

# Guidelines for Tokyo Metropolitan Government Program to Promote Startup Businesses by Foreign Nationals

## 1. Program objectives

This program promotes business startup preparation activities in Tokyo by foreign nationals who fulfill the requirements of 5-6 (1) of the Public Notice on the Program to Promote Startup Businesses by Foreign Nationals (Ministry of Economy, Trade and Industry Public Notice No. 256 of 2018; hereinafter “the Public Notice”) in allowing foreign nationals to enter the country by the Tokyo Metropolitan Government (hereinafter, “TMG”) confirming that the business plan related to the startup preparation activity is appropriate and reliable.

## 2. Those eligible for the program

Foreign nationals who are starting a new business in Tokyo

## 3. Projects covered by the program

The following businesses are eligible for confirmation by TMG under Public Notice 5-4 or 5 (hereinafter referred to as “Startup Preparation Activity Plan Confirmation”). The businesses need to be recognized by the Governor of Tokyo as being appropriate for strengthening the international competitiveness of Tokyo’s industries and forming a base for international economic activities thorough the Startup Preparation Activity.

- (1) Finance-related businesses
- (2) Information-related businesses
- (3) Environment and energy-related businesses
- (4) Health, medical care, and welfare businesses
- (5) Culture and art-related businesses
- (6) Food, agriculture, forestry, and fisheries-related businesses
- (7) Wholesale and retail trade businesses
- (8) Other businesses approved by the Governor of Tokyo

## 4. Flow of the program

### (1) Application for Startup Preparation Activity Plan Confirmation

#### [1] Documents to be submitted

The Tokyo Metropolitan Government must first confirm the Startup Preparation

Activity Plan. The following documents must be submitted in English or Japanese for confirmation.

<Documents to be submitted in application>

- [1] Startup Preparation Activity Plan Confirmation Application and Consent Form (Form 1-1)
- [2] Startup Preparation Activity Plan (Form 1-3)
- [3] Resume (Form 1-4)
- [4] Copy of applicant's passport
- [5] Documents clarifying applicant's address for one year after entry to Japan or change of status of residence  
(E.g.: A copy of the lease contract application form, etc. If changing from another status of residence, a copy of the certificate of residence and both sides of the Resident Card.)
- [6] Documents clarifying the applicant's accommodation fee for one year after entry to Japan or change of status of residence  
(E.g., bank account passbook copies, etc.)
- [7] When applying with one of the conditions (イ), (ロ), (ハ), or (ニ) of Public Notice 5-6 (1) ⑤, submit documents that prove the conditions have been met.
  - (イ) Graduated from a university or equivalent institute of higher education.
  - (ロ) Completion of a professional training course at a professional training college in Japan (regulations concerning granting of the title of "Senmonsi" (professional engineer) or "Kodo Senmonsi" (advanced professional engineer (Ministry of Education Notification No. 84 of 1994; hereinafter referred to as "Regulations") limited to those who can be awarded the title of Senmonsi (professional engineer) pursuant to the provisions of Article 2, or those who can be awarded the title of Kodosenmonsi (advanced professional engineer) pursuant to the provisions of Article 3 of the Regulations).
  - (ハ) Have at least 3 years of work experience related to the field of business in which the applicant intends to start a business.
  - (ニ) Have been engaged in Business/Management related to the field of the business in a foreign country for at least one year.  
(E.g.: certificate of enrollment, certificate of employment)
- [8] Other necessary documents  
(E.g. Japanese Language Proficiency Certificate, etc.)

<Documents to be submitted for renewal>

- [1] Startup Preparation Activity Plan Renewal Confirmation Application and Consent Form (Form 1-2)
- [2] Startup Preparation Activity Plan (Form 1-3)
- [3] Resume (Form 1-4)
- [4] Copy of applicant's passport
- [5] Documents clarifying applicant's address for 6 months after renewal.  
(E.g., A copy of the provisional lease contract agreement, a copy of both sides of the Resident Card.)
- [6] Documents clarifying applicant's accommodation fee for 6 months after renewal.  
(E.g., bank account passbook copies, etc.)
- [7] Other necessary documents  
(E.g., Japanese Language Proficiency Certificate, etc.)

\*Each form can be downloaded from the following website.

(Japanese version)

<https://www.investtokyo.metro.tokyo.lg.jp/jp/oursupports/bdc-tokyo/startupvisa.html>

(English version)

<https://www.investtokyo.metro.tokyo.lg.jp/en/oursupports/bdc-tokyo/startupvisa.html>

A person\* who falls under one of the following categories should submit documents as electronic data at the time of application.

<\*Persons who can submit the documents>

- (a) The applicant himself/herself
- (b) A person who is an employee of a public interest incorporated association or foundation whose purpose is to facilitate the smooth acceptance of foreign nationals and who is deemed appropriate by the director of the Regional Immigration Bureau (currently, Japan Immigration Association falls under this category)
- (c) Lawyers or administrative scriveners who have notified the Director of the Regional Immigration Bureau having jurisdiction over their location via the bar association or administrative scriveners association to which they belong. However, if the applicant himself/herself is outside of Japan, the applicant must be a person who has been entrusted by the applicant himself/herself to establish a place of business in Japan (if the applicant is a juridical person, the person must be its staff).

\*In the case of persons indicated in (b) and (c) above, please submit materials showing the relationship with the applicant in question and materials certifying that the person is in such a position.

Please submit documents to the following e-mail address.

Business Development Center TOKYO, Akasaka counter

- E-mail: [support2@bdc-tokyo.org](mailto:support2@bdc-tokyo.org)
- Telephone: 03-3582-8353
- Address: 〒107-6006 Ark Mori Building, 1-12-32 Akasaka, Minato-ku, Tokyo  
Japan External Trade Organization (JETRO) Headquarters, 7F
- Business hours: 9:30 a.m. to 5:30 p.m. (Closed on Saturdays, Sundays, national holidays,  
and year-end and New Year holidays.)

## [2] Confirmation of Business Plan

Based on the application documents, TMG will confirm that each of the requirements stipulated in Public Notice 5-6 (1) (or Notification 5-6 (2) in the case of renewal) have been met. For example, TMG will look to see that the relevant plan for Startup Preparation Activities is appropriate for strengthening the international competitiveness of industries in Tokyo and forming a base for international economic activities, and that the business plan is appropriate and reliable. Specific items to be checked are as follows:

Business description / Business area / Location / Specific plan to start the business  
Funds for Startup Preparation Activities / Business size / Place of residence and living  
expenses

In confirming each requirement, TMG will ask questions about the application documents and conduct interviews, etc., as necessary.

Applications will not be accepted if the applicant is found to be an anti-social force or to have a relationship with anti-social forces. In addition, if such a relationship is discovered after the application has been accepted, the effect of the application will be cancelled retroactively.

(2) Decision and issuance of the “Startup Preparation Activity Plan Confirmation Certificate”

Regarding the business operation, based on the opinions of those with knowledge and insight, when the grant is deemed appropriate and meets all of the requirements of Public Notice 5-6 (1) or 5-6 (2) in the case of renewal, the TMG Governor will decide to issue a “Startup Preparation Activity Plan Confirmation Certificate” or “Startup Preparation Activity Plan Confirmation Certificate (for Renewal)” (hereinafter referred to as “Certificate”). The certificate will be issued either by mail or in person.

If the application for the certificate is deemed incomplete or does not meet all of the requirements, the Governor of Tokyo will notify the applicant that the certificate has not been issued by sending (by mail) a “Notice of Results of Confirmation of Startup Preparation Activity Plan.”

(3) Application for issuance of a Certificate of Eligibility for Status of Residence

If you have received a Certificate, please apply for a Certificate of Eligibility for Status of Residence at the Tokyo Regional Immigration Services Bureau or the Immigration Booth (for new acquisition only) in the Tokyo One-Stop Business Establishment Center within three months of the Certificate’s expiration date.

If you wish to change from another Status of Residence, please apply for permission to change your Status of Residence.

(4) Report on acquisition or renewal of Status of Residence

Those who have received a decision to obtain or renew the Status of Residence “Designated Activities” (hereinafter referred to as “Designated Activities”) as stipulated in Ministry of

Justice Public Notice 131-44 of 1990, please submit the following documents to the address below as soon as possible.

<Documents to be submitted>

(1) Report on acquisition (renewal) of Status of Residence “Designated Activities” (Form 5)

(2) Copy of Residence Card (front and back)

(5) Development of Startup Preparation Activity

Those who have been granted the status of residence “Designated Activities” will be granted a period of stay of one year or six months (six months in the case of renewal). The maximum period of stay including renewal is two years. In the case of a change of Status of Residence from “National Strategic Special Zone Foreign National Startup Activity Promotion Program” (hereinafter referred to as a “special zone project”), the total period of stay including the period of stay through the special zone project is a maximum of two years. During the period of stay, the applicant must engage in Startup Preparation Activity.

During the activity period, an interview (face-to-face or online) will be conducted at least once a month regarding the progress of the Startup Preparation Activity Plan, and at least one of the interviews during the activity period must be conducted face-to-face. At that time, the applicant may be asked to submit documents (\*) that clarify the implementation status of the Startup Preparation Activity Plan.

(\*) E.g.: Contracts related to the lease of business premises and hiring of employees, contracts with business partners, the person’s bank account passbooks, etc.

Please contact the Business Development Center TOKYO if you have any problems in the course of your Startup Preparation Activity.

(6) Change of Status of Residence to “Business/Management”

If you wish to continue to reside in Japan and manage a business beyond the period of stay granted to you, you are required to go through the procedures for changing your status of residence to “Business/Management” at the Tokyo Regional Immigration Services Bureau.

If it becomes difficult to continue the Startup Preparation Activity during the period of stay, or if the change of status of residence to “Business/Management” is not approved, you will be asked to return to your home country. Travel expenses to return home (equivalent to a one-way airline ticket to your home country) must be secured separately from the business funds.

## 5. Changes in Application Details

If there are any changes to the details of your application after you have applied to TMG for Startup Preparation Activity Plan Confirmation, please submit the following documents to the e-mail address stated on page 3 as soon as possible.

<Documents to be submitted>

(1) Change Notification Form (Form 4)

(2) Documents confirming any changes (e.g., the latest version of materials submitted at the time of application for confirmation)

<Reference: Cases in which changes occur in the contents of the application after the application for Startup Preparation Activity Plan Confirmation (example)>

- Residence, contact information, etc. of the applicant in Japan

## 6. Cancellation of Confirmation of Startup Preparation Activity Plan

The issuance of a certificate may be revoked if any of the following events occurs during the period between the date of issuance of the certificate and the completion of procedures for change of status of residence to “Business/Manager”.

- (1) When it is found that the applicant has received said confirmation by submitting a false application or other dishonest act or document containing misrepresentations, etc.
- (2) When the applicant does not respond to requests for explanations, submission of documents, or other necessary actions without justifiable reasons when confirming the progress of the Startup Preparation Activity Plan.

In this case, the applicant must immediately return the issued certificate.

[Flow of obtaining Status of Residence “Business/Management” using this program]

