

Business Management Visa Process in Japan (4 Months → 1-Year Visa)

Step 1: Company Incorporation (Initial Phase)

(1) Drafting the Articles of Incorporation (定款)

- Our office will prepare the Articles of Incorporation based on your requirements.
- **Before drafting, decide the following:**
 - **Capital amount** (minimum ¥5 million recommended for visa eligibility)
 - **Company name** (checked for availability)
 - **Business purpose** (permissible under visa regulations)
 - **Directors** (at least one resident representative if you're overseas)
 - **Company seal** (registered *inkan* or *hanko*)

(2) Certification of Articles (For Kabushiki Kaisha/KK)

- We will handle the **notarization at a Japanese notary office** (required for KK).
 - *Note: Godo Kaisha (合同会社) does not require this step.*
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Step 2: Applying for the Business Management Visa

(1) Document Preparation

- We will compile all required documents (business plan, financial proof, etc.).

(2) Proxy Application for "Certificate of Eligibility" (COE)

- Our office submits the COE application to Immigration (3~4 months processing).

(3) Receiving the COE

- The Immigration Bureau will mail/email the COE to you.

(4) Visa Application at Japanese Embassy/Consulate

- Once you receive the COE, apply for the visa at your local Japanese embassy.
- *Your short-term visa (e.g., tourist) will become invalid upon approval.*

(5) Arrival in Japan & Residence Card

- Receive your **Residence Card (在留カード)** at the airport.
 - *Some airports may not issue it immediately—we will inform you in advance.*
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Step 3: Finalizing Company Setup (After Arrival)

(1) Resident Registration & Personal Seals

- Register your **address** at the local city office.
- Obtain a **personal seal certificate (印鑑証明書)**.

(2) Open a Personal Bank Account

- Required to receive the **company's capital transfer**.

(3) Secure an Office/Store Location

- Lease/purchase a commercial space (residential addresses are often rejected).
- Prepare office equipment (desk, phone, etc.).

(4) Transfer Capital Funds

- Deposit the **capital amount (¥5M+)** into your personal account.

(5) Company Registration via Judicial Scrivener (司法書士)

- Our partnered judicial scrivener will complete the legal registration.

(6) Receive Company Registration Extract (登記簿謄本)

- The "business license" equivalent (~1-3 weeks processing).
- 🎉 **Congratulations! Your company is officially established.**

Step 4: Application for renewal of residence status

(1) Compliance & Post-Incorporation Steps

- Adhere to Japanese laws (tax filings, social insurance, etc.).
- We can introduce **certified tax accountants (税理士)** for ongoing support.

(2) Visa Renewal (4 Months → 1 Year)

- Apply for renewal **3 months before expiry**.
- Focus on proving **stable business operations** (revenue, hiring, etc.).

Fee Structure & Services

Payment Phases

1. **Initial Payment:** 50% of visa fees + stamp duty (to start the process).
2. **After COE Approval:** Remaining 50% visa fees + company registration deposit.
3. **Post-Registration:** Final company setup fees.
4. **Visa Renewal:** 50% upfront, 50% upon approval.

Additional Services

- ① **Office/Residence Leasing Assistance.** We are licensed as a real estate broker, so we can also advise on real estate matters.
- ② **Bank/Government Procedure Support**
- ③ **Custom Consultations** (e.g., tax optimization, hiring protocols).

Adam International Immigration Office

Specializing in Business Visa Support for Entrepreneurs

✉ Contact us for a tailored consultation.

info@adam-as-office.com

Note: All fees exclude third-party costs (e.g., notary, taxes). Japanese law governs disputes.