

List of required documents

- (1) Application for extension of period of stay
- (2) Present passport and resident card.
- (3) Photograph (The photograph must be 3 cm × 4 cm and have been taken within three months of the date of submission. Do not wear a hat. There should be no background and the photograph must be clear).
- (4) "Certificate of Confirmation of Business Startup Activities" issued by the Tokyo Metropolitan Government (copy).
- (5) Copy of the articles of incorporation that stipulate executive compensation or the minutes of the general meeting of shareholders that resolved executive compensation
(In the case of a company with a compensation committee, the minutes of the committee). One copy
- (6) Any of the following documents that clarify the nature of the business.
 - ◇ If the business is conducted by a corporation, a copy of the certificate of registered matters of the corporation.
(If the registration of the corporation has not yet been completed, a copy of the articles of incorporation or other documents that clarify that the corporation intends to commence the business in question.) One copy
 - ◇ Copy of the guidebook that describes in detail the company's history, officers, organization, and business activities (including major clients and transaction results), etc. One copy
 - ◇ Other documents equivalent to the above (2) prepared by the employer, etc. One copy
- (7) Business plan (The same content as the Plan for Business Startup Activities submitted to the Tokyo Metropolitan Government is acceptable.)
- (8) Any documents that clarify the existence of office facilities.
 - ◇ Certified copy of real estate register One copy
 - ◇ Lease agreement (copy) One copy
 - ◇ Other documents One copy
- (9) Any of the following documents that clarify the scale of the business.
 - ◇ Copies of documents related to the payment of wages to two or more full-time employees, their certificates of residence, and other materials that clarify that there are two or more full-time employees.
 - ◇ Certificate of registered matters of the corporation. One copy
(Note: If a copy of the certificate of registered matters of corporation is already prepared in (6), another copy is not necessary).
 - ◇ Other documents that clarify the scale of the business. One copy
- (10) Any of the following materials that clarify the reason why the total of the statutory records, such as the withholding slip of salary income of employees for the previous year cannot be submitted.
 - (i) For organizations exempt from tax withholding at source.
 - Certificate of exemption from tax withholding at source for foreign corporations and other documents that clarify that withholding at source is not required (copy). One copy
 - (ii) For organizations excluding (i) above.
 - A copy of the tax report for commencement of payroll, etc. One copy
Any of the following documents.
 - ◇ A copy of the income tax statement for the last three months for employment income and retirement income, etc.
(A copy of the one with the receipt date stamp) One copy
 - ◇ In the case of payment of withholding income tax on a semiannual, a copy of the document that clarifies the approval of payment of withholding income tax on a semiannual.

One copy