

Opening of the Tokyo One-Stop Business Establishment Center Shibuya Satellite Center

The Tokyo One-Stop Business Establishment Center (TOSBEC) provides centralized services for procedures needed to establish a company or to start up a business in Tokyo, such as certification of Articles of Incorporation, company registration, taxes, pension and social insurance, and immigration procedures.

We will now be opening a satellite center next to Shibuya Hikarie.

Here, you can consult over videophone with experts stationed at TOSBEC in Akasaka, and also submit application documents.

A small and medium enterprise management consultant is always present at the satellite center to provide advice related to opening a business, such as on financing and management plans.

Please feel free to drop by!

What's the Satellite Center ?

Shibuya and Akasaka connected by videophone

Shibuya Satellite
Center

Center
staff



Consultation on
business startup
procedures

Advice
Suggestions

Tokyo One-Stop Business
Establishment Center
(Akasaka)



Can consult via videophone with TOSBEC in Akasaka regarding procedures needed to launch a business. Support will be provided by the Center staff.

Highly qualified
experts are on
standby!



Five advantages of the Satellite Center

1. Right next to Shibuya Hikarie!

Good location, just a 2-minute walk from Shibuya station east exit.

2. In addition to receiving consultation on business startup procedures, application documents can also be submitted !

Application documents submitted to the Satellite Center are sent to TOSBEC in Akasaka, and accepted there.

※Documents submitted by 4 p.m. will be handled as same-day submissions. As the contents of the documents need to be confirmed by 4 p.m., please allow enough time to do this.

3. Equipped with computers for electronic applications!

Center staff will provide support for on-line applications.

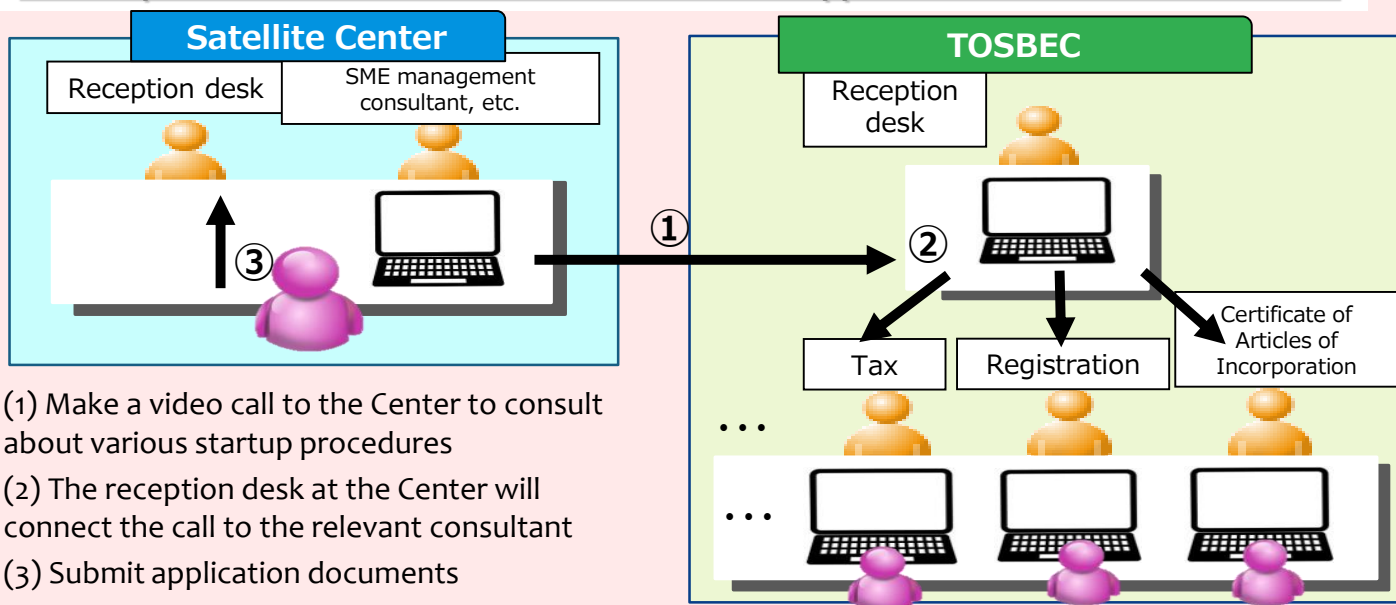
4. Free consultations as many times as needed!

Repeat visits are welcomed.

5. Interpreting support provided

An interpreter is always at the Center for the convenience of non-Japanese speakers.

Flow of procedures for video call consultation and application document submissions



- (1) Make a video call to the Center to consult about various startup procedures
- (2) The reception desk at the Center will connect the call to the relevant consultant
- (3) Submit application documents

Consultations and document submissions possible at TOSBEC (Akasaka)

Section	Services
Certification of Articles of Incorporation	Certification of Articles of Incorporation by a notary *Only consultations for Certification of Articles of Incorporation
Company Registration	Consultation related to company registration
Tax (National Tax)	① Notification of Incorporation ② Application for Approval of Filing a Blue-form Tax Returns ③ Notification of Establishment/Relocation/Discontinuance of an Office Paying Salaries ④ Application for Approval of Extension of Withholding Tax Payment
Tax (Metropolitan Tax)	① Notification of Incorporation ② Notification/Application for Extension of Time to File Tax Statement
Immigration	Certificate of Eligibility for Status of Residence under the categories of "Business Manager," "Intra-company Transferee," and "Engineer/Specialist in Humanities/Int'l Services," when related to the establishment of a business (includes forms for family members applying at the same time) *Only consultations for immigration control
Employment Insurance	① Notification for Establishment of a Business Covered by Employment Insurance ② Notification for Qualification Acquisition of Employment Insurance
Labor Insurance	① Notification for Establishment of Insurance Relation ② Estimated Insurance Premiums Declaration ③ Notification of Applicable Understanding ④ Notification of Rules of Employment ⑤ Labor-Management Agreement for Overtime and Holiday Work
Health Insurance/Pension Insurance	① Notification for New Application ② Notification for Qualification Acquisition ③ Notification for Changes of Insured Person's Dependents/Notification of Third Insured Person Qualification ④ Notification of Name in Romaji

Access

Address

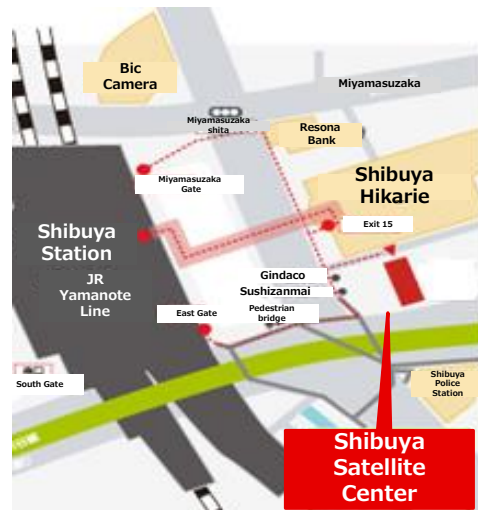
Natori Bldg. Rm. 306, 2-22-8 Shibuya, Shibuya-ku, Tokyo
2-min. walk from Shibuya station east exit (next to Hikarie)
@Business Center in front of Shibuya East exit

Consultation hours :

Weekdays 9:30 a.m. to 5:30 p.m. (closed 12 pm -1pm)
 Closed : National holidays and Year-end & New year's holidays
 (December 29 – January 3)

For consultation appointment

- ① Call to registration desk : **03-6451-1740**
- ② Send a reservation form :



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