Flowchart of application for the program to increase foreign entrepreneurs ≪Change from "Student" to "Business Manager" status of residence ≫

Source of materials: Tokyo Metropolitan Government

STEP

Apply to the Tokyo Metropolitan Government for the Confirmation of Business Startup Activities.

Where to submit:

"Business Development Center TOKYO," Akasaka Desk, seventh floor, Japan External Trade Organization (JETRO) headquarters



STEP 2

About one month. Interviews and review of the business plan by the Tokyo Metropolitan Government.

Receive the Certificate of Confirmation of Business Startup Activities from the Tokyo Metropolitan Government.

Note: The certificate may not be issued as a result of examining the application.

Method for issuing the certificate:

Either by mail or in person.



Apply once you are ready to apply for residence status. (Apply within the three months during which the Certificate of Confirmation of Business Startup Activities is effective.)

STEP :

Apply for change of status of residence to "Business Manager" (six months).

Where to apply:

Tokyo Regional Immigration Services Bureau, second floor, "C5 (Business and Employment Inspection Department)" Note: After your application documents are checked at C5, submit them to "B application (Residence Inspection) counter.



STEP 4

Receive "Business Manager" status of residence from the Tokyo Regional Immigration Services Bureau.

Note: "Business Manager" status of residence may not be issued as a result of examining the application.

How to receive "Business Manager" status of residence.

After receiving a notice by mail, receive a residency card at the Tokyo Regional Immigration Services Bureau.



[Things to be completed within the six-month period of start-up activities]

- ·Secure a business location.
- ·Register a company incorporation.
- ·Hire employees.
- ·Find business partners, etc.

Note: At least once every two months, the Tokyo Metropolitan Government will interview with the applicant to discuss the progress of the applicant's startup activity plan. The Interview will be conducted either online or in person.

STEP 5

Apply for extension of period of stay.

Where to apply:

"B application (Residence Inspection)" counter, second floor of the Tokyo Regional Immigration Services Bureau.



One to two months

STEP 6

Receive permission for extension of period of stay for "Business Manager" status of residence.

Note: Permission for extension of period of stay for "Business Manager" status of residence may not be issued as a result of examining the application.

How to receive "Business Manager" " status of residence.

After receiving a notice by mail, receive a residency card at the Tokyo Regional Immigration Services Bureau.

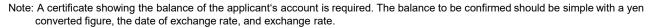
Apply for the Confirmation of Business Startup Activities at the Tokyo Metropolitan Government.

1. Submit application documents to the Akasaka Desk of the "Business Development Center TOKYO."

Documents to be submitted.

Submit all of the following documents: (Note: Fill out the forms in Japanese)

- (1) Application for Confirmation of Business Startup Activities (consent form) (format/sample).
- (2) Plan for Business Startup Activities (format/sample) ★Points to note for filling out the form.
- (3) Applicant's resume (format/sample).
- (4) Copy of applicant's passport.
- (5) Copy of resident card (both sides).
- (6) Certificate of residence
- (7)) Statement of balance issued by bank within one month from issuance.



- (8) Copy of the certificate of enrollment (if you are currently enrolled) or diploma (if you have already graduated).
- (9) Other required documents (reference materials, etc.).

Note: When applying by proxy.

- (10) Power of attorney (The proxy shall be a person who has been entrusted by the applicant with the "establishment of a business entity in Japan").
- (11) Copy of administrative scrivener's certificate or attorney's ID card/certification of notification.

• Where to submit:

"Business Development Center TOKYO," Akasaka Desk, ARK Mori Building seventh floor, Japan External Trade Organization (JETRO) headquarters, 1-12-32, Akasaka, Minato-ku, Tokyo

Email: support2@bdc-tokyo.org

TEL: 03-3582-8353

Operating hours: Weekdays 9:30 a.m.to 5:30 p.m. (Excludes Saturdays, Sundays, national holidays and the new year's holidays.)

How to submit

As a general rule, submit in person at the abovementioned place.

Note: Please contact "Business Development Center TOKYO" first so that we can electronically check in advance the contents of the documents to be submitted.

Persons who may submit application documents.

- (1) Applicant
- (2) A member of the staff of a public interest incorporated association or a public interest incorporated foundation, which has the purpose of facilitating the smooth acceptance of foreign nationals, and whom the director of the regional Immigration Services Agency deems to be suitable (Currently, the Japan Immigration Association fulfills these conditions.)
- (3) An attorney or administrative scrivener who has, through their bar association or administrative scrivener association, given notification to the director of the regional Immigration Services Agency that has jurisdiction over the association. However, if the applicant is not in Japan, this person will be someone (or staff member of a company) commissioned by the applicant to establish a business in Japan.

Note: If the application documents are submitted by a person described in (2) or (3), documentation that clarifies their relationship with the applicant (power of attorney) and proves that they are in the position to do so (Certified Administrative Procedures Legal Specialist identification card, etc.) must be also be presented.

After submission

The receipt shown on the right that will be issued by the Business Development Center TOKYO.

For the business plan and income

and expenditure plan in the Plan for

Startup

applicants can consult with a Small

and Medium Enterprise Management

Consultant at TOSBEC.

Activities.

Business

2. Confirmation of the business plan by the Tokyo Metropolitan Government (about one month)

The Tokyo Metropolitan Government will make assessments from the perspective of whether the applicant has a high likelihood of attaining the regular "Business Manager" status of residence after the six-month preparatory period.(*1)

- Method: Application documents and interview (conducted either online or in person).(*2)
- Specific items to be confirmed: Business details/Area of operation/Office location/Concrete plans up to launch of business/Funds for startup activities/Business size/Residence, living funds.
- (*1)Note: The application will not be accepted if the applicant is found to be an antisocial force or to have a relationship with an antisocial force. If it is discovered that the applicant is an antisocial force after the application had been accepted, the effect will be revoked retroactively.
- (*2)Note: The interview will be held online or face-to-face.

Receive the Certificate of Confirmation of Business Startup Activities from the Tokyo Metropolitan Government.

After considering the opinion of experts with insight into the management of the business and assessing the application contents, the following documents will be issued and an official in charge at the Tokyo Metropolitan Government will contact the applicant using the contact information on the application document.

Note: The documents will be issued either by mail or in person.

- If the application is found appropriate and necessary conditions are met
- ⇒ Certificate of Confirmation of Business Startup Activities
- If the Certificate of Confirmation of Business Startup Activities is not issued due to an incomplete application or failure to meet various requirements (No issuance)
- ⇒ Notification of the Results of Confirmation of Business Startup Activities



Once the Certificate of Confirmation of Business Startup Activity is issued, apply for the **certificate of change of status of residence** as soon as the document is ready at the Tokyo Regional Immigration Services Bureau.

Note: The Certificate of Confirmation of Business Startup Activities is valid for three months from the date of issue.

Apply for change of status of residence to "Business Manager."

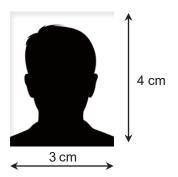
Application for change of residence status from "Student" to "Business Manager" (six months).

- 1. Preparation
- 1) Fill out the application form. (See sample)

Note: If there are any items that have not yet been decided, enter them as far as the applicant knows and add "(scheduled)."

For items that are not decided yet, enter "undecided."

- 2) Prepare necessary documents.
- Documents to be submitted.
 - (1) Application for change of status of residence one form
 - (2) Photograph (3 cm × 4 cm, taken within three months)



Note: A photo must show the applicant pictured alone; the applicant should face squarely forward and should remove any hats, caps, or head coverings; the background should be plain with no shadows; the photo must be sharp and clear; the photo must have been taken within three months prior to submission.

Note: Write the applicant's name on the back of the photo and paste it in the specified area on the application form.

(4) Postcard for notification to be given by the Immigration Services Bureau.



When you apply at the Tokyo
Regional Immigration
Services Bureau, the
postcard for notification by
the Immigration Services
Bureau will be given along
with a number ticket at the "B
(Residence Inspection)"
counter.

Note: The postcard should be addressed to an address in Japan where the applicant can reliably receive it.

(3) Copy of passport

(Pages with the applicant's photo, name, passport number, etc.)



- (5) A set of copies of the application documents submitted to the Tokyo Metropolitan Government.
 - ☐ Application for Confirmation of Business Startup Activities (consent form).
 - ☐ Plan for Business Startup Activities.
 - ☐ Applicant's resume.
 - ☐ Documents clarifying where the applicant will be residing for six months after changing his or her resident status.
 - ☐ Statement of balance issued by bank within one month from issuance.
- (6) A letter of reason that explains the reason for changing your status of residence from "Student" to "Business Manager."
- (7) A copy of the "Certificate of Confirmation of Business Startup Activities" issued by the Tokyo Metropolitan Government.

Effective period: within three months

(8) Present passport and resident card.

- 2. Apply for change of status of residence at the Tokyo Regional Immigration Services Bureau.
- 1) Go to the Tokyo Regional Immigration Services Bureau, inform them that you are applying for a change of status of residence to "Business Manager" (six months) by using the "Tokyo Metropolitan Government Program to increase foreign entrepreneurs," and ask them to check your documents.

Location

Tokyo Regional Immigration Services Bureau, second floor, "C5 (Business and Employment Inspection Department)," 5-5-30, Konan, Minato-ku, Tokyo, 108-8255

TEL: (call handling service): 0570-034259 (IP phone, overseas): 03-5796-7234

Operating hours

9:00 a.m.to 4:00 p.m. (Excludes Saturdays, Sundays, and national holidays).

Note: No advance reservation is available.

Note: You cannot apply for a change of status of residence at the Immigration Booth of the Tokyo One-Stop Business Establishment Center (TOSBEC).

2) After your application documents are checked at C5 as described above, submit them to the "B (Residence Inspection)" counter.

Note: Your application may not be accepted if the required information is not filled out or required documents are missing.

3) If your application is accepted, you will receive an "Application Receipt." Keep the receipt.

Email a copy of the "Application Receipt" (PDF file) to the person in charge at the Tokyo Metropolitan Government.

Notes on filling out the form [For Applicant] (Example)

[For Applicant 1]

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Notes on filling out the form [For Organization] (Example)

[For Organization]

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Receive "Business Manager" (six months) status of residence from the Tokyo Regional Immigration Services Bureau.

Note: : "Business Manager" status of residence may not be issued as a result of examining the application.

The Tokyo Regional Immigration Services Bureau will notify the applicant of the result of the examination by mail.

When receiving a notice by postcard.

Bring the necessary documents indicated in the notice to the Tokyo Regional Immigration Services Bureau to receive a new resident card.

Once the receipt process is complete, the applicant can continue business.

• When receiving a notice of denial of change of status of residence to "Business Manager."

This means that it has been judged that the applicant will not be allowed to change of status of residence to residence to "Business Manager."

Visit the Tokyo Regional Immigration Services Bureau, 5-5-30, Konan, Minato-ku, Tokyo, second floor, "C5 (Business and Employment Inspection Department") to confirm the reason for rejection.

Flowchart of steps after obtaining "Business Manager" (six months) status of residence.

Note: The following is an example of an entrepreneur establishing a corporation with capital of five million yen. If you wish to establish a company using a method other than a corporation, consult with the Tokyo One-Stop Business Establishment Center (TOSBEC).

Note: Carefully read the application criteria for the "Business Manager" status of residence.

Note: At least once every two months, the Tokyo Metropolitan Government will check the progress (follow-up) of the applicant's startup activities during the period of startup activities. (including interviews in person or online)

One of the interviews during the period of startup activities will be conducted in person. During the interview, you may be requested to submit documents that clarify the implementation status of your startup activity plan.

Note: Although TOSBEC can handle all procedures for company formation, consider hiring a professional such as an administrative scrivener, judicial scrivener, or attorney to handle the process.

First month



Open a personal bank account in Japan. Note: If you already have a bank account, this is not necessary.



Prepare the articles of incorporation of your company and have them certified by a notary public office.

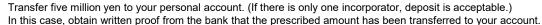
Note: In the case of a limited liability company (G.K.), certification of the articles of incorporation is not required.

Note: If you have your Individual Number Card with an electronic certificate, you can go through the process of certifying your articles of incorporation online.

(You can also apply online at TOSBEC).

First follow-up by the Tokyo Metropolitan Government.

Second month



- 1. Proof of deposit (POD)
- 2. Balance Certificate



You need to secure a place of business to register your company.

Note: Sign and receive the lease agreement for the business premises.

Prepare the necessary documents for company registration and apply for company incorporation registration at a Regional Legal Affairs Bureau.



Note: The following documents need to be submitted to TOSBEC: Articles of Incorporation/Incorporator's written consent/Document certifying the selection of the representative director at the time of establishment/Letter of acceptance of the directors at the time of establishment/Seal certification/Proof of identity/Investigation report of the directors at the time of establishment and its attached documents/Document certifying the payment/

Certificate from the representative director at the time of establishment regarding the recording of the amount of capital

Third month

Submit the necessary documents to TOSBEC.

Note: It usually takes about two weeks for the Legal Affairs Bureau to complete the registration.

Note: After the registration is completed, obtain a certificate of registered matters, etc.

After establishing a company, file the necessary notifications with the relevant government agencies at TOSBEC.





Open a corporate bank account and transfer the capital from your personal account.

Note: It takes time to open a corporate bank account. It is recommended that you take the procedure for opening a corporate bank account as soon as possible after registering your company.



Submit the documents for social insurance coverage to TOSBEC.

Consult with TOSBEC approximately 1.5 months prior to submitting your application to the Regional Immigration Services Bureau as the immigration bureau checks the application and you may have to rewrite it.

Fourth month

Second follow-up by the Tokyo Metropolitan Government.



Consult with TOSBEC in advance

Note: Before you apply for the renewal of "Business Manager" status of residence at the Regional Immigration Services Bureau, TOSBEC will confirm whether you have all the necessary documents to renew your status of residence.

Fifth month



Prepare to apply for permission for an extension of the period of stay for the "Business Manager" status of residence (see the next step that follows for details) and visit the Immigration Bureau.

Apply for extension of period of stay.

If you wish to continue to operate a business in Japan for more than six months after changing his or her resident status, you must go through the procedures for extending your period of stay at the Tokyo Regional Immigration Services Bureau.

Note: If it becomes difficult for you to continue your startup activities during your six-month stay, or if your "Business Manager" visa is not renewed, you must leave Japan. Be sure to have money for a return trip (equivalent to one-way airfare to your home country) kept separate from the funds needed for your business.

1. Preparation

Ensure that you meet the conditions a to e of the application.

A. The applicant must be engaged in the activity of managing a business.

Note: If more than one person is engaged in the management or administration of the business, the business will be examined comprehensively regarding whether it has the scale, workload, sales, number of employees, etc., required for such number of people to be engaged in the management or administration of the business.

B. The applicant must have a place of business in Tokyo to operate the business pertaining to the application.

Note: Business activities are carried out under a single management entity at a fixed location, i.e., on a single plot of land

Please inquire at the Immigration Booth at the Tokyo One-Stop Business Establishment Center (TOSBEC) about office conditions for the application for permission for extension of period of stay.

Note: The production or provision of goods and services will be carried out on a continuous basis with people and equipment. (The office must be equipped with the necessary functions.)

Note: From the standpoint of business continuity, the purpose of use in a lease contract must be for business purposes, such as business use, store, office, etc., and the contract must be long-term.

Note: In the case of a dual-use property for residence and place of business, additional conditions will apply. Consult with the Immigration Booth at the Tokyo One-Stop Business Establishment Center (TOSBEC).

- C. The scale of the business pertaining to the application must fall into one of the following categories: a, b, or c.
 - a. The amount of capital or the total amount of investment must be five million yen or more.
 - b. The business must be operated by two or more full-time employees residing in Japan other than those engaged in management.

Note: They must be a Japanese national, permanent resident, spouse or child of a Japanese national, spouse or child of a permanent resident, long term resident, or special permanent resident.

- c. The scale of business is deemed to be equivalent to a. and b. above.
- D. "Stability" and "continuity" of the business to be managed are objectively recognized (indicate in the business plan).

Note: Reference materials: Immigration Services Agency of Japan "Clarifications regarding the criteria for the Business Manager status of residence."

https://www.moj.go.jp/isa/content/930005791.pdf (in Japanese)

2. Filling out the application for extension of period of stay

Fill out the "application for extension of period of stay." (Attachment: Example for filling out the application)

Fill in all fields with no field left blank. (If there is a field that does not apply, enter "none.")

- 3. Prepare the required documents (Refer to the list of required documents: on the back).
- 4. Keep a copy of the application package (as your copy).

List of required documents

(1) Application for	extension of period of stay			
(2) Present passpo	ort and resident card.			
. ,	ne photograph must be 3 cm $ imes$ not wear a hat. There should			
(4) "Certificate of (Confirmation of Business Start	up Activities" issued by the To	okyo Metropolitan G	Government (copy).
	icles of incorporation that stipu nat resolved executive comper		or the minutes of th	ne general meeting of
(In the case of	a company with a compensation	on committee, the minutes of t	he committee).	One copy
(6) Any of the follo	wing documents that clarify th	e nature of the business.		
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♦ Other	documents equivalent to the a	above (2) prepared by the emp	loyer, etc.	One copy
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	agreement (copy)	One copy		
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How to fill out the form [for the applicant].

[For Applicant 1]

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This form can be downloaded from the following LIRI

https://www.isa.go.jp/en/applications/procedures/16-3-1.html

Fill in with no field left blank. If there is a field that does not apply, enter "N/A" or "None." (Example) Telephone number: None

[For Applicant 2]

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Japan brage county (2) □ 大学院 (博士) □ 大学院 (修士) Dodge Master	□ 大学 Bachelor	□ 短期大学 Arior solege	□ 専門学校 College of technology
□ 高等学校 □ 中学校 Senior high school Junior high school	ロ その他(Otters		,
(X)学校名 Name of school	(4)年業年月日 Date of graduation		A B
專攻·專門分野 Major field of study		Anthon Local	11000. 100
Fで大学院(博士)〜短期大学の場合) (Dack one of the followings when your a ロ 法学 ロ 経済学 ロ 政治学	arseer to the question 16 is for 口 资学	m dictor to junior sollege) □ 经常学	口 文字
Law Economics Politics	Commercial science	Burner at	minumation Liberature
D 数学 D 社会学 D 歴史学 Linguistra Society Helory	口 心理学 Psychology	D 教育学 Education	口 芸術学 Science of art
□ その他人文・社会科学() 口理学	口化学	D TA
Others(Duffural / social science) □ 高学 □ 水炭学 □ 東学	Science 口 班学	D 87	Engineering
Agriculture Faheries Phiemacy	Medicine	Dentistry	According to the second
□ その他自然科学() □ 体 Others(natural science) Sun	orts science	日 その他(Others	30
ドで専門学校の場合) (Check one of the followings when your arosen to the question 18	I is sollege of technology)		m //m
□ 工章 □ 長章 □ 沃根-衛生 figurerry Agruture blokal sevice (Agru		南・社会福祉 cator linear Nether	日岳神
□ 商業実務 □ 原物·宋政	口文化・教美	日 その他 ((1077 ()
Pactus Dennecia Suries Desa desgr/Have economic 事業の経営又は管理についての実務経験年数	Cathre Education	Diters.	
Experiences of operating or managing the business	N. 1.111.	Year(x)	
機 様 (外国におけるしのを含む) Work separation (including those in a for 入社 が社			
of juning the company Date of leaving the company 数例化名称	入代: Date of paining the compan	ng Cale of being the company	勤務先名称
The Place of engloyment	Year Month	* 1	Place of employment
Year & Month Year & Month	768 1609	Year - I Morth	
		++	
代理人(法定代理人による申請の場合に記入) (agd spendite) (i)氏 名	in case of legal representative) (2)水人との間間		
Name	Relationship will		
COE TR			
Address			
電話番号	医布莱热素	14	
Telephone No.	Calular Phone I	No.	
以上の記載内容は事実と相違ありませ			
申請人(法定代理人)の署名/申請書作成年月日	Signature of the	spront Juga representa	tve) / Date of Ming in this form
		40	H B
·		Year	More Day
	ま 人(後常代無人)が書き	PROFIL DA	†85E
D. 文 中教会外成長中教会でに記載内容に変更がもこと場合。中日			Bearing of
性 童 中務者作成長中暦までに影散内容に変更が生じた場合。中日 中務者作成年月日は中華人(位定代理人)が自著すること。			
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How to fill out the form [for an organization].

[For Organization 1]

		の場合のみ)	在留期間更新・在留資格変更用 For extension or change of status
	する外国人の氏名及び在留カードi をする外国人の氏名及び在留カードi	("(only in cases of change of status) / "Business Ma #E-85-	rager j
	of foreign national who is to engage in management		
(1)氏名		(2)在留カード番号	
Name 契約の形態 Form of co	referred	Residence card number	
	● 委任 □ 請負	□ その他()
Employment	Delegation Contract agreemen	nt Others	
動務先 Place of employment	BERRY OF THE TATAL BOOK IN THE	nd (11) give the address and telephone number of employer	and an electrical state of anticonst
	記載江不要。 in cases of a nonprofit corporation, you a		as a loss burnels have a subolivier.
(1)名称		(2)法人番号(13桁) Corporate	on no. (combination of 13 numbers and letters)
Name			
(3)支店·事業所名		_	
Name of branch			
	番号(11桁)资非該当事業所は記入名		
Employment insurance applic	cation office number (11 digits) "If not applicable, it s	should be amitted.	
-			
(5) 業種 Business type			/2
	種一覧」から選択して番号を記入(1つ	3のみ)	
Select the main business type	e from the attached sheet "a list of business type " a	and write the corresponding number (select only one	9
	氏「棄稿一覧」から選択して番号を記入		
		s type " and write the corresponding number: (multiple ans) Please select from 1 to 45 and 47 on the attached "	
(6)所在地	The second secon	電話番号	
Address	PTI (Telephone No.	
(7)資本金 Capital	円	(8)年間売上高(直近年度) Annual sales (atest year)	P
(9)法人税納付額		(10)申請人の投資額	
Amount of corporate income	The state of the s	円 Amount of applicant's investment	P
(11)常勤従業員数 Number of full-time employees	(申請人が経営を開始する場合 (To be filed in only, if the applicant is to co		2.
	E者又は「永住者」、「日本人の配偶者等」		
「永住者の配偶者等」ま	皆しくは「定住者」の在留資格を有する者)	_%
	enert Resident or towign redonals who have the status of resident ("Long Term Resident" among all full-time employees.)	ce "Permanent Resident". "Spouse or Child of Japanese National".	"Spouse
联相 Occupation			
	唯一覧」から選択して番号を記入(1つ the attached sheet "a list of occupation", and fill in t		
	E「職種一覧」から選択して番号を記入		
	elect from "a list of occupation", and fill in the numb		
(注意) Attention 別級「職利 活動內容詳細 Details of act		Please select from 1 to 2 and 999 on the attached *	a list of occupation."
CO NOT THE PART DESIGN OF AC	DATES.		
就労予定期間 (申請人	人が管理者の場合にのみ記載)		3)
Period of work (Only fill in	this section if the applicant is an administrator)		
	75.77.77	年 月)	
Non-fixed 給与・報酬(税引き前の支払		Year Morth 動・住宅・扶養等)・実費弁償の性格を	とおせてものもかく
紹子・報酬(祝り)さ削の文名 Salary/Reward (amount of payment		(別・仕毛・伏養寺)・美賀井頂の住格(types of allowances (commuting housing dependent)	
	円 (□ 年額 □	月額)	
	Yen Annual	Monthly	
職務上の地位(投職名) Position(Title)			
職務上の地位(役職名) Position(Title) 事業所の状況 Offic		口保存 口袋的/空袋	(A) m
職務上の地位(投職名) Position(Title)	ce (2)保有の形態 rd Type of possession	□ 保有 □ 貸貸(家賃 Ownership Lease (rent / n	
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職務上の地位(役職名) Position(Title) 事業所の状況 Offic (1)面積 Area 以上の記載内容は事9 所属機関等契約先の4	(2)保有の形態 Type of possession 更と相違ありません。 名称、代表者氏名の配名/申請者	Ownership Lease (rent / n I hereby declare that the statement given abo	nonth) Yen we is true and correct.
服務上の地位(役職名) Position(Title) 事業所の状況 (1)面積 Area 以上の記載内容は事3 所真機関等契約先の4	(2)保有の形態 Type of possession 更と相違ありません。 名称、代表者氏名の配名/申請者	Ownership Lease (rent / n I hereby declare that the statement given abo 事作成年月日	ve is true and correct. Yen

- 5. Apply for extension of stay at the Tokyo Regional Immigration Services Bureau
- 1) Apply for extension of stay at the Tokyo Regional Immigration Services Bureau.
 - Where to apply:

Tokyo Regional Immigration Services Bureau, second floor, "B (Residence Inspection)" counter, 5-5-30, Konan, Minato-ku, Tokyo, 108-8255

Operating hours for application

8:30 a.m.: Start distributing number tickets.

9:00 a.m. to 4:00 p.m. Application reception (Excludes Saturdays, Sundays, and national holidays).

2) When your number is called, submit your application package to the B counter.

Note: Your application may not be accepted if the required information is not filled out or if the required documents are missing.

- 3) If your application is accepted, you will receive an "Application Receipt." Keep the receipt.
- 6. Wait for the results of the screening (about one to two months).
 - 1) If the Tokyo Regional Immigration Services Bureau asks the applicant questions, or requests the applicant to submit additional documents, respond promptly by the deadline.
 - 2) If the applicant thinks it is taking a long time to obtain the results, have the application receipt at hand and call the phone number listed on the receipt or visit the Tokyo Regional Immigration Services Bureau (second floor, "C5 (Business and Employment Inspection Department)," 5-5-30, Konan, Minato-ku, Tokyo) to check on the progress.

Receive permission for extension of period of stay for "Business Manager" status of residence.

Note: Permission for extension of period of stay for "Business Manager" status of residence may not be issued as a result of the screening.

The Tokyo Regional Immigration Services Bureau will notify the applicant of the result of the examination by mail.

When receiving a notice by postcard.

Bring the necessary documents indicated in the notice to the Tokyo Regional Immigration Services Bureau to receive a new resident card.

Once the receipt process is complete, the applicant can continue business.

Note: The next application for extension of period of stay can be filed approximately three months prior to the expiration date of the period of stay indicated on the resident card.

Check the documents required for the next renewal beforehand and be prepared to apply well in advance.

Note: During the period of stay, you may be required to notify the immigration office if you change your residence or relocate your place of business.

Check the website of the Immigration Services Agency of Japan, etc., for details and ensure that you notify the agency of such change.

https://www.isa.go.jp/en/applications/procedures/index

• When receiving a notice of denial of extension of period of stay.

This means that it has been judged that the applicant will not be allowed to renew their period of stay.

Visit the Tokyo Regional Immigration Services Bureau, 5-5-30, Konan, Minato-ku, Tokyo, second floor, "C5 (Business and Employment Inspection Department") to confirm the reason for rejection.