

Procedures and Fees for Japan Business Management Visa Application

Business Management Visa is a working visa specially for foreigners who either launch a business or manage the business of that company in Japan. This is a working eligibility for people who engage in business management (e.g. Legal representative or director) or operation (e.g. Manager) of the company.

The fee quoted is applicable for application and renewal of business management visa in general. (1-year visa will be granted generally at the first application.)

1. Service Procedures and Fees for Business Management Visa Application

Our fees for handling the application for 1-year business management visa in Japan is JPY530,000. Our fees cover the following services:

- (1) Answering enquires regarding to the application for Business management visa.
- (2) Drafting a document-required list based on applicant's case.
- (3) Preparing visa application documents (Application form, business plan, supporting document, etc.).
- (4) Submission of application for Certificate of Eligibility ("COE") to Immigration Bureau.
- (5) Receiving COE from Immigration Bureau.
- (6) Assist client for the health declaration via Entrants, Returnees Follow-up System (ERFS).
- (7) Forwarding COE and proof of health declaration to client's specified address.

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Notes:

- (1) After receiving certificate of eligibility, clients can submit visa application to closest consulate or embassy. Our service does not cover this process, and it will be arranged by clients.
- (2) The certificate of eligibility is effective for three months. Please note that effective period of the certificate of eligibility is different from that of your visa. If you fail to apply visa and enter Japan within three months after receiving the certificate, the certificate will be expired. Client may choose to enter Japan via Narita, Haneda, Chubu, Kansai, Shinchitose, Hiroshima or Fukuoka Airports. Besides having a seal of landing verification stamped in their passports through one of these airports, a resident card can be issued.
- (3) Kaizen can provide services related to business management visa. The service with fees quoted above will be corresponded in Japanese, and not include the cost for document 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.

2. Required Materials

- (1) The valid passport copy of applicant (e.g., shareholder, director, staff in management level) with validity not less than 6 months.
- (2) Lease arrangement for the business address of the company to be registered in Japan.
- (3) Company name and its business scope of the company to be registered.
- (4) The capital for incorporation and relevant document of the company to be registered.
- (5) Other supporting documents required for conducting business in Japan. Personal seal certificate, or signature certificate of applicant.
- (6) Basic version of the business plan of the company (in Japanese)
- (7) Seal certificate or signature certificate of the applicant (If personal seal certificate cannot be provided, applicant still need to provide signature certificate, and it must be notarized at the notary office where the applicant is located.)

Remarks: The registered capital of the Japanese company to be incorporated shall not be less than JPY5,000,000.

3. Procedures and Time frame

If applicant work close with us, it will take around 6 – 8 months to complete all the related procedure for application. The actual time frame depends on cases and the approval time by the Immigration Bureau. Each procedure and its time frame are shown below:

Item	Procedures	Time (Working days)
1	Clients provide the identity proof (e.g., passport copy) and the corporate details (e.g. name, business scope and authorized capital of company to be registered in Japan).	Client's schedule
2	Kaizen prepares relevant document for application of certificate of eligibility.	1 – 2 months
3	Kaizen arranges to submit the application to The Immigration Bureau.	2 weeks
4	Receiving COE from The Immigration Bureau.	4 months in average
5	Assist client for the health declaration via Entrants, Returnees Follow-up System (ERFS).	3
6	Kaizen arranges to post the COE and proof of health declaration to the designated address by clients.	2 weeks
7	Clients submit the visa application to the closest consulate /embassy with the certificate of eligibility.	Client's schedule
Total		Around 6 – 8 months

4. Visa Renewal

Business management visa will be granted with 1 year in the first-time application in general. 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 started from JPY200,000.

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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