



# Business Development Center TOKYO

## Comprehensive Desk

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### One-stop business consultation by English-Japanese bilingual staff

#### Those Eligible for Supports:

- Foreign companies
- Foreign entrepreneurs
- Foreign workers in Japan
- Supporting organizations for foreign companies (Chamber of Commerce and Industry in Japan etc.)

#### Supports:

##### **Business Support**

- Introducing professional service providers (Lawyers, Tax accountants etc.)
- Consulting services by specialist
- Supporting administrative procedures
- Business match-up support

##### **Living Support**

- Provision of information, advice, and guidance  
Information on hospitals, schools, and day-care centers that are multi-language capable
- Community Assistance  
Introductions to expatriate communities in Japan etc.





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## Comprehensive Desk

### Location:

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

### Opening hours: 9:30~17:30 (on weekdays)

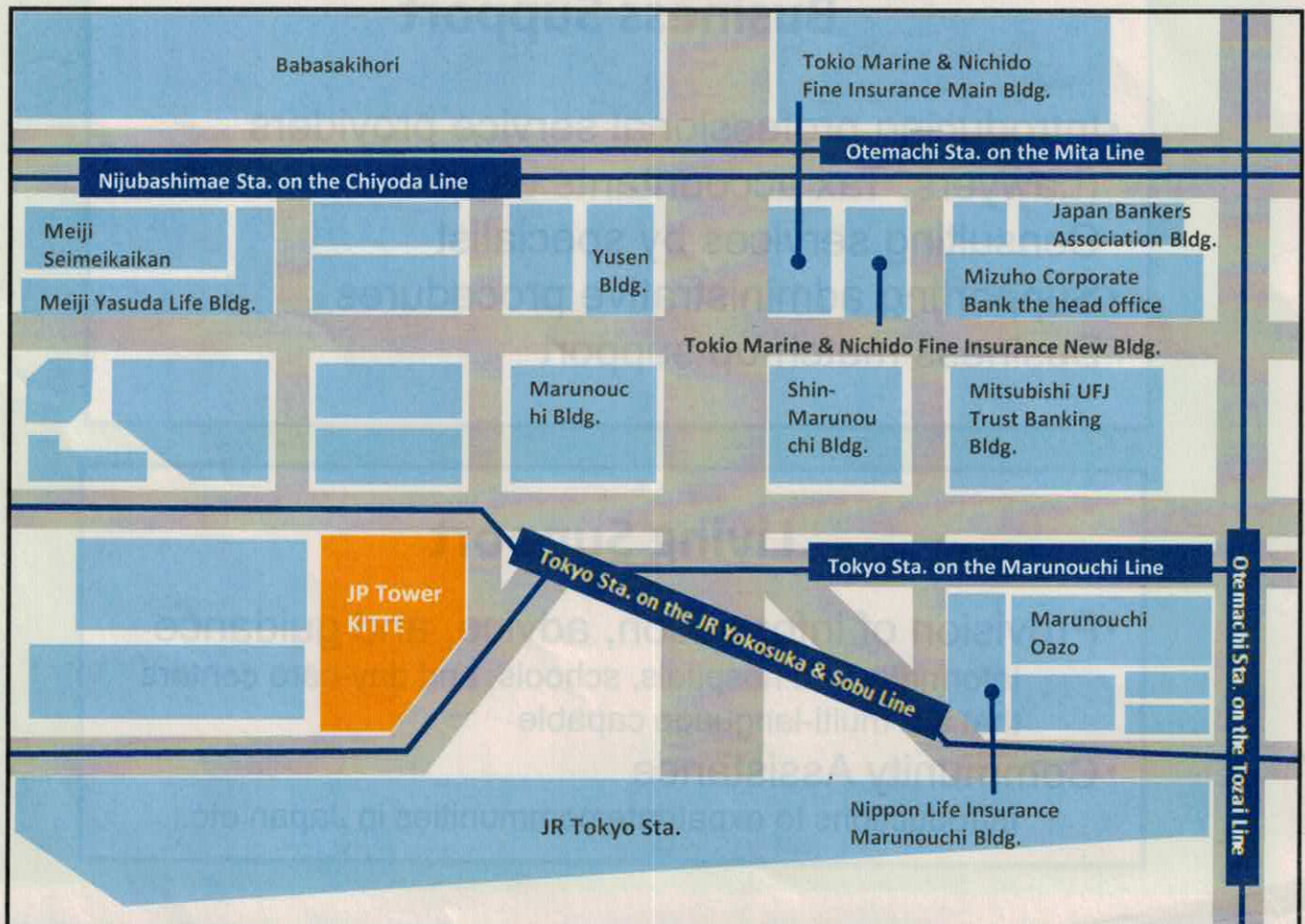
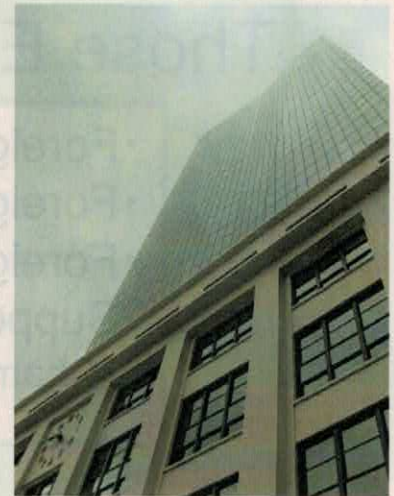
Tel: 03-6269-9981

URL: <http://www.bdc-tokyo.org/en>

Mail: [contactus@bdc-tokyo.org](mailto:contactus@bdc-tokyo.org)

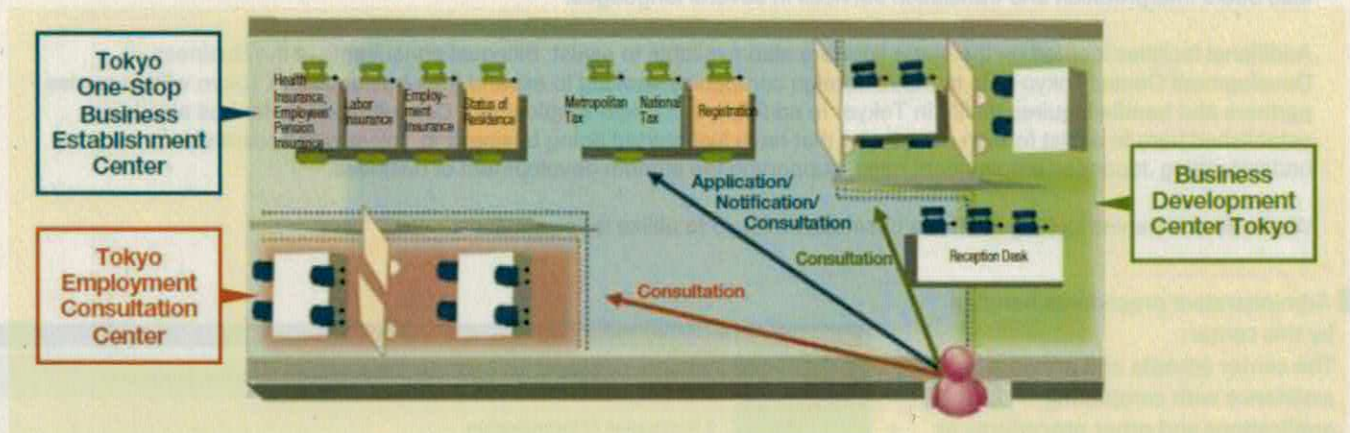
### LinkedIn:

<http://www.linkedin.com/company/bdc-tokyo>





## Floor Map



## Access

### Location:

Ark Mori Building, 7<sup>th</sup> Floor,  
1-12-32 Akasaka, Minato-ku,  
Tokyo

### 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's  
holidays (December 29 – January 3)

### Telephone

03-3582-8352

### Fax

03-5561-4123





# Tokyo One-Stop Business Establishment Center

## Personalized service makes completing filing procedures quick!

The Tokyo One-Stop Business Establishment Center unifies the procedures that foreign companies and start-ups need to complete to establish a business. This is a first for our country. Through personalized service provided by staff knowledgeable in administrative procedures and experts, the center helps to facilitate the prompt completion of various filing procedures, including those for company registration and notification of incorporation which are required when starting a business, taxes, social security, and immigration. Furthermore, to meet the needs of companies, the center also offers interpretation and translation services in several languages.

Additional facilities located on the same floor are also available to assist. Bilingual consultants at the Business Development Center Tokyo help to match foreign companies seeking to expand their business into Tokyo with business partners and handle inquiries on life in Tokyo. In addition, the Tokyo Employment Consultation Center has also been established here to assist foreign companies that have just started doing business in Tokyo with accurately understanding Japanese employment rules, supporting the smooth development of business.

We invite companies looking to start a business in Tokyo to utilize these services.

■ Administrative procedures handled by this center:

The center accepts and provides assistance with completing applications and other procedures as outlined on the right.

■ Those Eligible for Services:  
Foreign and Japanese companies launching a business in Tokyo

- Translation and interpretation services offered:
- Interpretation service for procedures at the application desk
  - English-language guidebook on procedures related to establishing a business
  - English-language samples of application and notification forms handled by the center
  - Introduction of businesses that will assist with the completion of documents and translation of accompanying documentation into Japanese



Company Registration	Consultation related to company registration, support for online procedures
Tax (National Tax)	<ol style="list-style-type: none"> <li>1 Notification of Incorporation</li> <li>2 Application for Approval of Filing a Blue-form Tax Returns</li> <li>3 Notification of Establishment/Relocation/Discontinuance of an Office Paying Salaries</li> <li>4 Application for Approval of Extension of Withholding Tax Payment</li> </ol>
Tax (Metropolitan Tax)	<ol style="list-style-type: none"> <li>1 Notification of Incorporation</li> <li>2 Notification/Application for Extension of Time to File Tax Statement</li> </ol>
Immigration	Certificate of Eligibility for Resident Status under the categories of "Intra-company Transferee" and "Business Manager" when related to the establishment of a business (includes forms for family members applying at the same time)
Employment Insurance	<ol style="list-style-type: none"> <li>1 Notification for Establishment of a Business Covered by Employment Insurance</li> <li>2 Notification for Qualification Acquisition of Employment Insurance</li> </ol>
Labor Insurance	<ol style="list-style-type: none"> <li>1 Notification for Establishment of Insurance Relation</li> <li>2 Estimated Insurance Premiums Declaration</li> <li>3 Notification of Applicable Understanding</li> <li>4 Notification of Rules of Employment</li> <li>5 Labor-Management Agreement for Overtime and Holiday Work</li> </ol>
Health Insurance/Pension Insurance	<ol style="list-style-type: none"> <li>1 Notification for New Application</li> <li>2 Notification for Qualification Acquisition</li> <li>3 Notification for Changes of Insured Person's Dependents/Notification of Third Insured Person Qualification</li> <li>4 Notification of Name in Romaji</li> </ol>