

## "Instructions Form" re Establishment of a Branch Office in Japan

<b>Company Name</b> <i>As per Head Office Co. registration certificate</i>			
<b>Co Full address of Head Office</b> <i>(Registered Address)</i>			
<b>Face value of share</b>		<b>The total number of Authorized shares</b>	
<b>The total number of Issued shares</b>		<b>Capital</b> <i>(amount &amp; currency)</i>	
<b>Establishment date of company [H.O.]</b>			
<b>Directors Name and Address</b>	<b>Name</b>		<b>Address</b>
	i		
	ii		
	iii		
	iv		
<b>Representative Director Name and Address</b>			
<b>Establishment conformity law</b>			
<b>Representative in Japan</b> <i>(Japanese or foreigner)</i> <b>Resident in Japan</b> <i>(Mandatory)</i>	<b>Name</b>		
	<b>Nationality</b>		
	<b>Address in Japan</b>		
<b>Representative in Japan</b> <i>(From Head Office)</i> <b>Preferably a Director!</b> <i>[Optional]</i>	<b>Name</b>		
	<b>Nationality</b>		
	<b>Address in his / her home country</b>		
<b>Registered office address of Branch in Japan</b> <i>(full address)</i> <i>[No P.O.Box address]</i>	Address in Japan <i>(for branch office registered office):</i>		
<b>Tel # &amp; Fax #</b> <i>of Japan branch office</i>		<b>Proposed commencement date of business in Japan</b>	
<b>Number of Employees</b> <i>(in head office)</i>		<b>Financial year of Head Office</b> <i>(Japan branch has to follow same fiscal year)</i>	
<b>No of employees in Japan branch</b> <i>(Proposed at start)</i>		<b>Projected Annual Sales in Japan Br</b> <i>(in Yen or USD)</i>	
<b>Remuneration of</b>		<b>Term: Monthly or Annual</b>	

<b>Representative in Japan</b>		<b>agreement</b>	
<b>Summary of branch office in Japan</b>	Office premises		If lease name of owner
	Lease	Ownership	
	Building size	on which floor	Size of office
			(sq.m.)
<b>Other facilities (if any)</b>	Lease / Ownership	If lease name of owner	Building size
	Size	on which floor	
<b>Company Objectives of Head Office</b> (From Articles of Memorandum & Association) <i>[In Japan there is no general commercial objectives, which can be used like in other countries. Please specify the fields of business your company will be engaging in Japan from your head office Articles of Association]</i>	<i>In Japan there is no general commercial objectives can be registered, which can be used like in other countries, covering A~Z activities. Please specify the precise fields of business activities your company's branch office will be engaging in Japan.</i>		

### Documents Required from Head Office (soft copy)

*[In case it is not in English, please provide English translation, duly notarized.]*

Please send along with the duly filled form the following documents soft copy (scan copy of original)

- Copy of registration certificate of the company in home country (parent co.);
- Copy of Articles of Memorandum & Association of the company in home country (parent co.);
- Copy of proof of Share Capital of the company in home country (parent co.) (if any);
- Copy of latest Balance Sheet & Profit & Loss Statement of the company in home country (parent co.); (optional, depending on the case)
- Copy of The Minutes of Meeting of the Shareholders / Executives relating to during the time of incorporation (if any) and relating to establishment of a branch in Japan (if any);
- "Representative in Japan": **Local resident in Japan** – soft copy of photo ID proof;
- "Representative in Japan": **From head office** – soft copy of passport ID pages.

P.S. Additional information if required will be requested later to provide us for incorporation related issues.