

Tokyo Metropolitan Government National Strategic Special Zone Foreign National Startup Activity Promotion Program Implementation Guidelines

I. Project Objective

This program promotes business startup activities by foreign nationals in Tokyo, in allowing foreign nationals to enter the country upon fulfilling the business startup foreign national entry examination criteria in accordance with the Tokyo Metropolitan Government (hereinafter, “TMG”) confirming that the business plan related to the startup activity is appropriate and reliable.

II. Program Target Persons

As a general rule, this project shall be applicable to foreign nationals who begin a new business within Tokyo (and other special wards and designated areas that meet the requirements).

Note: As a general rule, foreign nationals who are already residing in Japan under other residence status (excluding “Student”) cannot use this program. When changing the residence status from “Student”, the term "after landing" in this guideline should be read as "after permission to change residence status".

III. Program Process

1. Application for Startup Activity Confirmation

A. Documents to be Submitted

TMG will confirm the startup activities. Please submit the following documents for confirmation.

Documents to be submitted at the time of application

- 1) Startup Activity Confirmation Application (and consent form) (Form No. 1)
- 2) Startup Activity Plan (Form No. 1-2)
- 3) Resume (Form No. 1-3)
- 4) Copy of the applicant’s passport
- 5) Documents that clarify the applicant’s residence 6 months after entry
(Ex: copy of the rental contract application form, etc.).

When changing the residence status from ”Student”, make a copy of the residence certificate and both sides of the residence card.

- 6) Other required documents (Ex: copy of bank account passbook, documents showing current bank account balance, etc.)

Note: Forms No. 1) - 3) can be downloaded from the following URLs.

Japanese: https://www.startup-support.metro.tokyo.lg.jp/for_foreign/bdc_tokyo/jp/fhr/

English: https://www.startup-support.metro.tokyo.lg.jp/for_foreign/bdc_tokyo/en/fhr/

Any of the following persons below (*) can submit the application. As a general rule, please bring the documents to the submission location.

(*) Those who may bring the documents

- a. The applicant
- b. Persons who are employees of public interest incorporated foundations, or public interest incorporated foundations, for the purpose of smoothly accepting foreign nationals, and are determined to be appropriate by the director of the Regional Immigration Bureau (currently, this corresponds to the Japan Immigration Bureau).
- c. An attorney or administrative scrivener who has notified the director of the Regional Immigration Bureau that exercises jurisdiction over the location where the bar association or administrative scrivener association to which the attorney or administrative scrivener belongs. However, if the applicant is outside of Japan, this must be a person who has been entrusted by the applicant (in the case of a corporation, its staff) for the establishment of a business office in Japan.

Note: If the application documents will be submitted by a person described in b. or c., please submit documentation that proves their relationship with the foreign national.

Where to Apply:

Business Development Center Tokyo Akasaka Desk

- Address: ARK Mori Building 7F (inside the Japan External Trade Organization (JETRO) headquarters)
1-12-32 Akasaka, Minato-ku, Tokyo 107-6006
- Email: support2@bdc-tokyo.org
- Phone: 03-3582-8353
- Business Hours: 9:30 AM - 5:30 PM (closed on Saturdays, Sundays, national holidays, and the New Year holiday period)

B. Business Plan Confirmation

TMG will confirm each requirement stipulated in Article 22, Item 1, a. - d. of the National Strategic Special Zones Law Enforcement Ordinance (hereinafter, "Law Enforcement Ordinance") through application documents and interviews. For example, the business startup activities under review will be checked to see if it is pertinent for strengthening the international competitiveness of industries, and forming a center for international economic activities in the National Strategic Special Zone, as well as if the business plan is appropriate and reliable. The specific items to be checked are as follows.

- Business content / - Business implementation area / - Establishment location
- Specific plan up to the start of business / - Startup activity funds
- Business scale / - Residence, living expenses

Applications will not be accepted if the applicant is discovered to be a member of antisocial forces, or has a relationship with antisocial forces. If this is discovered after the application has been accepted, the acceptance will be retroactively canceled.

2. Decision and Issuance of a Startup Activity Confirmation Certificate

TMG will decide and issue the Startup Activity Confirmation Certificate upon listening to the opinions of those who have insight regarding business management, the issuance application is appropriate, and all of the requirements stipulated in Article 18, Item 1, a. - 2. of the Law Enforcement Ordinance (hereinafter, “relevant requirements”) are recognized to be satisfied.

The Startup Activity Confirmation Certificate will be sent by mail, or issued in person.

If the issuance application is found to be inadequate, or part of the relevant requirements have not been met, the Tokyo Governor will issue the Outcome Notice of Confirmation of Business Startup Activities by mail, notifying that the Startup Activity Confirmation Certificate could not be issued.

3. Application of Issuance of the Certificate of Eligibility for Resident Status / Determination of Period of Stay

Those who have been issued the Startup Activity Confirmation Certificate should apply for the issuance of the Certificate of Eligibility for Residence Status at the Tokyo Regional Immigration Bureau within 3 months of the Confirmation Certificate’s valid period.

When changing the residence status from ”Student”, please apply for the permission to change residence status.

4. Developing Startup Activities

Those who have received a decision for their Business/Management residence status should enact startup activity during the 6 month period of stay.

During the activity period, TMG will hold at least 1 interview every 2 months (including face-to-face and online) regarding the progress of the startup activity plan, of which one of the interviews during the activity period will be face-to-face. The applicant may be asked to submit documents(**) that will clarify the implementation status of the startup activity plan.

** Ex: Contracts related to renting business offices and employee employment contracts, contracts with business partners, personal bankbooks, etc.

Please contact the Business Development Center Tokyo if you encounter any problems during your business startup activities.

5. Renewing the Period of Stay

Please visit the Tokyo Regional Immigration Bureau and perform the procedures for renewing your period of stay if you will stay in Japan for more than 6 months after entry, and will participate in the management of a business.

You may be asked to return to your country if it becomes difficult to continue the business startup activities during the 6 month period of stay, or the Business/Management period of stay renewal was not recognized. Please secure the return travel expenses (equivalent to a one-way ticket to your home country) separately from the business expenses.

IV. Changing the Application Content

If you wish to make a change in the content after submitting the Startup Activity Confirmation application to TMG, please submit the following documents promptly to the submission location.

Documents to be Submitted

- 1) Change Notification Form (Form No. 6)
- 2) Documents for confirming changes (Ex: updated version of materials submitted for the confirmation application)

Examples of Changes in Application Content After Submitting the Startup Activity Confirmation Application

- Applicant's residence within Japan, contact information, etc.

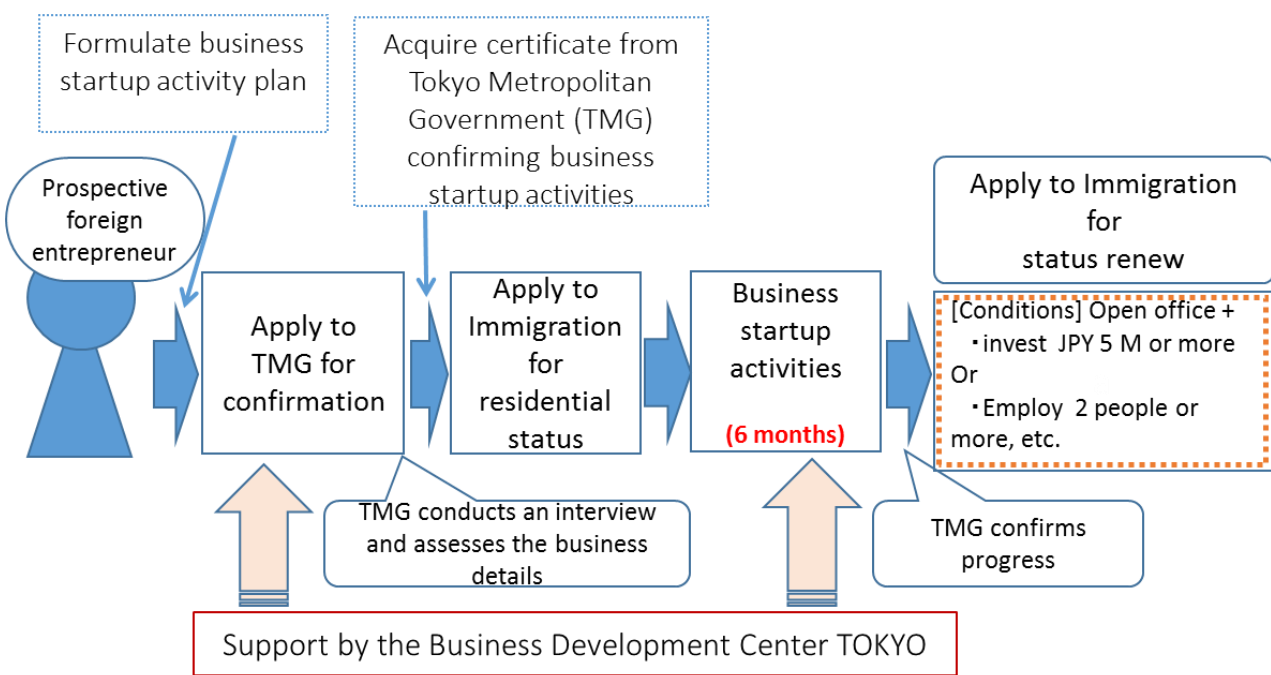
V. Withdrawal of the Startup Activity Confirmation

Issuance of the Startup Activity Confirmation Certificate may be withdrawn from those who have been issued the certificate if any of the following items are found to be applicable, from the day that the certificate was issued until the time when procedures for renewing the Business/Management residence status are completed.

- 1) If the relevant confirmation is found to have been a false application, there are other fraudulent acts, or the submitted documents contain false statements.
- 2) When confirming the progress of the startup activity plan, the individual does not respond to requests, such as explanation and submitting documents, and other necessary measures, without a justifiable reason.

If the Startup Activity Confirmation has been withdrawn, please return the certificate immediately.

< Procedure in case of arriving in Japan >



< Procedure in case of changing residence status from "Student" to "Business / Management" >

