



# SARKAR OFFICE JAPAN KK

www.sarkaroffice.com

## Brief Summary

**Sarkar Office®** since 1993 providing “One Stop Solution for Market Entry Support”  
**Bridging Consulting & Administrative Business Service**  
Entry Level Planning & Implementation and Post-Entry Level Ongoing Support

### Administrative Business Service

- ⇒ **Japan Company Incorporation**  
(Japan Branch & local company incorporation)
- ⇒ **Japan Accounting & Tax returns**  
(Bookkeeping, Corporate & Individual Tax returns, Payroll, Social Insurance, & all other related services)
- ⇒ **Japan Immigration**  
(Work Permit)
- ⇒ **Japan Post-incorporation administrative services**
- ⇒ **Administrative Legal docs, Registry info., & Translations**
- ⇒ **Japan office virtual operation support service**
- ⇒ **Overseas Company incorporation**

### Bridging Consulting Service

- ⇒ **Market Research**  
(Cost & Time efficient practical approach)
- ⇒ **Market Development Support**  
(Cost & Time efficient hands-on approach)
- ⇒ **M&A and Licensencing**
- ⇒ **Sourcing & Procurement**  
(Identifying supply source, order placing, monitoring, on-time delivery, price negotiation, claim management, relation buiding, stable supply)
- ⇒ **Business Planning & Implementation support**
- ⇒ **Identifying Local Partner & business process**
- ⇒ **Bridging Consulting**  
(Bridging cultural & business ethics gap, localization)

Since 1993, Sarkar Office® has been providing Bridging Consulting and Administrative Services as “One Stop Solution for Market Entry Support” to both entry and post-entry level, business services to foreign companies in Japan.

Since 04-05 Sarkar Office® has started Bridging Consulting and Administrative Services as described above in India for Japanese & foreign companies, with main focus to “Act as Bridging Consultant” between Japan and India!

**India business support service:** The service is mainly focused to bridge the gap between Japan and India businesses & vice versa. Bridging Consulting (Marketing & Business Development Services) through a camp office in Mumbai, commercial centre of India and Administrative Services through a local associate.

Sarkar Office® has extensive knowledge and experience serving a multi-industry and diversified clientele of various nationality including multinational companies, major Japanese companies, Indian conglomerate, small & medium size companies, emerging growth companies, NGO, NPO, government agencies, semi-government organizations, and new start-up companies.

The Representative Director has 25 years experience as a Bridging, Marketing Consultant, and several years experience as Business Auditor (Cisco Certified) & 18 years experience as Paralegal Advisor, handling multi industry and nationality clients in Japan & Asia.

All other Directors are having over 15 years Professional experience in Administrative services in Japan re Japan Company Establishment, Accounting, Payroll, Social Insurance, Corporate and Individual Tax, & Japan Immigration.

All other Consultants and associates have several years of experience and are professional in Consulting & Administrative Service.

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"One Stop Solution" for Business & Administrative requirements pre-entry & post-entry level support

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