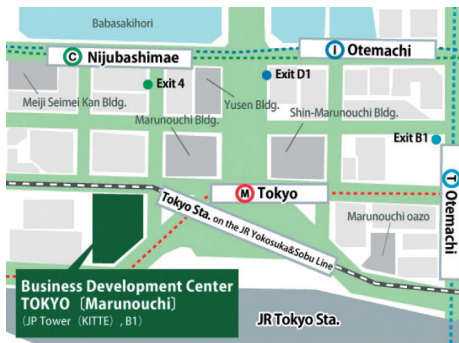


## Guidance of Business Development Center TOKYO each support desk

### Marunouchi Support Desk / Financial one-stop support service



JP Tower (KITTE) B1 2-7-2 Marunouchi, Chiyoda-ku, Tokyo 100-7090

9:30 am to 5:30 pm (Japan time / Except Saturdays, Sundays, national holidays and New Year's holidays)

TEL: 81- (0)3-6269-9981  
Email: [contactus@bdc-tokyo.org](mailto:contactus@bdc-tokyo.org)  
[financial-desk@bdc-tokyo.org](mailto:financial-desk@bdc-tokyo.org)  
(Financial one-stop support service)

#### ACCESS

- Directly connected with Tokyo Station from the underground passage.
- Approx. 1minute walk from JR Tokyo Station Marunouchi South Gate.

### Akasaka Support Desk / Startup Visa / Funding support for foreign entrepreneurs



JETRO headquarters 7F ARK Mori Building, 12-32 Akasaka, 1-chome, Minato-ku, Tokyo 107-6006

\*Direct access to the 7th floor is available from the elevator facing Starbucks, without passing through the ARK Mori Building 1F reception area.

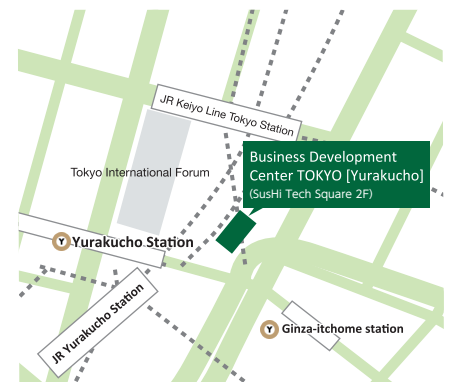
9:30 am to 5:30 pm (Japan time / Except Saturdays, Sundays, national holidays and New Year's holidays)

TEL: 81-(0)3-3582-8353  
Email: [support2@bdc-tokyo.org](mailto:support2@bdc-tokyo.org)

#### ACCESS

- Roppongi-ichome station
- (N-05, Namboku line): Exit 3, 1 minute walk

### Yurakucho Support Desk



Tokyo Innovation Base, SusHi Tech Square 2F 3-8-3 Marunouchi, Chiyoda-ku, Tokyo 100-0005

10:00 am to 6:00 pm (Japan time / Except Saturdays, Sundays, national holidays and New Year's holidays)

TEL: 81-(0)3-4550-6306  
Email: [contactus@bdc-tokyo.org](mailto:contactus@bdc-tokyo.org)

#### ACCESS

- 1-minute walk from the Kyobashi Exit of Yurakucho Station on the JR Yamanote Line and Keihin-Tohoku Line
- Located just a short walk from Exit D9 of Yurakucho Station on the Tokyo Metro Yurakucho Line
- 3-minute walk from Exit 1 of Ginza-ichome station on the Tokyo Metro Yurakucho Line

### Introduction to the Akasaka Support Desk facility

When you come to the Akasaka Support Desk at the ARK Mori Building 7F (inside the Japan External Trade Organization (JETRO) headquarters), the services of three facilities are available at one location.

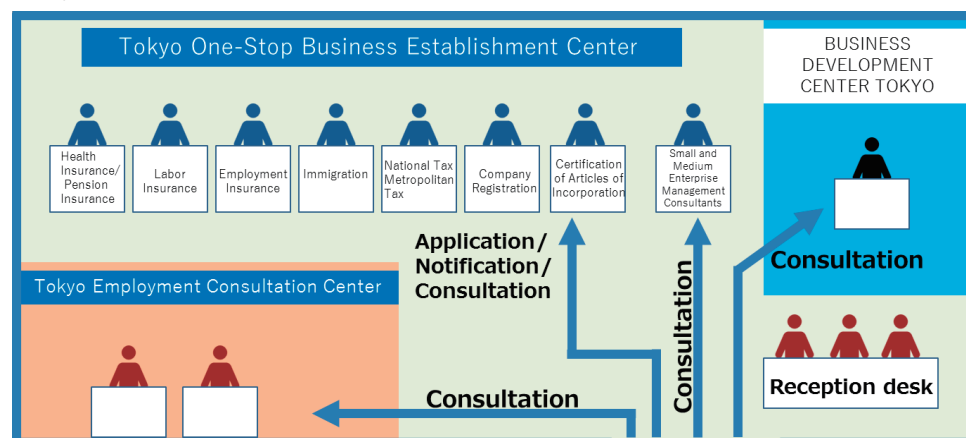
#### Facility

Tokyo One-Stop Business Establishment Center (TOSBEC)

Procedures ranging from the certification of the articles of incorporation related to the opening of a business to applying for social security can be completed at one location.

Tokyo Employment Consultation Center (TECC)

Foreign companies entering the Tokyo market and companies that have just started a business can make inquiries and receive consultations in regard to employment and labor.





# Support for foreign enterprises and entrepreneurs setting up / operating a business base in Tokyo

## The Business Development Center TOKYO (BDCT)

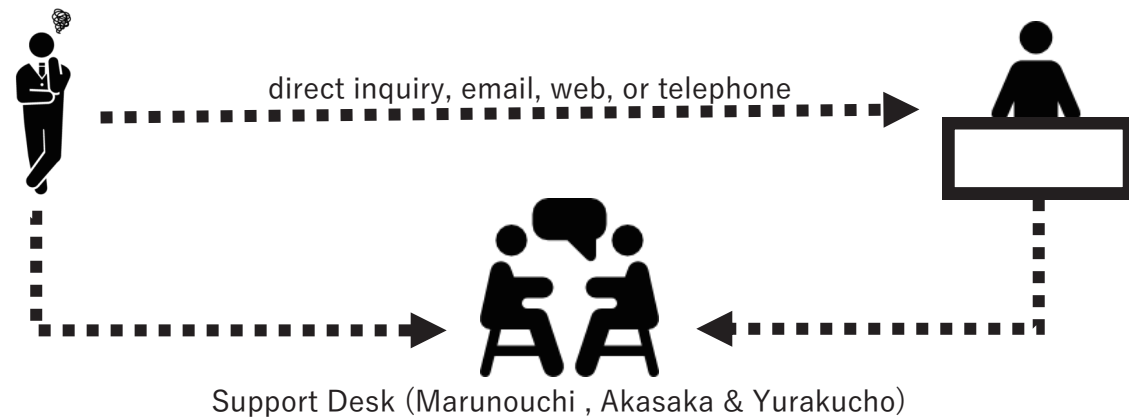
BDCT is Tokyo Metropolitan Government's supporting desk for foreign companies trying to set up business in Tokyo. The support covers not only business, but also daily life issues when they live in Japan. Especially for foreign companies expecting to start business in "Special Zone for Asian Headquarters" in Tokyo, BDCT can provide a strong backup with business networking support and business consultation by professionals.

The services are available for:

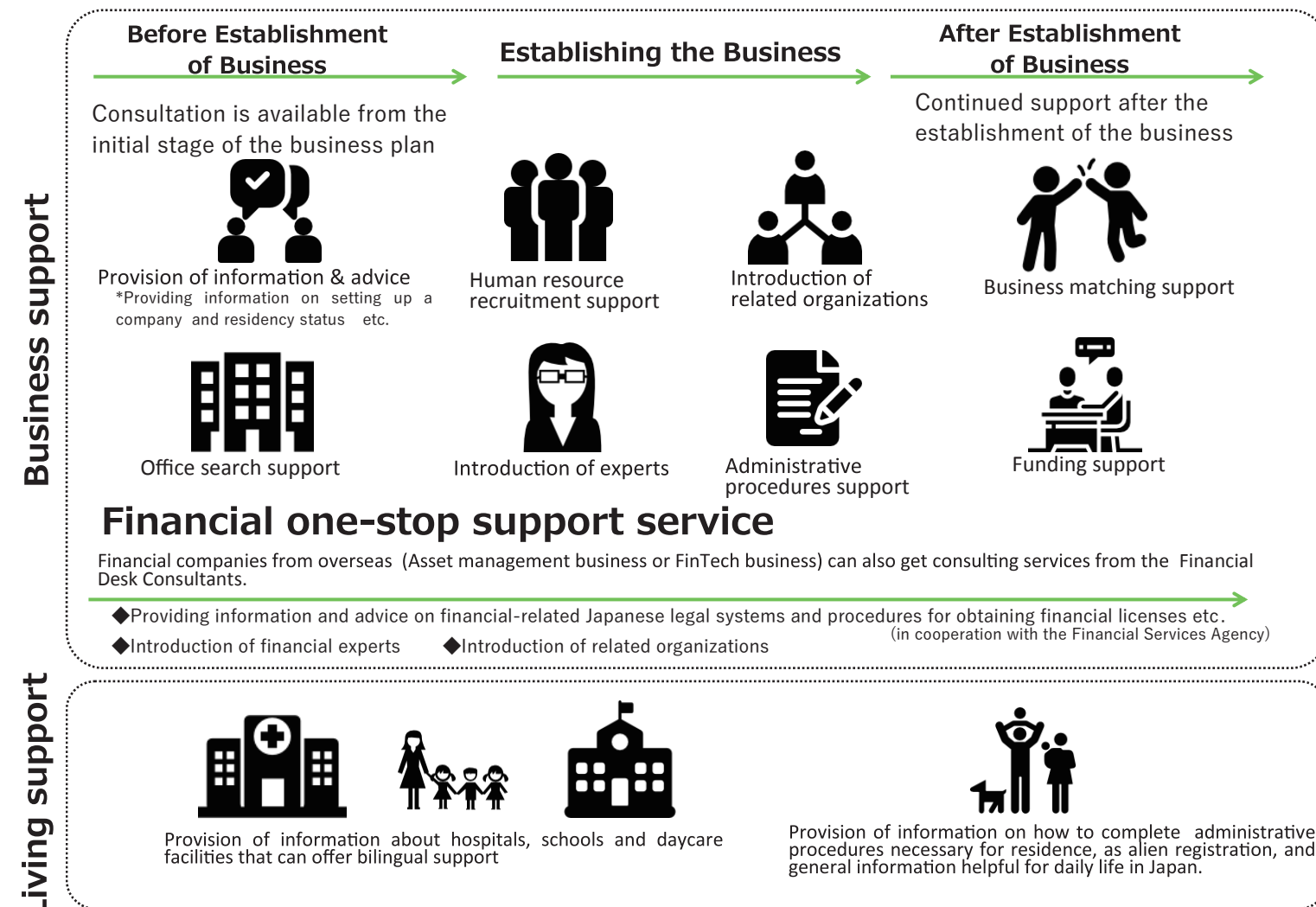
- Foreign companies planning to develop business in Tokyo
- Foreign entrepreneurs
- Foreign-affiliated companies already developing business in Tokyo

Business Development Center TOKYO

- **Consultation free of charge**
- **English support available**



## Main Contents and Steps to Support



## The Business Development Center TOKYO has three support desks in Tokyo.

\*Please note that the services provided differ depending on the Support Desk as follows.



### Business support

Akasaka

Marunouchi

Yurakucho

### Living support

Akasaka

Marunouchi

Yurakucho

Marunouchi

### Financial One-stop Support Service

*Target users: Foreign financial companies*

*(Asset management business or FinTech business)*

Comprehensive consulting services for foreign financial companies expecting to start business in Tokyo are available as completing administrative procedures, introduction of financial experts, and more. "Financial Desk Consultants" offer consultation free of charge in cooperation with the Financial Services Agency.

- Provides information and advice on Japan's financial rules, regulations, and required procedures. (such as registration and acquisition of a financial license)
- Introduces financial experts (such as lawyers, accountants and tax accountants, and administrative scriveners, etc.) and consultation services at related organizations as needed.
- Supports for application of the subsidy program\* for covering a portion of the cost for establishing a business in Tokyo. (expenses eligible for this subsidy program are the part of fees incurred in consultation with experts and personnel recruitment costs).

### \*Overseas Financial Corporation Establishment and Support Subsidy Program

Please consult with a Financial Desk Consultant before finalizing your Tokyo entry business plans (Consultation in advance is re-quired).

\*Please choose your language from the top icon "メニュー".



### Reference: Cooperation with the Financial Services Agency

The Financial Services Agency (FSA) has opened a "Financial Market Entry Office" to respond to inquiries from foreign financial companies considering establishing business operations in Japan in regard to registration procedures that are necessary to practice in Japan's financial market. Because the Tokyo Metropolitan Government's "Financial One-Stop Support Service" and the FSA's "Financial Market Entry Office" work in cooperation with each other, foreign financial companies considering opening offices in Tokyo can consult with either service in order to receive comprehensive consultation advice.

Akasaka

### Startup Visa

*(Program to Promote Startup Businesses by Foreign Nationals)*

*Target : Foreigners planning to establish a business in Tokyo*



Special residency permit is granted to satisfy the requirements for obtaining "business manager" visa. Using this special permit which will allow you to stay in Japan, you can prepare to be able to obtain resident status as a "business manager" visa.

For more details, please contact BDCT Akasaka Support Desk

- After submitting a set of application documents including Plans for Business Startup Activities, Tokyo Metropolitan Government will review it thoroughly and issue The Certificate of Confirmation of Business Startup Activities. It will be necessary to apply for special residency permit to Japanese immigration bureau with this document.
- Tokyo Metropolitan Government does not guarantee The Certificate of Confirmation of Business Startup Activities, after examining the content of the business plans thoroughly.

Requirements for residence status :

- Company established and registered, office space secured
- One or more fulltime employees AND total assets of 30million yen or more

Akasaka

### Funding support for foreign entrepreneurs

*Target: Foreigners planning to start a business in Tokyo*

Our English-speaking staff provide one-stop answers to various questions regarding funding methods that can be used during the start-up period, and they will also support communication of necessary procedures.

Only available three days a week. Please contact us in advance.

- Provision of information on means of financing that are targeted at the start-up phase, such as government directed credit and subsidies.
- Communication support by accompanying entrepreneurs on visits to loan providers. (interpretation, advice for preparing documents, etc.)