

New Tokyo One-Stop Business Establishment Center Has Started!

The Tokyo One-Stop Business Establishment Center (TOSBEC) unifies various filing procedures required when establishing a corporation or setting up a business, including those for certification of articles of incorporation, company registration, taxes, pension insurance, social security, and immigration.

Recently, TOSBEC has expanded its functions!

Please use TOSBEC's increasingly convenient services.

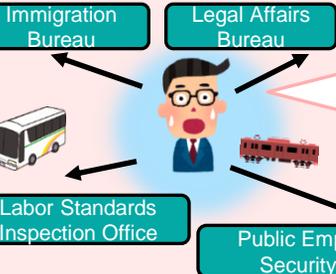
Expanded function 1

TOSBEC accepts documents for all eight types of procedure!

In addition to previous document preparation advice, document receipt & delivery service, etc. TOSBEC now "accepts" documents!

If you hope to start a business in central Tokyo, you need to "visit **eight bureaus and offices**" ^{(*)1}, spending **approx. 1.5 hours just on traveling**.^{(*)2}

^{*1} Prime Minister's speech made at the opening ceremony (March 31, 2015)
^{*2} Total time to travel from the first bureau/office to the last one



Online application from TOSBEC has become available ^{(*)1}! Consultants support your application!



^{*1} Online application related to immigration is now under consideration, aiming at the launch around FY2018.

Procedure	Previous	→	Now
Certification of Articles of Incorporation	Acceptance	→	Acceptance
Company Registration	Only consultation	→	Acceptance
Tax (National tax)	Only consultation	→	Acceptance
Tax (Metropolitan tax)	Acceptance	→	Acceptance
Labor Insurance	Receipt & delivery of documents	→	Acceptance
Employment Insurance	Receipt & delivery of documents	→	Acceptance
Health Insurance/Pension Insurance	Receipt & delivery of documents	→	Acceptance
Immigration	Acceptance	→	Acceptance

^{*} "Acceptance of Applications" provided in Article 21 of the Commercial Registration Act (entry in an acceptance record book, etc.) is made at the registry office that has jurisdiction.

- PCs, card readers, etc. for filing applications are arranged.
- **At TOSBEC, you can also submit a seal impression notification** required for commercial registration.

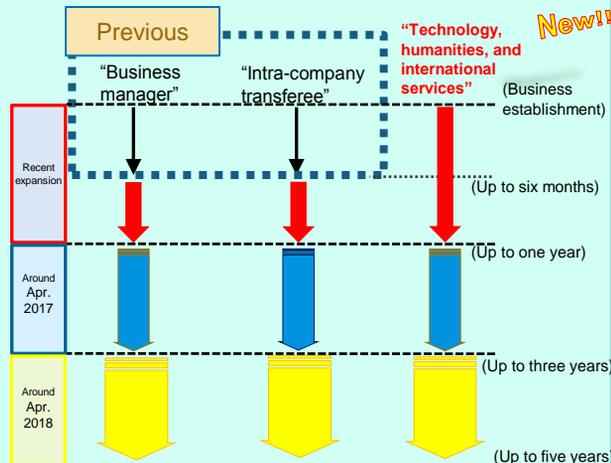
Note: The notification needs to be separately sent in the case of usual online application

Expanded function 2

The handling of certificate of eligibility has been expanded!

- **"Technology, humanities, and international services"** have been added to the applicable statuses of residence.
- You can utilize TOSBEC for **up to five years** from business establishment! ^{(*)1}

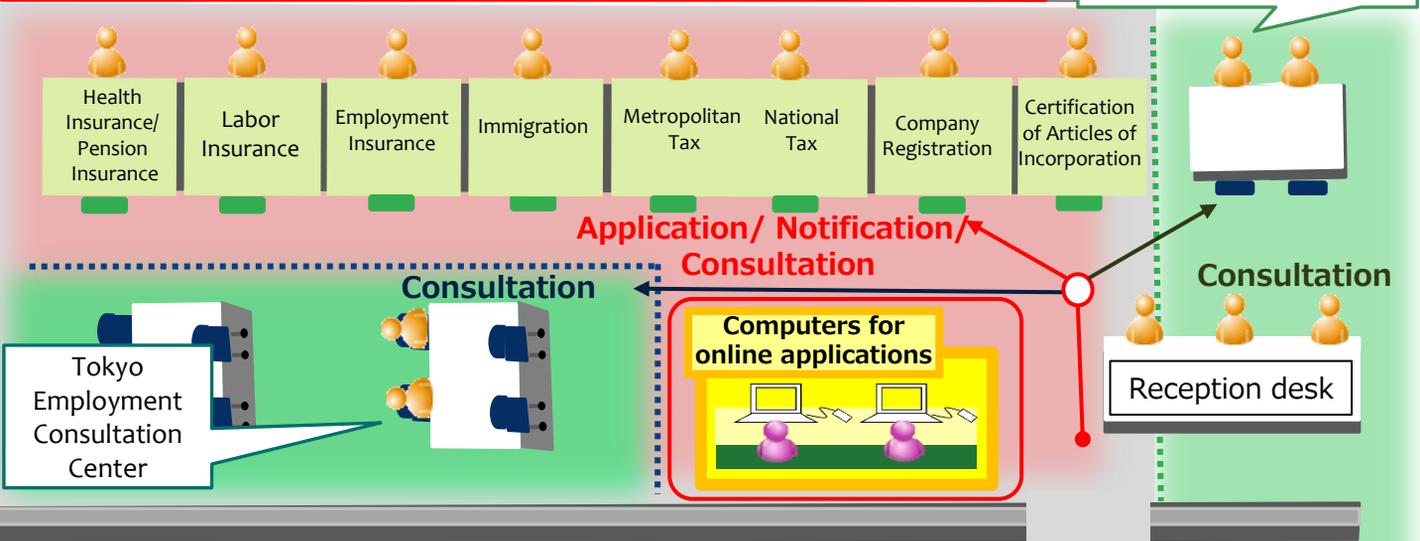
^{*} The application period is being extended in a phased manner from FY2017.



Floor Map

Tokyo One-Stop Business Establishment Center

Business Development Center TOKYO



Services

Section	Services (Started on Dec.22, 2016)
Certification of Articles of Incorporation	Certification of Articles of Incorporation by a notary
Company Registration	Consultation related to company registration
Tax (National Tax)	①Notification of Incorporation ②Application for Approval of Filing a Blue-form Tax Returns ③Notification of Establishment/Relocation/Discontinuance of an Office Paying Salaries ④Application for Approval of Extension of Withholding Tax Payment
Tax (Metropolitan Tax)	①Notification of Incorporation ②Notification/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)
Employment Insurance	① Notification for Establishment of a Business Covered by Employment Insurance ② Notification for Qualification Acquisition of Employment Insurance
Labor Insurance	①Notification for Establishment of Insurance Relation ②Estimated Insurance Premiums Declaration ③Notification of Applicable Understanding ④Notification of Rules of Employment ⑤Labor-Management Agreement for Overtime and Holiday Work
Health Insurance/Pension Insurance	①Notification for New Application ②Notification for Qualification Acquisition ③Notification for Changes of Insured Person’s Dependents/Notification of Third Insured Person Qualification ④Notification of Name in Romaji

ACCESS

■ **Location :**
7F ARK Mori Building, 12-32 Akasaka, 1-chome, Minato-ku, Tokyo
*Please come to the reception desk on the 7th floor by taking JETRO's private elevator located behind Starbucks Coffee on the 1st floor.

■ **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 : **03-3582-4934**
② Send a reservation form :
<https://www.tosbec.org/english/contact/index.html>

■ **Other inquiries :** 03-3582-8352

■ **Fax :** 03-5561-4123



The Center regularly holds consultation sessions. Please visit our website and Facebook page for user comments and event information!