

The Voices of Users of the Tokyo One-Stop Business Establishment Center

95% of the users of TOSBEC answered that the services were “very helpful” or “helpful.”

Sosuke Kubo, CEO, freecle Inc.

I decided to start a business using IT to contribute to society after an internship in my fourth year of university. I started my business based on my experience working at a major IT company, consulting, and a company experienced in marketing strategy.

The One-Stop Business Establishment Center can handle everything to start a business, and their experts can give you the right advice on the spot. I was busy with work and did not have time for stuff like creating a business plan or administrative procedures, so I was incredibly thankful that this work could be done efficiently. In particular, being shown how to fill out application forms and other paperwork in detail and not having to prepare anything when setting up the company made a big difference in terms of effective use of time. They are a powerful ally for young entrepreneurs.



Eri Kinami, President, Table d'hotes Co., Ltd.

While working as a freelance writer for many years, I realized that I could be replaced by anyone. I wanted to do work in which I was indispensable. With this idea in mind, I began to think about starting a business.

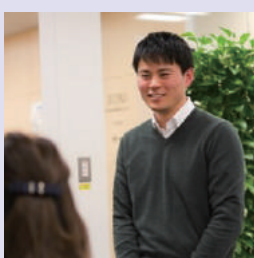
I decided that I would do my own things and the paperwork by myself, and I made a boilerplate articles of incorporation by searching on the internet and elsewhere. I then took that to the One-Stop Business Establishment Center. All the counselors were very kind and friendly when I visited their office. They gave me accurate and specific advice, which was a big help to me since I did not know anything.

If you do not know how to set up a company and are hesitating, the first thing you need to do is visit the One-Stop Business Establishment Center.

Hyojun Yu, Founder, Yu Fruits Co., Ltd.

After I started working at a trading company that imported fruit into Japan, I decided to start a business that would play a role to connect fruit-growing areas with consumers. TOSBEC has a good reputation as a facility that offers everything to start a business in one place, which was more important to me than doing the paperwork.

They have advisors who will work with you to create a business plan. The small and medium - sized business consultant I spoke with was able to take the business I had in my head and turn each individual piece into something specific. I would not have been able to start my business without TOSBEC. That may sound like I am exaggerating, but that is what the Center can do for you.



Tokyo One-Stop Business Establishment Center

Get your paperwork done quickly in one place

Now offering telephone consultations with Small and Medium Enterprise Consultants!

Register to attend Tokyo Business Start-up Seminar! Visit tosbec.com for details.

Tokyo One-Stop Business Establishment Center

■ Consultation Hours:

Weekdays: 9:30 a.m. to 5:30 p.m. (Closed 12:00 p.m. to 1:00 p.m.)
Closed weekends, national holidays, and the New Year holidays (December 29 - January 3)

Akasaka Center

JETRO HQ 7F ARK Mori Building



Tokyo Metro (Subway)

- Roppongi-1chome station (N-05, Namboku line): Exit 3, 1 minute walk
- Tameike-sanno station (G-06 & N-06, Namboku & Ginza line): Exit 13, 3 minute walk
- Kamiyacho station (H-05, Hibiya line): Exit 4B, 12 minutes walk
- Akasaka station (C-06, Chiyoda line): Exit 5, 12 minutes walk
- Kokkai-gijidomae station (M-14 & C-07, Marunouchi & Chiyoda line): Exit 3, 15 minutes walk

※ Please come to the reception desk on the 7th floor by taking JETRO's private elevator located behind Starbucks Coffee on the 1st floor

■ Consultation Reservations

- ① Call to registration desk 03-3582-4934
- ② Send a reservation form

■ Other inquiries 03-3582-8352

■ FAX 03-5561-4123

■ Location

〒107-6090 Ark Mori Building, 7th Floor, 1-12-32 Akasaka, Minato-ku, Tokyo

Shibuya Satellite Center

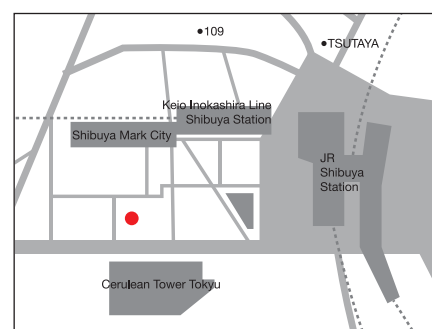
1F Shibuya Dogenzaka Tokyu Bldg.

■ TEL

03-5489-4630

■ Location

〒150-0043 1-10-8 Dogenzaka, Shibuya-ku, Tokyo
1st floor, Shibuya Dogenzaka Tokyo Building
Plug and Play Shibuya powered by Tokyu Land Corporation
(4 minutes by foot from Shibuya Station)



Marunouchi Satellite Center

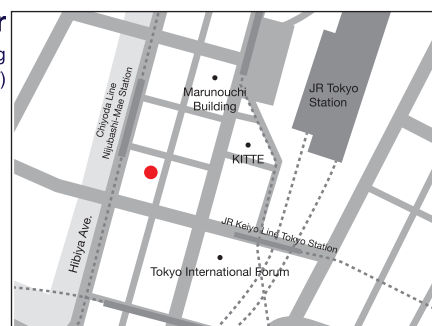
Tokyo Meiji Yasuda Life Insurance Building (TOKYO STARTUP STATION 2F)

■ TEL

03-6259-1882

■ Location

〒100-0005 2-1-1 Marunouchi, Chiyoda-ku, Tokyo
Meiji Yasuda Life Insurance Building, 2nd floor,
Tokyo Startup Station
(5 minutes by foot from the Marunouchi South Exit at JR Tokyo Station)



Thinking of starting a business in Tokyo?

All the filing procedures required to set up business in Tokyo can be done at the Tokyo One-Stop Business Establishment Center (TOSBEC)—the first such center in Japan.



Booth consultation



Small and Medium Enterprise Management Consultants

Provide consultation services concerning the establishment of business, such as financial and management plans. (*Check the website to confirm when they will be at TOSBEC.)

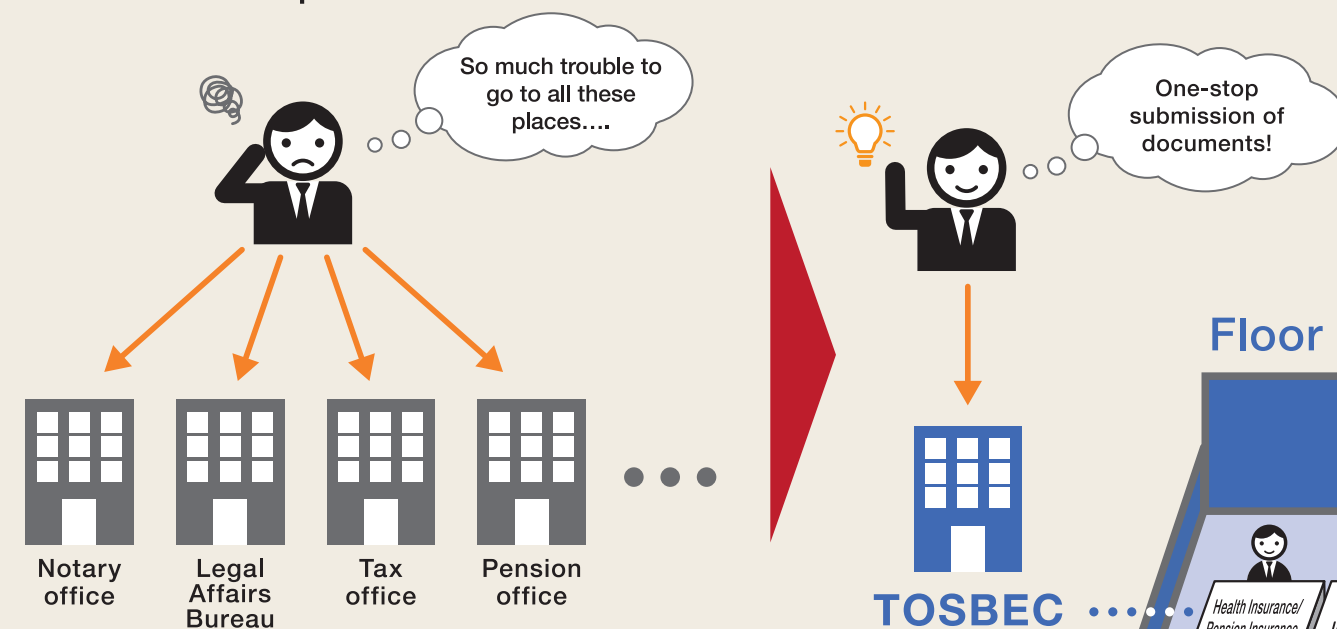
Now offering telephone consultations with Small and Medium Enterprise Consultants!

Consult with SMEC about the form of the business and procedures for starting a business over the phone.

Typical consultations include:
Differences between a joint stock company and joint venture, capitalization amounts, overview of loans, and typical loan systems.

Visit our website for details.

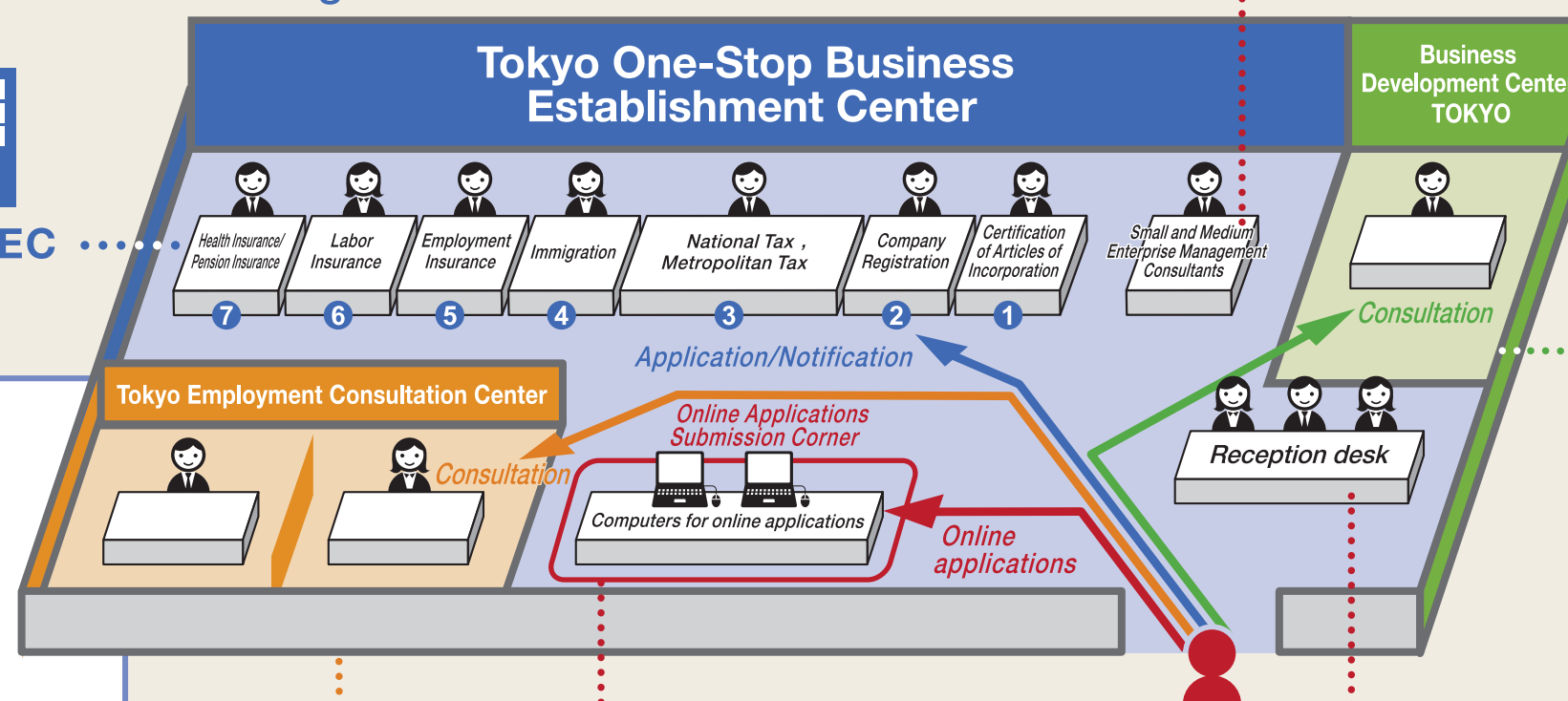
Not just advice for preparation of documents.
Submit all your necessary application documents here!



The attractive features of the Tokyo One-Stop Business Establishment Center

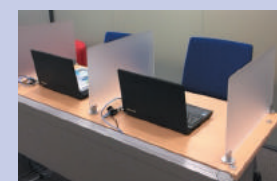
1. Welcomes both Japanese and foreign entrepreneurs.
2. Supports the establishment of joint stock companies, joint ventures, and other companies (including foreign affiliates).
3. Provides a wide range of consultations from specific to general questions.
4. You can use TOSBEC for free as many times as you want because it's jointly operated by the national government and the Tokyo Metropolitan Government.
5. Multilingual interpretation services are also provided upon request.

Floor guide



Online Applications Submission Corner

Computers, card readers, and other necessary equipment are available.



Reception desk

We will direct you to the booth handling matters related to your registration application procedures and consultation needs. Please drop by!



Tokyo One-Stop Business Establishment Center

You can receive services of the Tokyo One-Stop Business Establishment Center, the Business Development Center TOKYO and the Tokyo Employment Consultation Center at one location.

Company incorporation STEPS

Preparation for company registration application

- Determine profile of company
- Prepare a seal etc.

Preparation/Certification of articles of incorporation

- Prepare the articles of incorporation
- Take procedures for certification of the articles of incorporation by a notary office
- *Not required for limited liability companies

Prepare company registration documents

- Prepare attached documents for registration
- Apply for registration at the Legal Affairs Bureau
- After completing registration, receive certificate of registered information

Completion of incorporation

Notification of start of business [Tax related]

- Submit documents to the tax office

Start of business

Notification of social insurance enrollment

- Submit documents to the pension office

When employing a foreign national

- Confirm/apply for status of residence with the Immigration Bureau

When hiring employees

- Submit documents to the Labor Standards Inspection Office, Hello Work

Using TOSBEC

All the procedures from certification of articles of incorporation to notification of social insurance enrollment can be done at one place.

Procedures after incorporation can also be done here.

Introduction of booths

Booth	Support
1 Certification of Articles of Incorporation	Certification of Articles of Incorporation by a notary
2 Company Registration	Consultation related to company registration
3 Tax ※	<div>National Tax</div> <div>Metropolitan Tax</div> <div>1 Notification of Incorporation</div> <div>2 Application for Approval of Filing a Blue-form Tax Returns</div> <div>3 Notification of Establishment/Relocation/Discontinuance of an Office Paying Salaries</div> <div>4 Application for Approval of Extension of Withholding Tax Payment</div> <div>1 Notification of Incorporation</div> <div>2 Notification/Application for Extension of Time to File Tax Statement</div>
4 Immigration	Certificate of Eligibility for Status of Residence under the categories of "Business Manager," "Intra-company Transferee," and "Engineer/Specialist in Humanities/Int'l Services," when related to the establishment of a business (includes forms for family members applying at the same time)
5 Employment Insurance	<div>1 Notification for Establishment of a Business Covered by Employment Insurance</div> <div>2 Notification for Qualification Acquisition of Employment Insurance</div>
6 Labor Insurance	<div>1 Notification for Establishment of Insurance Relation</div> <div>2 Estimated Insurance Premiums Declaration</div> <div>3 Notification of Applicable Understanding</div> <div>4 Notification of Rules of Employment</div> <div>5 Labor-Management Agreement for Overtime and Holiday Work</div>
7 Health Insurance/Pension Insurance	<div>1 Notification for New Application</div> <div>2 Notification for Qualification Acquisition</div> <div>3 Notification for Changes of Insured Person's Dependents/Notification of Third Insured Person Qualification</div> <div>4 Notification of Name in Romaji</div>

Our service covers administrative procedures regarding business establishment. (We do not provide procedures of alteration)
※ In Tax section (National Tax and Metropolitan Tax), Users may submit application forms, etc. written in English, while receiving support from interpreters or using form samples written in English.

Other Facilities Available

Business Development Center TOKYO [services for foreign companies and foreign entrepreneurs]

Staff members fluent in English support foreign companies in developing business in Tokyo and foreign entrepreneurs in starting up business by providing full services to meet various needs that range from business to daily life.

- **Business support**
 - Business matchups, introduction to experts who can answer needs, introduction to office space, etc.
- **Daily living support**
 - Introduction to schools and hospitals providing services in foreign languages, provision of daily life information, etc.

Tokyo Employment Consultation Center [for Japanese and foreign companies]

Provides support to startups and global corporations for their accurate understanding of employment related rules in Japan, so they can smoothly expand business. Experts such as lawyers versed in labor management and certified social insurance and labor consultants provide free consultation services on labor contracts, office regulations, and other rules of employment.