



# SARKAR OFFICE JAPAN KK

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## ADMINISTRATIVE BUSINESS SERVICE AGREEMENT

In consideration of **Sarkar Office Japan KK** (hereinafter called “**SOJK**”) agreeing to provide the administrative business services ( mention the # from the below-mentioned service list), I (name of the legal representative / Executive) as legally appointed Representative / Managing Director (hereinafter called “**Client**”) HEREBY AGREE AS FOLLOWS:

### List of administrative business services in Japan:

1. Incorporation of a Branch office in Japan and post-incorporation mandatory tax office notification
2. Incorporation of a subsidiary company (KK co) in Japan and post-incorporation mandatory BOJ and tax office notification
3. Incorporation of a subsidiary company (GK co) in Japan and post-incorporation mandatory BOJ and tax office notification
4. Other Services (please specify)

### The Client hereby agrees to the following terms and conditions:-

- i] Shall pay the fees and cost as per SOJK quotation in advance by telegraphic bank transfer as soon as receiving the invoice from SOJK.
- ii] Shall promptly attend to all the requirements about providing information, endorsing the documents required for the procedure as and when requested by SOJK.
- iii] In the event when the completion of the procedure is delayed beyond 3 (three) months due to delay on our part to attend to the requests from SOJK as outlined in clause [ii], we agree to pay extra fees to SOJK as billed by them.
- iv] We will appoint a particular member of our company for liaison with SOJK for all matters relating to the procedure from beginning to the end of the process.
- v] We understand that the scope of the service and responsibility of SOJK shall be limited as per the service number of the above-mentioned list we have requested.

Dated this (day) (month) ,20XX

Service provider: **Sarkar Office Japan KK**

Address: 4-1-6 Higashi-Mukojima, Sumida-Ku, Tokyo 131-0032, Japan

On behalf of the “Client”:

Name: \_\_\_\_\_ (Representative Director)

\_\_\_\_\_  
Signature

Address: \_\_\_\_\_ (Company stamp)