

Japan Branch Registration



“Sample” List of Documents

To be sent via courier to client's Japan Branch registered office upon completion of registration.

Japan Branch Office:

1. Certified Copy of Branch Office Registration – Original
2. Branch Registered Seal (stamp) certificate – Original
3. Branch Registered Seal (Stamp) – Physical stamp registered with Legal Affairs Bureau
4. Tax Office Notifications (mandatory reporting to National & Local Tax office) – Copies

The following mandatory notifications need to be filed with the tax authorities after the establishment of a “Branch Office” in Japan:

To Local Tax Office: (*Prefectural and municipal tax authorities*)

- 1] Notification of Incorporation/ Establishment of a Company
(Must file notifications of the establishment with each of the prefectural and municipal authorities to which local taxes are to be paid.)

To National Tax Office:

- 1] Notification of a foreign company
- 2] Application for Blue Form Return
- 3] Notification of Establishment, Relocation, and Closure of an Office, Etc. Paying Salaries
- 4] Application for Approval in Relation to the Special Provision for Due Dates for Withholding Income Tax (**This would allow twice a year notification & payment instead of monthly**)

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