

1. Preparatory expenses

Who to ask	Remarks
Research/consulting firm	Expenses will vary. Some research/consulting firms will require that you provide the company charter, company guide and product catalog before establishing a local presence.

2. Temporary office

Who to ask	Remarks
Public agency/private agent	JETRO Fukuoka, located adjacent to Fukuoka City Hall, has booths available free of charge for two months. There are also a number of private incubation sites and temporary offices in Fukuoka City offering contract terms designed to facilitate use by foreign firms entering the city. While dependent on area, location and other factors, monthly rentals would probably be between 30,000 and 80,000 yen.

3. Opening an office

Cost breakdown	Branch office	Corporation	Remarks
Office rental fee	100,000	100,000	Fees shown for 9590 yen/tsubo x 10 tsubo, for one
Security deposit	600,000	600,000	Calculated as equal to six months' rent, but often varies.
Real estate agent fee	100,000	100,000	Calculated for real estate agency fee equal to one month's rent.
PC and OA equipment	360,000	360,000	The prices of PCs and OA equipment will vary with the specifics of the equipment used. The prices shown here are for a basic minimum, including copier, PC and fax machine, calculated at 30,000 yen/month x 12 months leasing. Additional fees will be required for telephone and Internet services.

(JP Yen)

4. Establishing a company

Cost breakdown		Where to file paperwork	Branch office	Corporation
Consultation about company registration	Consultation about commercial registration *1	Legal Affairs Bureau	Free	Free
	Consultation with experts about establishing a company *2	Experts	30,000	30,000
Registration fee	Revenue stamp (certification of company charter)	Notary public office	Not needed	40,000
	Company charter certification		Not needed	50,000
	Certified copies of company charter: 8 copies at 250 yen each		Not needed	2,000
	Certification tax *3	Legal Affairs Bureau	90,000	150,000
	Certified copies of registration: 10 copies at 600 yen each		6,000	6,000
	Prepare official corporate seal		20,000	20,000
	Corporate seal registration certificate: 2 copies at 450 yen each		900	900
Sworn affidavit or notarized statement	Original and Japanese translation	Varies with nation	Not needed	
Personal seal registration certificate	Certificate of registration from mayor of city, town or village with jurisdiction, for representative director (for a corporation) or any director (for an LLC)		300	300 x number of directors
Check on conditions	Varies with industry	National or prefectural government	—	—
Notifications required under foreign currency laws	In principle, notification after the fact, within 15 days of registration	Bank of Japan	—	—
Fees paid for services such as payment of registration fees, check of conditions, and legal notifications	Varies with service provider	Expert assistance	300,000	300,000

(JP Yen)

*1 Reservations required for consultations relating to commercial registration

*2 Fees for expert consultation on establishment vary with service provider. Generally expect about one hour per consultation.

*3 Corporate registration tax is 0.7% of paid-in capital, or 150,000 yen, whichever is higher. Branches of foreign corporations are charged a flat

5. Short-term residency visa

Cost breakdown	Where to file paperwork	Branch office	Corporation
Application for short-term survey visa, per person *1 *2	Embassy of Japan overseas	Free – About 6,000	Free – About 6,000
Portrait photo for application for short-term residency		1,200	1,200

(JP Yen)

*1 RVisa fees may vary depending on your nationality, and fees are waived for some nations. The fee for a multiple-entry visa is twice that of a single-entry visa.

*2 If your visa application is submitted by a third party, that party may also charge a fee.

6. Residency status (visa)

Cost breakdown	Where to file paperwork	Branch office	Corporation
Fee for change in residence status	Immigration Bureau/Ministry of Justice	4,000	4,000
Fee for re-entry permit (multiple) *1		6,000	6,000
Photo for certificate of eligibility *2		1,200	1,200
Return postage for Immigration Bureau *3		Depends on delivery method	Depends on delivery method
Company charter (or copy)		Not needed	Copying fee
Company registration *4		600	600
Business plan (prepared in your home nation)		At cost	At cost
Resume and work history (original; will be returned)			
Graduation degree (original; will be returned)			
Certificate of employment (original; will be returned)			
Corporate financial statement (or copy) for overseas company			
Corporate charter (or copy) for overseas company			
Corporate registration (or copy) for overseas company			
Company guide (or copy)			
Product catalog (or copy)			

(JP Yen)

*1 Application forms for authorizations of resident eligibility are available at the Immigration Bureau. You will need copies of your office rental agreement and a business contract. This authorization is required for foreign nationals to reside in Japan and engage in business in branch offices or serve as legal representatives of corporations (investment, business). * If you request a third party to handle this application for you, it will probably cost between 100,000 and 300,000 yen for preparation and translation.

*2 Photos for certificate of eligibility calculated as two, each measuring 4.5 x 3 cm.

*3 Preferred delivery methods: trackable letter pack, registered post, simple registered post.

*4 An official copy of the company registration costs 1,000 yen.

7. Prepare and register company seal

Cost breakdown	Where to apply	Branch office		Corporation	
		One non resident alignment stamp	One resident	One non resident alignment stamp	One resident
Corporate bank seal: Needed to open bank account *1	Seal carver	20000	20000	20000	20000
Corporate seals: Needed for issuing invoices and receipts		20,000	20,000	20,000	20,000
Seal for personal seal certification: for registration		10,000	10,000	10,000	10,000
Commercial seals: For checks and receiving registered mail		3,000	3,000	3,000	3,000
Commercial seals: Individual		10,000	3,000	10,000	3,000
Official seal registration (individual). *2 300 yen x 3 copies		900	900	900	900

(JP Yen)

*1 Corporate bank seal: Rubber and plastic seals cannot be used to open bank accounts.

*2 Official copies of seal registrations for personal seals can be obtained from the city, town or village you reside in. Normally three copies will be needed. In Fukuoka City, the fee is 300 yen per copy.