（様式第１号の２）

創業活動確認計画書

Plan for Confirmation of Business Startup Activities

年　　 月　　 日

YY/MM/DD

# １ 申請人の概要 Applicant’s Resume

申請人氏名Applicant’s Name

Email

署名 Signature or seal（　）

|  |  |
| --- | --- |
| (1) 創業の動機及び将来の展望（東京都で創業する動機を含む）What is your motive for founding and your plan for the future? (include your motive for founding your business in Tokyo) | |
| (2) 事業における申請人の役職・役割 What is your position and role in the business? | |
| (3) 創業の背景となる資格、職歴、特殊技能、保有特許など  List your qualifications, work experience, special skills, patents, etc. that serves as a background to the founding of the business. | |
| (4) 本事業に共同で申請する方がいる場合は、その申請人の氏名を記載してください。  If there is a business partner applying for this same procedure, please provide your business partner’s name. | |
| (5) 創業の予定 ※創業時に想定されるものを記載してください What are your plans for the founding of the business? (details what you expect when the business is founded) | |
| a 開 業 予 定 日  Founding Date | 年(Year) 月(Month) 日(Day)  ※法人登記日、開業届出日など  (Date of Corporate Registration or Submission of Founding Notification, etc.) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| b 業 種Industry |  | | | |
| c 提供する商品・ サ ー ビ ス Products or  Services Provided |  | | | |
| d 事業所開設場所Business Office Address | 東京都 Tokyo, | | | |
| e 資本金  （または自己資金） Stated Capital (or Self Financing) | 千円Thousands of Yen | | | |
| f 株主構成  （ 持 分 比 率 ） Shareholders (Ownership Ratio) | 株主名Name of Shareholder | 住所 Address | | 持分比率Ownership Ratio |
|  |  | |  |
|  |  | |  |
|  |  | |  |
| 合計 Total | | |  |
| g 役員  ※申請人以外  Members of the Board  (other　than the applicant) | 氏名：Name: | | 国籍：Nationality | |
| 住所：Address: | | 役職：Position: | |
| h 従業員数 Number of Employees | 社員 名Full Time:、パート･アルバイト 名Part Time:、計 名 Total: | | | |

# ２ 事業の概要 Business Overview

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| --- |
| (1) 実施する事業の概要（商品・サービスの概要）  Provide an outline of your business (products and services provided). |
|  |
| (2) 商品・サービスの販売・提供方法（販売先、販売方法、販売単価等）  How will you sell and provide your products/services? (sales route, sales method, unit price, etc.) |

|  |
| --- |
|  |
| (3) 商品・サービスの製造元、仕入先、協力者や原価率、原価の内訳  Provide details of your expected manufacturer, supplier, partners, cost rate, and breakdown of cost |
|  |
| (4) 必要となる経営資源（事業資金、事務所、設備、ライセンス、従業員等）  What operational resources do you required? (capital, office, facilities, licenses, employees, etc.) |
|  |
| (5) 収益を上げることが可能な理由、東京の市場における競合他社との差別化要因  （革新的な技術・商品・サービス、ビジネスモデル等）  Why will your business make profits? What is your business’s differentiating factor from competitors? (innovative technology, products, services, and services; business model, etc.) |
|  |

**３ 創業活動の工程表 Scheduled Entrepreneur Activities**

申請日以降、創業のために行う準備の状況を明らかにしてください。

（所持している資金、資金調達、投入する資金、事業所及び設備、従業員、販売先開拓、仕入先*/*取引先、販売商品・サービス、許認可の資格取得、法人登記など）

Clearly state all scheduled entrepreneur activities required, should your application be approved. (current capital, raising capital, capital to be invested, office and facilities, employees, opening of sales routes, suppliers & clients, sales of product and services, acquiring authorized qualifications, corporate registration, etc.)

|  |  |  |
| --- | --- | --- |
|  | 創業活動状況 Scheduled Activities | 必要経費 Necessary Funds |
| 申請時点At the time of Application |  |  |
| （1 月目）  (Month 1) |  |  |
| （2 月目）  (Month 2) |  |  |
| （3 月目）  (Month 3) |  |  |
| （4 月目）  (Month 4) |  |  |
| （5 月目）  (Month 5) |  |  |

|  |  |  |
| --- | --- | --- |
| （6 月目）  (Month 6) |  |  |

**４ 利益計画** Expected Profits

法人設立（開業）予定日

Corporate Founding (expected date)

(year) (month) (day) (expected)

単位：千円Unit: thousand(s)of yen

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 決算期（ 　）予定 | | 第 1 期 | 第 2 期 | 第 3 期 |
| a 売上高 Sales | |  |  |  |
|  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| b 売上原価（材料費、労  務費、経費、外注費など）  Costs of Goods Sold (incl. labor and subcontracting costs, etc.) | |  |  |  |
|  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| c 売上総利益（a－b） Gross Profit on Sales (a – b) | |  |  |  |
| d 販管費及び一般管理費  Selling, General, and Administrative Expenses | |  |  |  |
|  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| e 営業利益（c－d） Operating Profit (c – d) | |  |  |  |
| f 支払利息  Interest due | |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| g 経常損益  Ordinary profit and loss |  |  |  |
| h 特別損益  Extraordinary income or loss |  |  |  |
| i 税引前当期利益  Income before income tax |  |  |  |
| j 税引後利益  Profit after tax |  |  |  |

\*Corporation tax rate to be fixed at 40%

\*Calculated without applying loss brought forward from

the previous term

# ５ 資金計画

法人設立（開業）予定日 年 月 日（予定）

開業時の手持ち資金（現金預金残高） 円（予定） 単位：千円

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 決算期（月末）予定 | | 第 1 期 | 第 2 期 | 第 3 期 |
| 資金使途 | 不動産  （土地、建物等の取得、売却） Real estate (acquisition and sale of land, buildings, etc.) |  |  |  |
| 設備  （機器、備品等） Equipment (Equipment, fixtures, etc.) |  |  |  |
| 借入金返済  Repayment of debt |  |  |  |
| 借入金支払利息  Interest on borrowings |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| その他  Other |  |  |  |
| 資金支出合計  Total cash outflow |  |  |  |
| 資金調達 | 税引後利益  Profit after tax |  |  |  |
| 減価償却費  Depreciation |  |  |  |
| 特別損益  Extraordinary income or loss |  |  |  |
| 営業外損益  Non-operating profit or loss |  |  |  |
| 新規借入金  New debt |  |  |  |
| 自己資金繰入  Carryover of funds on hand |  |  |  |
| その他  Other |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 資金収入合計  Total cash inflow |  |  |  |
| 当期資金収支  Net cash flow | |  |  |  |
| 差引（現金預金残高）  Net (cash balances) | |  |  |  |

労務費と人件費の明細 【単位：千円】

**Details on Labor Costs and Personnel Costs 【Unit: thousand yen】**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 種別（人数及び支  払 給 与 ） Types (number of staff and payroll) | 明細  Details | 第 1 期1st Period | 第 2 期2nd Period | 第 3 期3rd Period |
| 経営陣 | 工場職員  Factory staff |  |  |  |
| 本社職員  Head office staff |  |  |  |
| 一人当たり平  均支出額Average expenditure per capita |  |  |  |
| 労務費  Labor costs |  |  |  |
| 人件費  Personnel costs |  |  |  |
| 総額  Total |  |  |  |
| 正社員 | 工場職員  Factory staff |  |  |  |
| 本社職員  Head office staff |  |  |  |
| 一人当たり平  均支出額Average expenditure per capita |  |  |  |
| 労務費  Labor costs |  |  |  |
| 人件費  Personnel costs |  |  |  |
| 総額  Total |  |  |  |
| パート | 工場職員  Factory staff |  |  |  |
| 本社職員  Head office staff |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 一人当たり平  均支出額Average expenditure per capita |  |  |  |
| 労務費  Labor costs |  |  |  |
| 人件費  Personnel |  |  |  |
| 総額  Total |  |  |  |
| 労務費合計  Labor costs (Total) | |  |  |  |
| 人件費合計 Personnel costs (Total) | |  |  |  |

Operating income

Operating expenditures

# ６ 資金繰り表

# Cash Flow Table

単位：千円

Unit: thousand yen

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 年 月  Month/Year | |  |  |  |  |  |  |
| 前月繰越（金）（A）  Carryover from the previous month (cash) (A) | |  |  |  |  |  |  |
| 営業収入 | 現金売上  Cash sales |  |  |  |  |  |  |
| 売掛金の回収  Collection of accounts receivable |  |  |  |  |  |  |
| 受取手形の期日入  金  Due date of notes receivable |  |  |  |  |  |  |
| 前受金の入金  Deposits of advances received |  |  |  |  |  |  |
| その他の入金  Other deposits |  |  |  |  |  |  |
| 収入合計（B）  Total income (B) |  |  |  |  |  |  |
| 営業支出 | 現金仕入  Cash purchases |  |  |  |  |  |  |
| 買掛金の支払  Payment of accounts payable |  |  |  |  |  |  |
| 支払手形の期日決  済  Settlement date of notes receivable |  |  |  |  |  |  |
| 未払金の支払  Payment of accounts payable |  |  |  |  |  |  |
| 設備支出  Capital expenditure |  |  |  |  |  |  |
| 広告宣伝支出  Advertising spending |  |  |  |  |  |  |
| 支払家賃  Rental expenses |  |  |  |  |  |  |
| 人件費支出  Personnel expenses |  |  |  |  |  |  |
| 外注費支出  Outsourcing expenses |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 支払利息  Interest due |  |  |  |  |  |  |

Revenue & expenditures

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | その他の支払  Other payments |  |  |  |  |  |  |
| 支出合計（C）  Total expenditures (C) |  |  |  |  |  |  |
| 差引過不足（D）=B-C Net deficiency and excess  (D) = B-C | |  |  |  |  |  |  |
| 財務収支 | 借入  Borrowing |  |  |  |  |  |  |
| 手形割引  Discounting of bills |  |  |  |  |  |  |
| 借入金返済  Repayment of debt |  |  |  |  |  |  |
| その他  Other |  |  |  |  |  |  |
| 財政収支合計（E）  Total fiscal balance (E) |  |  |  |  |  |  |
| 当月差引金額（F）=D+E  Monthly net amount (F)=D+E | |  |  |  |  |  |  |
| 次月繰越（金）（A+F）  Carry-forward to the next month (cash) (A+F) | |  |  |  |  |  |  |