

Procedures and Fees for Japan Intra-Company Transferee Visa Application

Unless otherwise indicated, the Japan Intra-Company Transferee (“企業內轉勤” in Japanese) visa stated in this quotation is for applicants who are currently working for a public or private organization's foreign office and will be transferred to its head office, branch office, or other office in Japan on a time-limited basis. The activities can be engaged in are limited to be equivalent to the status of residence as "Engineer/ Specialist in Humanities/ International Services".

Our handling fees of the application of Intra-Company Transferee visa is JPY300,000 or above (included VAT). The details of the service covered by the fee quoted above are listed in Section 1.

For the applicant who is planning to apply Intra-Company Transferee visa, he/she needs to prepare the materials in accordance with the category he/she belongs to. The classification of category and required materials are listed in Section 2 and Section 3.

In general, the whole process of applying Intra-Company Transferee visa requires 2-6 months to complete after submitting the application to the Japan Immigration Bureau. It should however be noted that the time required is subject to approval granted by the Immigration Bureau and therefore the time required may take longer than expected. The details of the procedures and time frame are listed in Section 4.

Our fee stated in this quotation is for general reference only and the actual fee is subject to the quotation provided by our professional consultants.

SHENZHEN 深圳

Rooms 1203-06, 12/F.
Di Wang Commercial Centre
5002 Shennan Road East
Luohu District, Shenzhen, China
中國深圳市羅湖區深南東路5002號
地王商業中心12樓1203-06室
T: +86 755 8268 4480

SHANGHAI 上海

Room 603, 6/F., Tower B
Guangqi Culture Plaza
2899A Xietu Road, Xuhui District
Shanghai, China
中國上海市徐匯區斜土路2899甲號
光啓文化廣場B座6樓603室
T: +86 21 6439 4114

BEIJING 北京

Room 303, 3/F.
Interchina Commercial Building
33 Dengshikou Street
Dongcheng District, Beijing, China
中國北京市東城區燈市口大街33號
國中商業大廈3樓303室
T: +86 10 6210 1890

SINGAPORE 新加坡

138 Cecil Street, #13-02 Cecil Court
Singapore 069538
新加坡絲絲街138號
絲絲閣13樓1302室
郵政編碼: 069538
T: +65 6438 0116

TAIPEI 台北

Room 303, 3/F., 142 Section 4
Chung Hsiao East Road
Daan District, Taipei
Taiwan 10688
台灣台北市大安區忠孝東路四段
142號3樓之3
郵政編碼: 10688
T: +886 2 2711 1324

NEW YORK 紐約

202 Canal Street, Suite 303, 3/F.
New York, NY 10013, USA
美國紐約州紐約市
堅尼路202號3樓303室
郵政編碼: 10013
T: +1 646 850 5888

LONDON 倫敦

Room 319, 3/F., One Elmfield Park
Bromley, Greater London
BR1 1LU, UK
英國倫敦布羅姆利
雅茅菲爾德公園一號3樓319室
郵政編碼: BR1 1LU
T: +44 20 8176 3860

1. Service Procedure and Fees for Visa Application

Our fees for handling the application of Intra-Company Transferee visa in Japan is JPY300,000 or above (included VAT). Our fees cover the following services:

- (1) Answering enquiries regarding the application for Intra-Company Transferee visa.
- (2) Preparing visa application documents (application form, supporting document, etc.).
- (3) Arranging client to sign the documents (if required).
- (4) Submission of application for Certificate of Eligibility ("COE") to immigration Bureau.
- (5) Handling enquiries and notifications from Immigration Bureau.
- (6) Submission of additional documents (if required).
- (7) Receiving COE from Immigration Bureau.
- (8) Forwarding COE to client's specified address.

Notes:

- (1) After receiving COE, applicant needs to submit the visa application to the closest Consulate or Embassy. Our service does not cover this process, and it needs to be arranged by applicant.
- (2) The service with fees quoted above will be corresponded in Japanese, and not included the cost for documents translation from foreign language to Japanese. Kaizen can provide Chinese, English and Malay translation services, as well as the translation of foreign language materials into Japanese. Related fees will be quoted separately.
- (3) The above quotation is for the application of COE with the Immigration Bureau in Tokyo. If applicant needs to apply for the COE in other prefectures, fees will be quoted separately.

2. The Categories of Intra-Company Transferee Visa

According to the nature of the institution of affiliation, applicant would be classified into 4 categories. The details of the classification are listed below.

Category 1

The undermentioned institutions / organizations belong to category 1.

- (1) Companies listed on a Japanese stock exchange
- (2) Mutual companies operating an insurance business
- (3) Local government agencies (foreign or Japanese)
- (4) Independent administrative agencies
- (5) Special corporations and government-authorized corporations
- (6) Locally or nationally approved public interest corporations
- (7) Public corporations listed in Appendix 1 of the Corporation Tax Act

- (8) Companies that fall under clause a or b as stated in the center column of the special supplemental table in Article 1, Paragraph 1 of the Ministerial Ordinance on Highly Skilled Professionals (also known as "innovation companies")
* Please refer to https://www.isa.go.jp/en/publications/materials/newimmiact_3_evaluate_index.html
- (9) Companies that satisfy certain conditions
* Please refer to <https://www.moj.go.jp/isa/content/930004712.pdf>

Category 2

The undermentioned institutions / organizations belong to category 2.

- (1) Individuals or organizations whose withheld taxes (as listed in the total statutory report) from the previous year totalled 10 million yen or more
- (2) Institutions that have received approval to use the online residency application system

Category 3

The undermentioned institutions / organizations belong to category 3.

- (1) Individuals or organizations who have submitted their total statutory report, including their employees' withheld taxes for earned income from the previous year (excluding those who fall under Category 2)

Category 4

Those who do not meet any of the conditions listed in the other categories belong to Category 4.

3. Required Materials

Applicant needs to provide the following documents to us for applying the Intra-Company Transferee visa with accordance to the category that the applicant belongs to.

- (1) Applicant's photograph (4 cm long x 3 cm wide); a sharp, clear photo of the applicant facing forward with no hat, cap, or head covering taken against a plain backdrop with no shadows; must have been taken within three months prior to submitting the application.
- (2) Scanned copy of applicant's valid passport (at least 6 months validity).
- (3) Scanned copy of applicant's current residential address proof in English (bank statement, utility bill or mobile phone bill issued within 3 months).

For applicant falls under categories 1, 2 and 3

- (4) Documents certifying that the applicant falls under the corresponding category.

For applicant falls under categories 3 and 4

- (5) Documents that clearly defines the activities of the applicant (including the details of the activity, the period in which the activity was undertaken, the applicant's position, and their remuneration).

- (6) Documents which indicate the relationship between the business office where the applicant worked prior to the transfer, and the business office where the applicant will work after the transfer.
- (7) Documents outlining the applicant's background.
- (8) Documents that clearly defines the employment activities.
- (9) Copies of recent financial documents (for the current fiscal year), or copies of financial plans (for new businesses).

For applicant falls under category 4

- (10) Materials which clearly explain why the withholding records from the previous year cannot be submitted.

Notes:

- (1) The name of the applicant should be written on the back of the photograph.
- (2) Extra supplementary documents may require to be submitted to Japan Immigration Bureau besides the documents listed above.
- (3) All documents in foreign language must be accompanied with Japanese translations. Kaizen can provide Japanese translation services. Pertinent fees will be quoted separately.
- (4) All certificates issued in Japan must be issued within three months prior to the submission of the application. Applicant may need to submit other related documents as per Japan Immigration Bureau request.

4. Procedures and Time Frame

If the applicant works closely with us, it will take 3-7 months to complete all relevant application procedures. The actual time frame depends on the nature of the case and the processing time of Immigration Bureau. Each procedure and its time frame are as follow.

Item	Procedures	Time (Working days)
1	Applicant provides the required materials mentioned in above Section 3 to Kaizen through email, fax, or mail. Meanwhile, applicant needs to settle the payment of Kaizen's service fees.	Client's schedule
2	Kaizen prepares application documents and send to client through email for sign (if any).	1-2 weeks
3	After received the signed application documents from the client (if required), Kaizen submits the application to Japan Immigration Bureau.	
4	Receiving COE from Immigration Bureau.	2-6 months
5	Kaizen delivers the COE to client's designated address.	Courier's schedule
Total		Around 3-7 months

Notes:

- (1) The COE is effective for three months. Applicant needs to complete the visa application process from the closest Consulate / Embassy and enter Japan within 3 months. Applicant can receive a resident card in the airport upon the arrival in Japan (only applicable via Shinkansen, Narita, Haneda, Chubu, Kansai, Hiroshima or Fukuoka Airports; if applicant needs to enter Japan via other airports, he / she needs to apply for the resident card when registering the residence address in the city hall).

5. Visa Renewal

The authorized period of stay of the Intra-Company Transferee visa varies according to the situation of the applicant. Visa holder shall prepare the visa renewal 3 months before the expiration date. Kaizen can provide the visa renewal services. For details, please consult with our immigration and visa professionals.

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

T: +852 2341 1444

M: +852 5616 4140, +86 1521 9434 614

WhatsApp/Line/Wechat: +852 5616 4140

Skype: kaizencpa

E: info@kaizenvis.com

