incorporate the company and start to launch that business.

According to current regulation, foreigners who wish to start business in Japan, they need to have 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 increase foreign entrepreneurs through this new program. It would be the fastest way for foreign entrepreneurs to go Japan and start a new business.

Kaizen can provide services in application of Business Start-up Visa and renewal. Please find the quotation below with the required materials, procedure and fee for business start-up visa application, for our existing and potential clients’ reference.

### **1. Service Flow & Fees**

The service fee for Kaizen to assist the application of business start-up visa is JPY 410,000. Our fee covers the following services:

1. Answering enquires regarding to start-up business visa application.
2. Depending on applicant’s case to draft a document-required list.
3. Preparing required documents (Application form, business plan, supporting document, etc.).
4. Submitting the application of certificate of confirming business start-up activities to Tokyo Metropolitan Government.
5. On behalf of applicant to have interview with Tokyo Metropolitan Government.
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 covers receiving the certificate of eligibility for 6-month business management visa only. Applicants can submit the visa application to closest local consulate or embassy with the certificate of eligibility. 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 in advance.

## 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 startup activities.
4. Application for confirmation of startup 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 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 the 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	<b>Around 4 – 6 months</b>

### 4. Company Registration and Visa Renewal

After the applicant receives the business start-up visa (6-month business management visa), you can enter Japan and handle those process of company registration and renting office by yourself. Meanwhile, applicant 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, clients need to prepare further application for 1-year business management visa renewal, to

update a business plan and prepare another supporting documents. That would be very complicate and time-consuming.

To solve your worries, Kaizen can provide one-stop service, from application for business start-up visa, company registration and further renewal for 1-year business management visa. We can communicate with the local government staffs on behalf of you, also share the latest information released from 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 to 1-year business management visa will be JPY200,000 up per applicant.

*If you wish to obtain more information or assistance, please visit the official website of Kaizen CPA Limited at [www.kaizenvis.com](http://www.kaizenvis.com) or contact us through the following and talk to our professionals:*

*Tel: +852 2341 1444*

*Mobile : +852 5616 4140, +86 152 1943 4614*

*WhatsApp/ Line/ Wechat: +852 5616 4140*

*Skype: kaizencpa*

*Email: [info@kaizenvis.com](mailto:info@kaizenvis.com)*