

Enquiry / Assessment / Consultation Form

Date		Enquiry Reference Number	
Applicant: Surname		First Name	
Nationality		Passport No	
Date of Birth		Place of Birth	
Sex	Male / Female	Marital status	Married/Single/Divorced
Visa Status in Japan:		Period of stay	
Date of Entry		Date of Expiration	
Address in Japan		Home Tel:	
		Home Fax:	
		Email address:	
Employer Name		Year of Establishment	
Capital		Annual Turnover	
No. of employees (Japanese)		No. of employees (Foreigner)	
Type of Business		Tel:	
(brief description)		Fax:	
		Email:	
Applicant's Job responsibility		Applicant's Job title	
Describe the details of your enquiry: (If the space is insufficient please attach separate sheet)			
<i>Additional information/ documents which may be required for assessment:</i>			
<p>Employer / Business background: Please attach the following documents (as applicable) such as: Co. profile, Co. Registration certificate, Articles of Incorporation, Latest Balance Sheet & Profit and Loss A/C statement, list of foreign employees stating the name, nationality, status of residence & period of stay. APPLICANT: Please attach RESUME (Educational background & Work experience {mentioning employer's name, number of years, position & responsibility in the company})</p>			
REMARKS:			
<p>FURTHER ADDITIONAL INFORMATION MAY BE REQUESTED FOR ASSESSMENT INITIAL CONSULTATION / ASSESSMENT FEE SHALL BE PAID IN ADVANCE</p>			
PLEASE MAKE BANK TRANSFER TO: 振込先			
BANK	UFJ Bank Limited	株式会社UFJ銀行	
BRANCH	SHINJUKU SHINTOSHIN BRANCH(Br. No.329)	新宿新都心支店	
ACCOUNT #	FUTSU KOZA(Ordinary Account) 6609840	普通口座 6 6 0 9 8 4 0	
BENEFICIARY	SARKAR'S OFFICE INC. 有限会社サーカーズオフィスインク		
(Note: Please advise us by phone or fax your remittance details)			