



## “Instructions Form” re Establishment of a Godo-Kaisha (GK Co) / Limited Liability Co (LLC Co.) in Japan

<b>Company Name</b>	<p>A Company name, which must be established in the articles of incorporation and registered. <u>Proposed name of the company.</u> Please note either in front or at the end of your company name Godo Kaisha (G.K.) will be added, please advise us your preference for registration. <u>Company name can be registered in Roman character but the extension of GK will be in Japanese Kanji character.</u></p> <p> <input type="checkbox"/> <b>G.K. in front</b>                                          <input type="checkbox"/> <b>G.K. at the end</b> </p>
---------------------	--

<b>Company Objectives</b>	<p>To start a Japanese company it is required to specify the fields of business the company will be engaging in. (If you engage in an activity that is not covered in your company objective you will have to add it later). <u>In Japan there is no general commercial objectives can be registered, which can be used like in other countries, covering A~Z activities.</u></p> <p><b>Please specify the precise fields of business activities your company will be engaging in Japan.</b></p>
1	
2	
3	
4	

*(If the space is insufficient please attach separate sheet)*

<b>Investment Equity amount</b>	Total amount of investment / equity amount of the company shall be Yen _____
---------------------------------	--

Promoters/ Investors (Members)  Name, Address & Equity amount (Yen)	1	<b>Name</b>	Mr./Ms.
		<b>Address</b>	
		<b>Equity amount</b>	Yen _____
	2	<b>Name</b>	Mr./Ms.
		<b>Address</b>	
		<b>Equity amount</b>	Yen _____

*(If the space is insufficient please attach separate sheet)*

**[In case the Promoter / Investor is a foreign corporation, please mention name of the Foreign Company, address, Name of Representative Director, Address of Representative Director, Name of all Directors & address]**

--	--

*(If the space is insufficient please attach separate sheet)*

**Please send along with the filled form the following soft copy documents (For Corporate Investment / Shareholding)**

- 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.);
- 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 subsidiary co in Japan (if any).

**Please send along with the filled form the following soft copy documents (For Individual Investment / Equity holding)**

- KYC info of the Promoter of company in Japan including a copy of identification page of passport;
- Resume / Bio-data of the Promoter of company in Japan; including present and past occupation; profession etc.
- Brief summary re purpose; structure of operation of the new co. in Japan; and business projection (if any);
- Source of Promoter's funds for "equity amount / investment" & incorporation & post-incorporation cost of operation in Japan.

<b>Registered Office</b>	The Company shall have its registered office at the following address in Japan.
	<b>Tel #:</b> _____ <b>Fax #:</b> _____
Branch office in Japan (if any)	

<b>Executives</b> (In principle, all members are executive officers, but a representative member may be appointed)	<b>Resident in Japan</b> (if any) (Japanese or foreigner, Resident of Japan) <b>Registered seal certificates 2 original</b> <b>Non-Resident in Japan</b> <b>Signature certificates 2 original (draft will be sent)</b>	1	<b>Executive</b>	Mr./Ms.
			<b>Address</b>	
		2	<b>Executive</b>	Mr./Ms.
			<b>Address</b>	
		3	<b>Executive</b>	Mr./Ms.
			<b>Address</b>	
<b>Representative Member(s)</b>	<b>Mr./Ms.</b>			

*(If the space is insufficient please attach separate sheet)*

<b>Important Notes:</b>	<p><b>Resident in Japan:</b> If a foreigner please advise his / her IMMIGRATION STATUS OF RESIDENCE (as stamped on the passport) and period of stay .....valid until. Please provide a clear soft-copy of Resident card both sides)</p> <p><b>Personal Seal (Hanko) of Resident in Japan:</b> It is advisable to register the personal seal of the resident in Japan if not registered with local ward / city office. Without the seal signature can be used but it will need Signature Certificate at the time of incorporation &amp; also in the future in case of any registration related matter.</p> <p><b>## GK Co without Non-Resident in Japan:</b> <i>[In this case overseas investor must be a corporation]</i> For registration re “equity-amount” participation procedure a “Resident in Japan” i.e. a minority Member / Investor is required temporarily. 2 (two) original Personal registered seal certificate would be required (issued within 3 months).</p> <p><b>## Overseas Corporate Investor:</b> <i>Please send Co. profile, Co. Registration Certificate copy, Name &amp; address of Representative Director &amp; all other Directors.</i></p>
-------------------------	--

<b>Fiscal Year</b>	The financial year of the company shall commence on _____ and end on _____ each year. (For reference please note financial year commonly used in Japan for large corporation is Apr to Mar however it is allowed to choose financial year as per your choice )
--------------------	--

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