

"Instructions Form" re Establishment of a Godo-Kaisha (G.K. Co) / Limited Liability Co (LLC Co.) in Japan

Company Name	<p>A Company name 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 of your preference for registration. Company name can be registered in the Roman character, but G.K.'s extension will be in Japanese Kanji character.</p> <p><input type="checkbox"/> G.K. in front <input type="checkbox"/> G.K. at the end</p>
---------------------	--

Company Objectives	<p>To start a Japanese company, it is required to <u>specify the business fields the company will be engaged in</u> (If you engage in an activity that is not covered in your company objective, you will have to add it later). <u>In Japan, "No general commercial objectives" can be registered that allows a company to do all kinds of business activities (covering A~Z activities), unlike in other countries.</u> Please specify the particular fields of business activities your company will be engaged in in Japan.</p>
1	
2	
3	
4	

(If the space is insufficient, please attach a separate sheet)

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

Promoters/ Investors (Members)	1	Name		Date of Birth	
		Address			
		Equity amount	Japanese Yen		
Name, Address & Equity amount (Yen)	2	Name		Date of Birth	
		Address			
		Equity amount	Japanese Yen		

(If the space is insufficient, please attach a separate sheet)

[In case the Promoter/Investor is a foreign corporation, please mention the name of the company, address, date of establishment, name of Rep Director (CEO / MD), Address of CEO/MD, date of birth, and names, date of birth & address of all company directors]

Co Name / establishment	(Company name as per co-registration certificate and date of establishment)
Address	(Company address as per co-registration certificate)

(If the space is insufficient, please attach a separate sheet)

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

- Copy of **registration certificate** of the company in the home country (parent co.);
- Copy of **Memorandum & Articles of Association** of the Company in the home country (parent co.);
- Copy of proof of Share Capital of the Company in the home country (parent co.) (if any);
- Copy of **latest Balance Sheet & Profit & Loss Statement** of the Company in the home country (parent co.);
- **Directors and Shareholders: a soft copy of photo I.D. proof (passport & driving license);**
- **Promoters and Executives of G.K. Co. in Japan: a soft copy of photo I.D. proof (passport & driving license);**
- Copy of The Minutes of Meeting of the Shareholders / Executives relating to during the time of incorporation (if any) and relating to establishing 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 information of the Promoter(s) and Executive(s) of the G.K. co in Japan** including a copy of identification page of the passport, driving license;
- **Resume / Bio-data of the Promoter(s) of the G.K. co in Japan**, including present and past occupation, profession, etc.
- **Brief summary re-purpose; the structure of the operation of the new co. in Japan; and business projection** (if any);
- **Source and proof of Promoter's funds for "paid-up capital" & incorporation & post-incorporation cost of operation in Japan.**

Registered Office	The company shall have its registered office at the following address in Japan. <i>(Physical address and not P.O. box address)</i>	
	Tel #:	Fax #:
Branch office in Japan (if any)		

Executives <i>(In principle, all members are executive officers, but not mandatory) But, Executives must be from members.</i>	Resident in Japan (if any) <i>(Japanese or foreigner, Resident of Japan)</i> Registered seal certificates two original	1	Executive	Date of Birth
			Address	
	Non-Resident in Japan Signature certificates two original (draft will be sent)	2	Executive	Date of Birth
			Address	
	3	Executive	Date of Birth	
		Address		
Representative Executive(s) <i>[In case more than 1 Director]</i>		Date of Birth		

(If the space is insufficient, please attach a separate sheet)

Important Notes:	Resident in Japan: In case of a foreigner, please advise his / her "Immigration Status of Residence" (Visa Status) and period of stayvalid until. <i>(Please provide a clear soft-copy of both sides of the Resident card)</i> Personal Seal (Hanko) of Resident in Japan: It is advisable to register the resident's personal seal in Japan if not registered with the local ward/city office. Without the seal, a signature can be used. Still, it will need the Signature Certificate at the time of incorporation & also in the future in case of any registration-related matter.
	## Overseas Corporate Investor: <i>Please send Co. profile, Co. Registration Certificate copy, Name & address of Representative Director (CEO/MD) & all other Directors.</i> ## G.K. Co Executives: <i>A company could be an Executive. However, in such a case, the company must designate a management-level staff member for the same.</i>

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

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