

Example

(様式第1号の2)

創業活動確認計画書 Plan for Confirmation of Business Startup Activities

* If there are multiple applicants for the same business, each applicant is to fill in his or her own copy of this plan.
* In such a case, aside from "Applicant's Name" and items (1) to (4) of "Applicant's Resume," the rest of the plan can be the same.

In English alphabets or Japanese characters

Please submit this form within a month of completion date.

December 10, 2020

申請人氏名 Applicant's Name **Ichiro Tokyo**

Email **tokyo@japan.com**

署名 Signaturre or seal (*Ichiro Tokyo*)

1 申請人の概要 Applicant's Resume

(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)

I would like to use my work experience in the nursing care industry, such as with Company A and Company B, to develop nursing care robots applicable throughout the world.

The reasons for founding the business in Tokyo are: my past experience studying in Shinjuku University; existence of many leading Japanese companies in robot development and nursing care; and abundant supply of talents such as researchers.

(2) 事業における申請人の役職・役割 What is your position and role in the business?

President and Representative Director; overall management of all business activities.

(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.

I specialized in robotic engineering during university and graduate school (obtained D.Eng.) and subsequently joined a local robot development company, where I worked 10 years developing nursing care robots.

(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.

Hanako Shinjuku

(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

2021 年(Year) **7** 月(Month) **15** 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	Welfare and healthcare-related industry		
c 提供する商品・サービス Products or Services Provided	Design, development, and sale of nursing care robots		
d 事業所開設場所 Business Office Address	東京都 Tokyo, Shinjuku-ku, Nishi-shinjuku...		
e 資本金 (または自己資金) Stated Capital (or Self Financing)	5,000 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
	Ichiro Tokyo	70 %
	Hanako Shinjuku	30 %
	合計 Total		
g 役員 ※申請人以外 Members of the Board (other than the applicant)	氏名 : Name: John Smith		国籍 : Nationality: USA
	住所 : Address: Tokyo, Shinjuku-ku, ...		役職 : Position: Director
h 従業員数 Number of Employees	社員計	名 Full Time: 2 、パート・アルバイト名 Total: 5	名 Part Time: 3 、

Do not include management in Number of Employees

2 事業の概要 Business Overview

(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).
<ul style="list-style-type: none"> • Design, development, sale, and rental of nursing care robots Design, development, sale, and rental of nursing care robot “Tasukeru-kun.” <ul style="list-style-type: none"> • This robot helps in the smooth transfer of the person being cared for, such as between wheelchair and bed, thereby reducing the risk of back injuries to the care-giver. • By having a conversation function, it can participate in simple daily conversations with the person being cared for.
(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.)

<ul style="list-style-type: none">• Sales and rental clients<ul style="list-style-type: none">• Nursing homes• Hospitals• Sales methods<ul style="list-style-type: none">• Expansion of sales channel by the introduction of facility staff, etc., etc.• Internet e-commerce• Unit price<ul style="list-style-type: none">• 100,000 yen per unit• By using the robots as an advertising channel, expect to gain advertising revenue (700,000 yen)
(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
Nursing care robots will be developed in-house (expect to take 3 years for business to get on track) <ul style="list-style-type: none">• Labor cost: 1,000,000 yen• Advertising cost (magazines): 1,000,000 yen• Material cost: 1,200,000 yen
(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.)
<ul style="list-style-type: none">• Robot development staff• Development equipment (e.g. PC, development equipment, etc.): 3,000,000 yen• Office: Approximately 50 m2, rent of 150,000 yen
(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.)
<ul style="list-style-type: none">• Looking at Tokyo's population trend, by 2025, one in four persons will be an elderly person age 65 and above. The rate of aging will increase from 20.4% in 2010, to 39.2% in 2060. Therefore, it is expected that the number of elderly persons requiring nursing care will increase, and the market size can be expected to grow.• I received an award in robotic engineering while in graduate school. Details of award: ... By collaborating with universities and research institutes, the latest in research can be utilized in development.

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	<ul style="list-style-type: none"> • Funded prepared. • Development machinery, etc. already purchased. • Plan to raise capital from financial institutions, towards founding in July. • In process of developing beta version of nursing care robot “Tasukeru-kun.” • Recruiting interns with background in robotic engineering. 	Beta development fee 100,000 yen Intern recruitment fee 30,000 yen
February 2021 (1月目) (Month 1)	<ul style="list-style-type: none"> • Arrival in Japan • Open personal account and remit investment funds • Release of beta version. • Employment of interns. 	Advertising fee for beta version 80,000 yen Operating expenses for beta version 50,000 yen
March 2021 (2月目) (Month 2)	<ul style="list-style-type: none"> • Consolidate results from beta testing and starting development of final version. • Apply for office lease • Purchase equipment for development. • Respond to first progress check by Tokyo Metropolitan Government (TMG) 	Salaries for interns 80,000 yen Operating expenses for final version 100,000 yen Equipment purchase 200,000 yen
April 2021 (3月目) (Month 3)	<ul style="list-style-type: none"> • Development of final version. • Move into office. • Sales activities to nursing care-related companies. • Explore employment of full time staff (employ promising interns) 	Salaries for interns 80,000 yen Operating expenses for final version 100,000 yen Office rent 30,000 yen
May 2021 (4月目) (Month 4)	<ul style="list-style-type: none"> • Development of final version. • Sales activities to nursing care-related companies • Respond to second progress check by TMG Office inspection 	Salaries for interns 80,000 yen Operating expenses for final version 100,000 yen Office rent 30,000 yen
June 2021 (5月目) (Month 5)	<ul style="list-style-type: none"> • Development of final version. • Sales activities to nursing care-related companies. • Prepare application for company registration. • Employ staff. 	Salaries for interns 80,000 yen Operating expenses for final version 100,000 yen Office rent 30,000 yen

<p>July 2021 (6月目) (Month 6)</p>	<ul style="list-style-type: none"> • Plan to register company on July 15. • Release final version of nursing care robot “Tasuke-kun.” • Sales activities to nursing care-related companies. • Recruit part time staff if necessary. • Respond to third progress check by TMG Office inspection • Final confirmation of documents related to renewal of Business Manager status of residence 	<p>Advertising fee for final version 50,000 yen</p> <p>Operating expenses for final version 80,000 yen</p> <p>Salaries 200,000 yen</p> <p>Office rent 50,000 yen</p>
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4 利益計画 Expected Profits

法人設立（開業）予定日

単位：千円

Corporate Founding
(expected date) 2021 (year) 7(month) 15(day)
(expected)Unit: thousand(s) of
yen

決算期（6月末）予定	第1期	第2期	第3期
a 売上高 Sales	50,000	70,000	150,000
Rental charges for nursing care robots	30,000	50,000	100,000
Sales of nursing care robots	19,000	19,000	49,000
Others(advertising revenue)	1,000	1,000	1,000
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.)	24,000	31,800	59,800
Material cost	9,000	15,000	30,000
Labor cost	10,800	11,800	21,000
Subcontracting cost	3,200	3,900	7,000
Depreciation	100	100	100
Other productive expenses	900	1,000	1,700
c 売上総利益（a-b） Gross Profit on Sales (a - b)	26,000	38,200	90,200
d 販管費及び一般管理費 Selling, General, and Administrative Expenses	29,800	35,600	70,500
Advertising expenses	1,000	1,500	5,000
Rent	6,000	6,000	6,000
Personnel cost	21,600	26,800	57,000
Depreciation	100	100	200
Other Sales cost	1,100	1,200	2,300
e 営業利益（c-d） Operating Profit (c - d)	-3,800	2,600	19,700
f 支払利息 Interest due	200	200	200

g 経常損益 Ordinary profit and loss	-4,000	2,400	19,500
h 特別損益 Extraordinary income or loss	-50	-1,510	-250
i 税引前当期利益 Income before income tax	-4,050	890	19,250
j 税引後利益 Profit after tax	-4,050	534	11,550

*Corporation tax rate to be fixed at 40%

*Calculated without applying loss brought forward from
the previous term

If income before income tax is negative,
please indicate the income after income
tax as it is.

5 資金計画

法人設立（開業）予定日 **2021年7月15日**（予定）開業時の手持ち資金（現金預金残高） **5,000,000円**（予定）

単位：千円

決算期（6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.)	400	600	1,000	
	借入金返済 Repayment of debt	1,000	1,000	1,000	
	借入金支払利息 Interest on borrowings	200	200	200	
	その他 Other	1,100	1,700	2,300	
	資金支出合計 Total cash outflow	2,700	3,500	4,500	
	資金調達	税引後利益 Profit after tax	-4,050	534	11,500
		減価償却費 Depreciation	200	200	300
特別損益 Extraordinary income or loss		50	1,510	200	
営業外損益 Non-operating profit or loss		200	200	200	
新規借入金 New debt		10,000			
自己資金繰入 Carryover of funds on hand		—	1,000	—	
その他 Other		—	200	—	

Include acquisition of fixed assets not included as expenses

	資金収入合計 Total cash inflow	6,400	3,644	12,250
当期資金収支 Net cash flow		3,700	144	7,750
差引 (現金預金残高) Net (cash balances)		8,700	8,844	16594

↑
Include funds on hand (cash balance)
at time of establishment

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 1 st Period	第2期 2 nd Period	第3期 3 rd Period
経営陣	工場職員 Factory staff	0人	0人	0人
	本社職員 Head office staff	2人	3人	3人
	一人当たり平均支出額 Average expenditure per capita	5,000	7,000	10,000
	労務費 Labor costs	0	0	0
	人件費 Personnel costs	10,000	14,000	30,000
	総額 Total	10,000	14,000	30,000
	正社員	工場職員 Factory staff	2	2
本社職員 Head office staff		2	2	4
一人当たり平均支出額 Average expenditure per capita		5,000	5,000	6,000
労務費 Labor costs		10,000	10,000	18,000
人件費 Personnel costs		10,000	10,000	24,000
総額 Total		20,000	20,000	42,000
パート		工場職員 Factory staff	1	2
	本社職員 Head office staff	2	2	3

	一人当たり平均支出額 Average expenditure per capita	800	900	1,000
	労務費 Labor costs	800	1,800	3,000
	人件費 Personnel	1,600	1,800	3,000
	総額 Total	2,400	3,600	6,000
労務費合計 Labor costs (Total)		10,800	11,800	21,000
人件費合計 Personnel costs (Total)		21,600	25,800	57,000

6 資金繰り表
Cash Flow Table

Include month of planned date of incorporation
(start of business) in "5. Financial Plan"
Initial carryover from previous month is capital
amount

単位：千円

Unit: thousand yen

年 月 Month/Year		2021.7	2021.8	2021.9	2021.10	2021.11	2021.12
前月繰越(金) (A) Carryover from the previous month (cash) (A)		5,000	10,950	8,350	8,150	7,500	7,200
営業収 Operating income	現金売上 Cash sales	1,000	2,000	4,000	4,000	4,000	4,000
	売掛金の回収 Collection of accounts receivable	0	1,000	2,000	2,000	2,000	2,500
	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)	1,000	3,000	6,000	6,000	6,000	6,500
	営業支 Operating expenditures	現金仕入 Cash purchases	1,000	1,000	1,500	1,500	1,500
買掛金の支払 Payment of accounts payable		0	1,000	1,000	1,000	1,000	1,000
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		100			100		
広告宣伝支出 Advertising spending		250			250		
支払家賃 Rental expenses		500	500	500	500	500	500
人件費支出 Personnel expenses		2,700	2,700	2,700	2,700	2,700	2,700
外注費支出 Outsourcing expenses		200	100	200	300	300	300
支払利息 Interest due							100

	その他の支払 Other payments	300	300	300	300	300	300
	支出合計 (C) Total expenditures (C)	5,050	5,600	6,200	6,650	6,300	6,400
	差引過不足 (D) =B-C Net deficiency and excess (D) = B-C	-4,050	-2,600	-200	-650	-300	100
財務 収支 Revenue & expenditures	借入 Borrowing	10,000					
	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)	10,000	0	0	0	0	0
	当月差引金額 (F) =D+E Monthly net amount (F)=D+E	5,950	-2,600	-200	-650	-300	100
	次月繰越 (金) (A+F) Carry-forward to the next month (cash) (A+F)	10,950	8,350	8,150	7,500	7,200	7,300