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Japan Representative Office Registration Procedures and Fees

Summary

Our consulting fee for the registration of the Japan Representative Office is JPY 250,000 (tax included). Since Japan Representative Office does not consider a legal person, so the establishment of the representative office does not require to register at Legal Affairs Bureau Japan. Therefore, Kaizen could only provide the consultation service for the registration of the Japan Representative Office.

The representative of the Japan Representative Office could be the foreigner, it is not required to have Japan residential address. However, according to the Japan Immigration Law, if foreigners would like to work for Japan Representative Office, they shall obtain legal residency.

The Japan Representative Office does not consider as a legal person, so it is not possible to open a bank account with the name of the Japan Representative Office. The procedure for bank account opening and the procedure to sign for the lease agreement could only by the name of the representative.

1. Service Fee for the registration of the Japan Representative Office

Our consulting fee for the registration of the Japan Representative Office is JPY250,000 ((tax included). The fees include the preparation of the incorporation documents and the stamp of the Japan Representative Office. The service items are listed below.

- (1) Prepares the registration documents required by the Japan Representative Office (if any).
- (2) Engrave the stamp of the Japan Representative Office (if required).
- (3) Providing consultation and advisory service according to the requirements of the client.

2. Optional Services

(1) Service for Leasing a Physical Office

If the client plan to set up a Japan Representative Office and needs to lease a physical office, Kaizen assists in handling the physical office matters. The fee for the physical office is ¥ 1.2 million and above for a year (Excluding tax and deposit), the specific fees are depending on the location of the physical office and the rental unit. Upon receipt of the location considered to lease by the client, Kaizen will assist to check the current price and feedback to clients. Please be noted that, since the Japan Representative Office do not consider as a legal person, so the lease agreement shall be signed by the name of the representative of the Japan Representative Office.

(2) Bank Account Opening Service with the representative name

Since the Japan Representative Office do not consider as a legal person, therefore the bank account opening could only use the name of the representative. However, some of the banks could allow the bank account name to add the name of the Japan representative office. If the Japan representative office's name is adding on the bank account name, it is higher credit when there is purchasing of goods or payment of the office expenses and will let other parties more assured. However, not many banks will accept the bank account name adding the name of the Japan representative office, so prior confirmation is required. If necessary, Kaizen could provide the consulting service to the client in the bank account opening. Our service fee is JPY 170,000 (excluding tax), including the preparation of the bank account opening form and meets the bank officer together with the client. In the process of bank account opening, Kaizen will assist in making an appointment with the bank officer, preparation of the documents and related account opening consultancy service. However, the result of opening an account depends on the decision of the bank, Kaizen could not guarantee the results of the bank account opening.

The information required for bank account opening with the name of Japan Representative Office is as follows:

- (a) Passport of the representative of the Japan representative office (non-Japanese Resident)
- (b) Residence Card of the representative of the Japan representative office (non-Japanese Resident)
- (c) Information detailing the foreign headquarter (such as Company Profile, etc.)
- (d) The lease agreement of the Japan representative office
- (e) Company Stamp

The documents required to open a bank account are different based on the actual requirements of every bank. Therefore, the information detailing the foreign headquarters may require translating into Japanese Language. Our quotation does not include the translation service.

3. Payment Term and Payment Methods

Upon received the order form, Kaizen will issue an invoice for client settlement. Kaizen will require full payment in advance. Kaizen currently accepts Hong Kong Dollar check, cash or TT and credit card through PayPal.

If China or Taiwan official tax invoice is required, Value-Added Tax or Business Tax at the prevailing rate in the respective jurisdiction will be charged. If payment is made by PayPal, an additional 5% of handling fee will be charged.

4. Procedure for the Registration of Japan Representative Office

- (1) Election of Representative of Japan Representative Office.
- (2) Leasing a physical office.
- (3) Applying a necessary visa for the foreigner works for Japan Representative Office.

For the visa applying for the representative of the Japan Representative Office, there are Intra-company Transferee visa and visa for Engineer/Specialist in Humanities/International Services. If the representative of the Japan Representative Office would like to apply for a Business Management visa, they shall meet certain conditions of the visa. Kaizen could provide clients the service to apply for a Business Management visa, Intra-company Transferee visa and various types of visas. For details, please refer to the [Japan Visa Services].

The Japan Representative Office is not an independent legal person and does not consider as a legal person. Therefore, the representative office usually conducts market surveys, collect information, purchase goods and implement publicity/advertising efforts, the representative office is not permitted to engage in sales activities. The establishment of the representative office does not require to register at the Legal Affairs Bureau Japan, the registration procedure is simple, and the registration time is not long. For the business development and financing negotiations, the credit of the representative office is lower than the Japan Subsidiary of the Japan Branch Office. Therefore, the client will be suggested to register a Japan Subsidiary of the Japan Branch Office if there are plans for business development and financing negotiations. Although Japan Representative Office does not require handling tax declaration, they are necessary to pay for employee salary and enroll in insurance if they are hiring the employee. If the client needs this service, please feel free to contact our consultant.

If you wish to obtain more information or assistance, please visit the official website of Kaizen CPA Limited at www.kaizencpa.com or contact us through the following and talk to our professionals:

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