

"Instructions Form" re Establishment of a Kabushiki-Kaisha [K.K. Co.] (Joint-stock corporation) 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 Kabushiki Kaisha (K.K.) will be added. Please advise us of your preference for registration. The company name can be registered in the Roman character, but K.K.'s extension will be in the Japanese Kanji character.</p> <p style="text-align: center;"> <input type="checkbox"/> K.K. in front <input type="checkbox"/> K.K. at the end </p>
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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). In Japan, "No general commercial objectives" can be registered that allows a co. to do all kinds of business activities (covering A~Z activities), unlike in other countries. Please specify the particular fields of business activities your company will be engaged in in Japan.</p>
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(If the space is insufficient, please attach a separate sheet)

Authorized / Paid-up Share Capital	Total amount of Authorized capital of the company shall be Yen _____ and Paid-Up capital shall be Yen _____
Authorized / issued shares / par value	The authorized share of stock of the co shall be _____ shares of common stock with par value _____ yen. [Generally used 10,000 yen par value share] And, _____ shares of stock to be issued. <i>(In case share certificates are issued, normally, they are issued in the five denominations of one share, five shares, ten shares, fifty shares, and hundred shares.)</i>

Promoters/ Shareholders	1	Name		Date of Birth	
		Address			
		No. of shares			
	2	Name		Date of Birth	
		Address			
		No. of shares			

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

[In case the Promoter/Shareholder 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 / Shareholding):

- 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 Directors of K.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 / Shareholding)

- KYC information of the Promoter(s) and Director (s) of the K.K. co in Japan including a copy of identification page of the passport, driving license;
- Resume / Bio-data of the Promoter(s) of the K.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)		

Directors	Resident Director in Japan (if any) <i>(Japanese or foreigner, Resident of Japan)</i> Registered seal certificates two original	1	Director	Date of Birth
			Address	
	Non-Resident Director in Japan Signature certificates two original (draft will be sent)	2	Director	Date of Birth
			Address	
		3	Director	Date of Birth
			Address	
Representative Director(s) <i>[In case more than 1 Director]</i>				Date of Birth
Term of the Directors	<i>(Normally for two years but extendable up to 10 years) You can choose 2 to 10 any term.</i>			

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

Statutory Auditor (if any) (optional)	Date of Birth	
	Address	

Important Notes:	Resident Director in Japan: If the Director in Japan is 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 Director in Japan: It is advisable to register the resident Director'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 a Signature Certificate at the time of incorporation & also in the future in case of any registration-related matter.
	## K.K. Co without Non-Resident Director: Signature Certificate duly notarized will be required at the time of incorporation & also in the future in case of any registration-related matter.

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>
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Supplemental Provisions	The total number of shares to be issued upon the incorporation of the company shall be _____ par value shares, and the issue price shall be Yen _____ per share.
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P.S. Additional information, if required, will be requested later to provide us with incorporation-related issues.