# Information needed to register the Branch-Office in Japan

In all questions below “Company” means the foreign company that is registering its branch-office in Japan.

# Name

The Company’s full name, as written on its current Certificate of Incorporation is      .

# Head-Office Address

The full postal address of the Company’s head-office, as written on its current Certificate of Incorporation is      .

# Governing Law, Country and State of Incorporation

The Company exists under the laws of       (state, if any),       (country).

# Date of Incorporation

The Company was incorporated on       (day),       (month),       (year).

# Paid-In Capital

The Company’s paid-in capital is      \*.

\*If the Company’s paid-in capital exceeds JPY100,000,000 equivalent, the Japanese tax office will consider the branch-office a large enterprise. That might reduce the branch-office’s effective income tax rate, but will increase the statutory minimum local taxes it will need to pay by a factor of 10 or more, even if it makes losses.

# Authorized Shares

The Company’s total number of authorized shares is      .

# Issued Shares

The Company’s total number of issued shares is      .

# Duration and Dissolution

The Company shall exist for an indefinite period [x]  (check if applicable), or, the Company shall be dissolved on       (day),       (month),       (year).

# Officers

The Company’s President or Managing Director (or equivalent presiding officer, partner or manager) is       (name), a       national born on       and residing at       (address).

# Directors

The Company’s Directors are:

###       (name), a       national born on       and residing at       (address).

###       (name), a       national born on       and residing at       (address).

###       (name), a       national born on       and residing at       (address).

###       (name), a       national born on       and residing at       (address).

###       (name), a       national born on       and residing at       (address).

# Auditor

The Company’s auditor is       (name), a       national born on       and residing at       (address).

# Other Branch-Offices

The Company has branch-offices in other countries as described herein:

### In       (country) at       (address).

### In       (country) at       (address).

### In       (country) at       (address).

### In       (country) at       (address).

### In       (country) at       (address).

# Branch-Office Representative

The representative of the Company’s branch-office in Japan shall be       (name), a       national born on       and residing at       (address, if the representative is non-Japanese then this address must match the representative’s certificate of residence in Japan).

# Branch-Office Address

The address of the Company’s branch-office in Japan is      .

# Date

Company will setup its branch-office in Japan on       (day),       (month),       (year).

# Business Purpose

The business purpose of the Company’s branch-office in Japan shall be:

###      .

###      .

###      .

###      .

###      .

Business purposes must be specific, for example, “The sale of software products”, “The import and sale of cosmetics”, “Provision of consulting services”, “Sale of investment products”.

Special licenses and permits are required before a branch-office can import or sell certain products (such as cosmetics, pharmaceutical products, medical devices, and investment products).