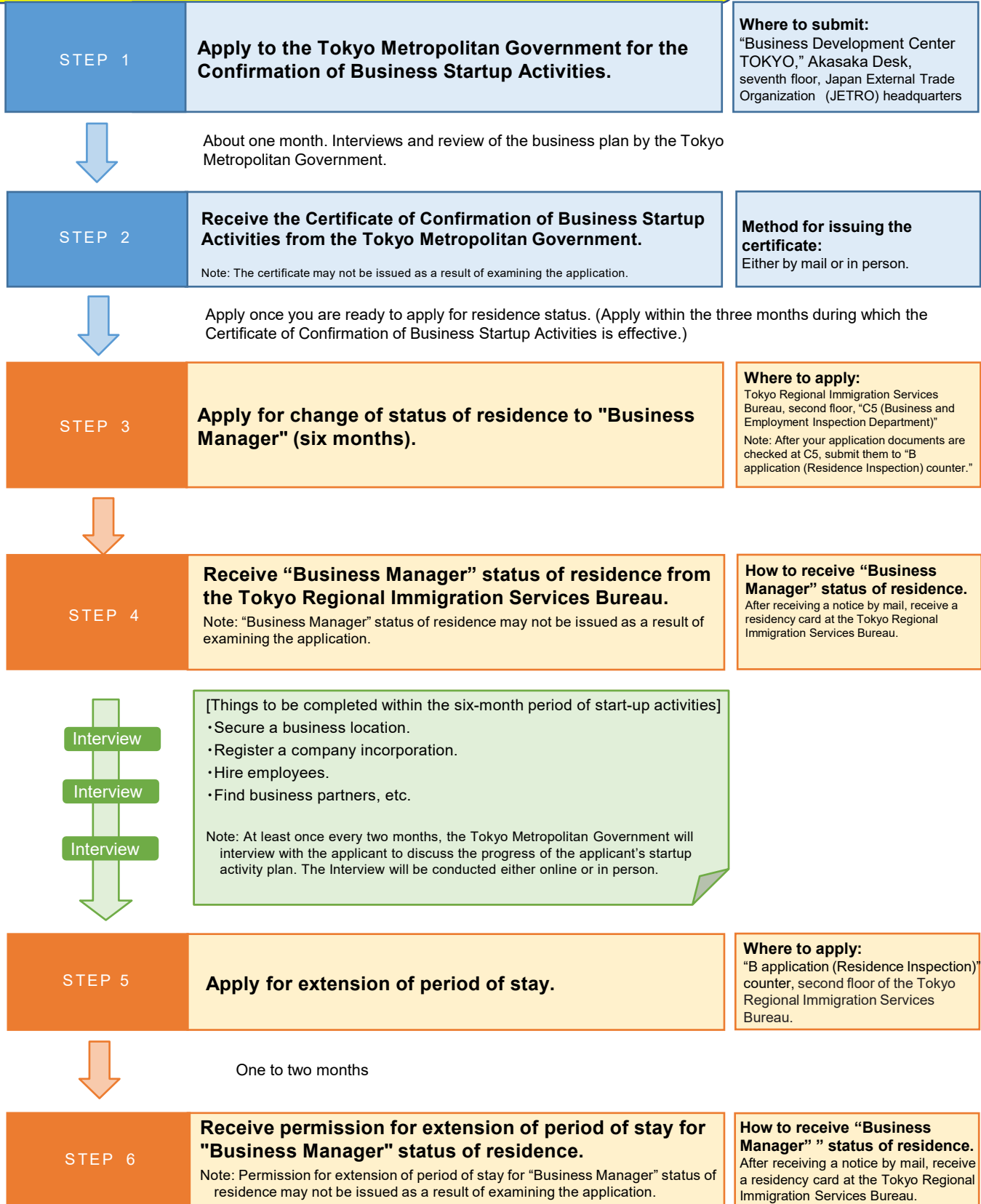


**Flowchart of application for the program to increase foreign entrepreneurs << Change from "Student" to "Business Manager" status of residence >>**

Source of materials:  
Tokyo Metropolitan Government



# STEP 1

## Apply for the Confirmation of Business Startup Activities at the Tokyo Metropolitan Government.

1. Submit application documents to the Akasaka Desk of the "Business Development Center TOKYO."

### ● Documents to be submitted.

Submit all of the following documents: (Note: Fill out the forms in Japanese)

- (1) Application for Confirmation of Business Startup Activities (consent form) (format/sample).
- (2) Plan for Business Startup Activities (format/sample) ★ Points to note for filling out the form.
- (3) Applicant's resume (format/sample).
- (4) Copy of applicant's passport.
- (5) Copy of resident card (both sides).
- (6) Certificate of residence
- (7) Statement of balance issued by bank within one month from issuance.



For the business plan and income and expenditure plan in the Plan for Business Startup Activities, applicants can consult with a Small and Medium Enterprise Management Consultant at TOSBEC.

Note: A certificate showing the balance of the applicant's account is required. The balance to be confirmed should be simple with a yen converted figure, the date of exchange rate, and exchange rate.

- (8) Copy of the certificate of enrollment (if you are currently enrolled) or diploma (if you have already graduated).
- (9) Other required documents (reference materials, etc.).

Note: When applying by proxy.

- (10) Power of attorney (The proxy shall be a person who has been entrusted by the applicant with the "establishment of a business entity in Japan").
- (11) Copy of administrative scrivener's certificate or attorney's ID card/certification of notification.

### ● Where to submit:

"Business Development Center TOKYO," Akasaka Desk, ARK Mori Building seventh floor, Japan External Trade Organization (JETRO) headquarters, 1-12-32, Akasaka, Minato-ku, Tokyo

Email: support2@bdc-tokyo.org

TEL: 03-3582-8353

Operating hours : Weekdays 9:30 a.m.to 5:30 p.m. (Excludes Saturdays, Sundays, national holidays and the new year's holidays.)

### ● How to submit

As a general rule, submit in person at the abovementioned place.

Note: Please contact "Business Development Center TOKYO" first so that we can electronically check in advance the contents of the documents to be submitted.

### ● Persons who may submit application documents.

- (1) Applicant
- (2) A member of the staff of a public interest incorporated association or a public interest incorporated foundation, which has the purpose of facilitating the smooth acceptance of foreign nationals, and whom the director of the regional Immigration Services Agency deems to be suitable (Currently, the Japan Immigration Association fulfills these conditions.)
- (3) An attorney or administrative scrivener who has, through their bar association or administrative scrivener association, given notification to the director of the regional Immigration Services Agency that has jurisdiction over the association. However, if the applicant is not in Japan, this person will be someone (or staff member of a company) commissioned by the applicant to establish a business in Japan.

Note: If the application documents are submitted by a person described in (2) or (3), documentation that clarifies their relationship with the applicant (power of attorney) and proves that they are in the position to do so (Certified Administrative Procedures Legal Specialist identification card, etc.) must be also be presented.

### ● After submission

The receipt shown on the right that will be issued by the Business Development Center TOKYO.



2. Confirmation of the business plan by the Tokyo Metropolitan Government (about one month)

The Tokyo Metropolitan Government will make assessments from the perspective of whether the applicant has a high likelihood of attaining the regular "Business Manager" status of residence after the six-month preparatory period.(\*1)

- Method: Application documents and interview (conducted either online or in person).(\*2)
- Specific items to be confirmed: Business details/Area of operation/Office location/Concrete plans up to launch of business/Funds for startup activities/Business size/Residence, living funds.

(\*1)Note: The application will not be accepted if the applicant is found to be an antisocial force or to have a relationship with an antisocial force. If it is discovered that the applicant is an antisocial force after the application had been accepted, the effect will be revoked retroactively.

(\*2)Note: The interview will be held online or face-to-face.

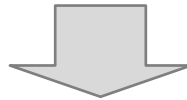
## STEP 2

### Receive the Certificate of Confirmation of Business Startup Activities from the Tokyo Metropolitan Government.

After considering the opinion of experts with insight into the management of the business and assessing the application contents, the following documents will be issued and an official in charge at the Tokyo Metropolitan Government will contact the applicant using the contact information on the application document.

Note: The documents will be issued either by mail or in person.

- If the application is found appropriate and necessary conditions are met ⇒ **Certificate of Confirmation of Business Startup Activities**
- If the Certificate of Confirmation of Business Startup Activities is not issued due to an incomplete application or failure to meet various requirements (No issuance) ⇒ **Notification of the Results of Confirmation of Business Startup Activities**



Once the Certificate of Confirmation of Business Startup Activity is issued, apply for the **certificate of change of status of residence** as soon as the document is ready at the Tokyo Regional Immigration Services Bureau.

**Note: The Certificate of Confirmation of Business Startup Activities is valid for three months from the date of issue.**

# STEP 3

## Apply for change of status of residence to “Business Manager.”

### Application for change of residence status from “Student” to “Business Manager” (six months).

#### 1. Preparation

1) Fill out the application form. (See sample)

Note: If there are any items that have not yet been decided, enter them as far as the applicant knows and add "(scheduled)."

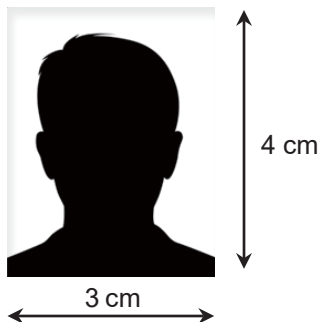
For items that are not decided yet, enter "undecided."

2) Prepare necessary documents.

#### ● Documents to be submitted.

(1) Application for change of status of residence one form

(2) Photograph (3 cm × 4 cm, taken within three months)



Note: A photo must show the applicant pictured alone; the applicant should face squarely forward and should remove any hats, caps, or head coverings; the background should be plain with no shadows; the photo must be sharp and clear; the photo must have been taken within three months prior to submission.

Note: Write the applicant's name on the back of the photo and paste it in the specified area on the application form.

(4) Postcard for notification to be given by the Immigration Services Bureau.



When you apply at the Tokyo Regional Immigration Services Bureau, the postcard for notification by the Immigration Services Bureau will be given along with a number ticket at the “B (Residence Inspection)” counter.

Note: The postcard should be addressed to an address in Japan where the applicant can reliably receive it.

(3) Copy of passport

(Pages with the applicant's photo, name, passport number, etc.)



(5) A set of copies of the application documents submitted to the Tokyo Metropolitan Government.

- Application for Confirmation of Business Startup Activities (consent form).
- Plan for Business Startup Activities.
- Applicant's resume.
- Documents clarifying where the applicant will be residing for six months after changing his or her resident status.
- Statement of balance issued by bank within one month from issuance.

(6) A letter of reason that explains the reason for changing your status of residence from "Student" to "Business Manager."

(7) A copy of the “Certificate of Confirmation of Business Startup Activities” issued by the Tokyo Metropolitan Government.

Effective period: within three months

(8) Present passport and resident card.

3) Keep a copy of your application package. (For the applicant's own use)

2. Apply for change of status of residence at the Tokyo Regional Immigration Services Bureau.

- 1) Go to the Tokyo Regional Immigration Services Bureau, inform them that you are applying for a change of status of residence to "Business Manager" (six months) by using the "Tokyo Metropolitan Government Program to increase foreign entrepreneurs," and ask them to check your documents.

- Location

Tokyo Regional Immigration Services Bureau, second floor, "C5 (Business and Employment Inspection Department)," 5-5-30, Konan, Minato-ku, Tokyo, 108-8255

TEL: (call handling service): 0570-034259  
(IP phone, overseas): 03-5796-7234

- Operating hours

9:00 a.m. to 4:00 p.m. (Excludes Saturdays, Sundays, and national holidays).

Note: No advance reservation is available.

Note: You cannot apply for a change of status of residence at the Immigration Booth of the Tokyo One-Stop Business Establishment Center (TOSBEC).

- 2) After your application documents are checked at C5 as described above, submit them to the "B (Residence Inspection)" counter.

Note: Your application may not be accepted if the required information is not filled out or required documents are missing.

- 3) If your application is accepted, you will receive an "Application Receipt." Keep the receipt.

Email a copy of the "Application Receipt" (PDF file) to the person in charge at the Tokyo Metropolitan Government.

# Notes on filling out the form [For Applicant] (Example)

## [For Applicant 1]

別記第三十号様式(第二十条関係)  
申請人等作成用 1  
For applicant, part 1

日本国政府法務省  
Ministry of Justice, Government of Japan

### 在留資格変更許可申請書 APPLICATION FOR CHANGE OF STATUS OF RESIDENCE

法務大臣殿  
To the Minister of Justice

写真  
Photo  
40mm × 30mm

出入国管理及び難民認定法第20条第2項の規定に基づき、次のとおり在留資格の変更を申請します。  
Pursuant to the provisions of Paragraph 2 of Article 20 of the Immigration Control and Refugee Recognition Act,  
I hereby apply for a change of status of residence.

1 国籍・地域 (1) 国籍 \_\_\_\_\_ (2) 生年月日 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日  
Nationality/Region \_\_\_\_\_ Date of birth \_\_\_\_\_ Year \_\_\_\_\_ Month \_\_\_\_\_ Day

3 氏名  
Family name \_\_\_\_\_ Given name \_\_\_\_\_  
Name \_\_\_\_\_

4 性別 男・女 (5) 出生地 \_\_\_\_\_ (6) 配偶者の有無 有・無  
Sex Male/Female \_\_\_\_\_ Place of birth \_\_\_\_\_ Marital status Married / Single

7 職業 \_\_\_\_\_ (8) 本国における居住地 \_\_\_\_\_  
Occupation \_\_\_\_\_ Home town/city \_\_\_\_\_

9 在留地  
Address in Japan \_\_\_\_\_  
電話番号 \_\_\_\_\_ 携帯電話番号 \_\_\_\_\_  
Telephone No. \_\_\_\_\_ Cellular phone No. \_\_\_\_\_

10 旅券 (1) 番号 \_\_\_\_\_ (2) 有効期限 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日  
Passport Number \_\_\_\_\_ Date of expiration \_\_\_\_\_ Year \_\_\_\_\_ Month \_\_\_\_\_ Day

11 現に有する在留資格 \_\_\_\_\_ 在留期間 \_\_\_\_\_  
Status of residence \_\_\_\_\_ Period of stay \_\_\_\_\_  
在留期間の満了日 \_\_\_\_\_  
Date of expiration \_\_\_\_\_ Year \_\_\_\_\_ Month \_\_\_\_\_ Day

12 在留カード番号 \_\_\_\_\_  
Residence card number \_\_\_\_\_

13 希望する在留資格 \_\_\_\_\_  
Desired status of residence \_\_\_\_\_  
在留期間 \_\_\_\_\_ (審査の結果によって希望の期間とならない場合があります。)  
Period of stay \_\_\_\_\_ (It may not be as desired after examination.)

14 変更の理由 \_\_\_\_\_  
Reason for change of status of residence \_\_\_\_\_

15 犯罪を理由とする処分を受けたことの有無(日本国外におけるものを含む。) ※交通違反等による処分を含む。  
Criminal record (in Japan / overseas) including dispositions due to traffic violations, etc.  
有(具体的内容) \_\_\_\_\_ / 無 \_\_\_\_\_  
Yes (Detail) \_\_\_\_\_ / No \_\_\_\_\_

16 在日親族(父・母・配偶者・子・兄弟姉妹・祖父母・叔(伯)父・叔(伯)母など)及び同居者  
Family in Japan (father, mother, spouse, children, siblings, grandparents, uncle, aunt or others) and cohabitants  
有(「有」の場合は、以下の欄に在日親族及び同居者を記入してください。) / 無 \_\_\_\_\_  
Yes (If yes, please fill in your family members in Japan and co-residents in the following columns) / No \_\_\_\_\_

続柄	氏名	生年月日	国籍	同居の有無	勤務先名称・通学先名称	在留カード
Relationship	Name	Date of birth	Nationality	Residing with applicant or not	Place of employment/school	Residence card no.
				有/無		
				有/無		
				有/無		
				有/無		
				有/無		
				有/無		

※ 30について、有効期限を所持する場合は、旅券の身分事項ページに記入してください。  
Regarding item 3, if you possess your valid passport, please fill in your name as shown in the passport.  
30については、記載欄が不足する場合は別紙に記入して添付すること。なお、「研修」、「在留実習」に該当する場合は、「在日親族」のみ記載してOKです。  
Regarding item 16, if there is not enough space in the given columns to write in all of your family in Japan, fill in and attach a separate sheet.  
In addition, take note that you are only required to fill in your family members in Japan for applications pertaining to "Trainee" or "Technical Intern Training".

(注) 裏面参照の上、申請に必要な書類を作成して下さい。  
Note: Please fill in forms required for application. (See notes on reverse side.)  
(注) 申請書に事実と異なる記載をしたことが判明した場合には、不利益な扱いを受けることがあります。  
Note: In case of to be found that you have misrepresented the facts in an application, you will be unfavorably treated in the process.

This form can be downloaded from the following URL.

<https://www.isa.go.jp/en/applications/procedures/16-2-1.html>

Address in Japan:  
Provide a Japanese address and telephone number where you can be reached during the review period.

## [For Applicant 2]

Name of the place of employment  
Address, Telephone No., etc.:  
If not decided at the time of application, enter "Undecided."

申請人等作成用 2 M 「高度専門職(1号)」・「高度専門職(2号)」・「経営・管理」  
For extension of status (高度専門職の場合のみ) For extension of status of status

21 勤務先 (1) 名称 \_\_\_\_\_ (2) 所在地 \_\_\_\_\_ (3) 電話番号 \_\_\_\_\_  
Place of employment For job items (2 and 3), give the address and telephone number of your principal place of employment. Name of branch \_\_\_\_\_ Address \_\_\_\_\_ Telephone No. \_\_\_\_\_

(1)  本邦  外国  
Japan Foreign country

(2)  大学院(博士)  大学院(修士)  大学  短期大学  専門学校  
Master Doctor School Junior college College of technology  
 高等学校  中学校  その他( )  
Senior high school Junior high school Others

(3) 学校名 \_\_\_\_\_ (4) 卒業年月日 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日  
Name of school Year of graduation

22 専攻・専門分野 (1) 7大学(博士)～短期大学の専攻 (2) 質問 12は本学から選択してください  
Major field of study (Check one of the following when your answer to the question 12 is from doctor to junior college)

(1)  法学  経済学  政治学  経営学  教育学  文学  
Law Economics Politics Business administration Education Literature  
 言語学  社会学  歴史学  心理学  農学  芸術学  
Linguistics Sociology History Psychology Agriculture Science of art  
 その他(人文・社会科学)  工学  理学  化学  工学  
Others (Humanities/Social Science) Science Chemistry Engineering  
 農学  水産学  薬学  医学  歯学  獣医学  
Agriculture Fisheries Pharmacy Sports science Medicine Dentistry Veterinary  
 その他(自然科学)  体育学  その他( )  
Others (Natural Science) Sports science Others

(2) 7専門学校の専攻 (3) 質問 12は本学から選択してください (4) 教育・社会福祉  
College of technology (Check one of the following when your answer to the question 12 is from doctor to junior college) Education/Social welfare  
 工業  農業  医療・衛生  教育・社会福祉  
Industrial Commercial Business Agriculture Medical services/ Hygiene Education/Social welfare  
 建築・商業  服飾・デザイン  文化・教育  その他( )  
Fashion/Commercial Business Dress design/Fashion economics Culture/Education Others

23 事業の経営又は管理についての実務経験年数  
Experiences of operating or managing the business \_\_\_\_\_ 年 \_\_\_\_\_ 月  
Year(s) \_\_\_\_\_

24 勤務先 (外国に在住した場合は含む) Work experience (including those in a foreign country)

入社		退社		勤務先名称
年	月	年	月	

25 代理人(法定代理人による申請の場合に記入) Legal representative (in case of legal representative)  
(注) 氏名 \_\_\_\_\_ (2) 本人との関係 \_\_\_\_\_  
Name Relationship with the applicant  
住所 \_\_\_\_\_  
Address  
電話番号 \_\_\_\_\_ 携帯電話番号 \_\_\_\_\_  
Telephone No. Cellular Phone No.

以上の記載内容に事実と相違ありません。  
I hereby declare that the statement given above is true and correct.  
申請人(法定代理人)の署名/申請書作成年月日  
Signature of the applicant (legal representative) / Date of filling in the form  
年 \_\_\_\_\_ 月 \_\_\_\_\_ 日  
Year \_\_\_\_\_ Month \_\_\_\_\_ Day

26 注意  
In cases where descriptions have changed after filling in this application form up until submission of the application, the applicant (legal representative) must correct the past concerned and sign their name.  
The date of preparation of the application form must be written by the applicant (legal representative).

27 署名者  
Agent or other authorized person  
(注) 氏名 \_\_\_\_\_ (2) 住所 \_\_\_\_\_  
Name Address  
(3) 所属機関等(親族等については、本人との関係) \_\_\_\_\_ 電話番号 \_\_\_\_\_  
Organizer to which the agent belongs (in case of a relative, relationship with the applicant) Telephone No. \_\_\_\_\_

Signed and dated by the applicant.

# Notes on filling out the form [For Organization] (Example)

## [For Organization]

所属機関等作成用 1 M (「高度専門職(1号A)」、「高度専門職(2号)」、「経営・管理」)  
(変更申請の場合のみ)

在留期間更新・在留資格変更用  
For extension or change of status

For organization, part 1 M (Highly Skilled Professional)(a) / Highly Skilled Professional(b) (Only in cases of change of status) / Business Manager)

1 経営を行い又は管理に従事する外国人の氏名及び在留カード番号  
Name and residence card number of foreign national who is to engage in management of business

(1)氏名 Name (2)在留カード番号 Residence card number

2 契約の形態 Firm of contract  
 雇用 Employment  委任 Delegation  請負 Contract agreement  その他 Others

3 勤務先 Place of employment  
申請及び(3)に付した「主たる勤務場所」について記載すること。 For sub-items (6) and (7) give the address and telephone number of your principal place of employment.  
非営利法人の場合(1)(1)～(1)(5)記載は不要。 In cases of a nonprofit corporation, you are not required to fill in sub-items (7) to (10).

(1)名称 Name (2)法人番号(13桁) Corporation no. (combination of 13 numbers and letters)

(3)支店・事業所名 Name of branch

(4)雇用保険適用事業所番号(11桁) ※非該当事業所は記入省略  
Employment insurance application office number (11 digit) \*If not applicable, it should be omitted.

(5)業種 Business type  
 主たる業種を別紙「業種一覧」から選択して番号を記入(1つのみ)  
Select the main business type from the attached sheet "a list of business type" and write the corresponding number (select only one).  
 他に業種があれば別紙「業種一覧」から選択して番号を記入(複数選択可)  
If there are another other business types, select from the attached sheet "a list of business type" and write the corresponding number (multiple answers possible).

(6)所在地 Address 電話番号 Telephone No.

(7)資本金 Capital 円 (8)年間売上高(直近年度) Annual sales (latest year) 円

(9)法人税納付額 Amount of corporate income tax 円 (10)申請人の投資額 Amount of applicant's investment 円

(11)常勤従業員数 (申請人が経営を開始する場合にのみ記載)  
Number of full-time employees (To be filled in only, if the applicant is to commence management of business) 名  
(うち日本人、特別永住者又は「永住者」、「日本人の配偶者等」、「永住者の配偶者等」若しくは「定住者」の在留資格を有する者)  
(Number of Japanese, Special Permanent Resident or foreign nationals who have the status of residence "Permanent Resident", "Spouse in Child of Japanese National", "Spouse or Child of Permanent Resident" and "Long Term Resident" among all full-time employees.)

4 職種 Occupation  
 主たる職種を別紙「職種一覧」から選択して番号を記入(1つのみ)  
Select the main type of work from the attached sheet "a list of occupation", and fill in the number (select only one).  
 他に職種があれば別紙「職種一覧」から選択して番号を記入(複数選択可)  
If there is any other kind of work, select from "a list of occupation", and fill in the number (more than one answer may be selected).  
(注意) Attention 別紙「職種一覧」の1～2,999から選択してください。 Please select from 1 to 2 and 999 on the attached "a list of occupation."

5 活動内容詳細 Details of activities

6 就労予定期間 (申請人が管理者の場合にのみ記載)  
Period of work (Only fill in this section if the applicant is an administrator)  
 定めなし Non-fixed  定めあり Fixed (期間) Year Month

7 給与・報酬(税引き前の支払額) Salary/Reward (amount of payment before taxes) 円 (  年額 Annual  月額 Monthly )  
※ 各種手当(通勤・住宅・扶養等)・実費弁償の性格を有するものを除く。  
Excludes various types of allowances (commuting, housing, dependents, etc.) and personal expenses.

8 職務上の地位(役職名) Position/Title

9 事業所の状況 Office (2)保有の形態 Form of possession  保有 Possession  賃貸(家賃/月) Rent (rent/month) 円

以上の記載内容が事実と相違ありません。  
I hereby declare that the statements given above is true and correct.

所属機関等契約先の名前、代表者氏名の記名/申請書作成年月日  
Name of the contracting organization such as the organization of affiliation and representative of the organization. / Date of filing in this form. 年 Year 月 Month 日 Day

注意 Attention  
申請書作成後申請までに記載内容に変更が生じた場合、所属機関等が変更箇所を訂正すること。  
In cases where descriptions have changed after filing in this application form up until submission of this application, the organization must correct the changed part.

Enter information to the extent that it has been determined.

If not decided at the time of application, enter "Undecided."

Enter the applicant's name (not required to be signed by applicant).

Enter the company name if it is decided. (Corporate seal not necessary).

## STEP 4

# Receive "Business Manager" (six months) status of residence from the Tokyo Regional Immigration Services Bureau.

Note: "Business Manager" status of residence may not be issued as a result of examining the application.

The Tokyo Regional Immigration Services Bureau will notify the applicant of the result of the examination by mail.

- When receiving a notice by postcard.

Bring the necessary documents indicated in the notice to the Tokyo Regional Immigration Services Bureau to receive a new resident card.

Once the receipt process is complete, the applicant can continue business.

- When receiving a notice of denial of change of status of residence to "Business Manager."

This means that it has been judged that the applicant will not be allowed to change of status of residence to residence to "Business Manager."

Visit the Tokyo Regional Immigration Services Bureau, 5-5-30, Konan, Minato-ku, Tokyo, second floor, "C5 (Business and Employment Inspection Department)" to confirm the reason for rejection.



# Flowchart of steps after obtaining "Business Manager" (six months) status of residence.

Note: The following is an example of an entrepreneur establishing a corporation with capital of five million yen. If you wish to establish a company using a method other than a corporation, consult with the Tokyo One-Stop Business Establishment Center (TOSBEC).

Note: Carefully read the application criteria for the "Business Manager" status of residence.

Note: At least once every two months, the Tokyo Metropolitan Government will check the progress (follow-up) of the applicant's startup activities during the period of startup activities. (including interviews in person or online)

One of the interviews during the period of startup activities will be conducted in person. During the interview, you may be requested to submit documents that clarify the implementation status of your startup activity plan.

Note: Although TOSBEC can handle all procedures for company formation, consider hiring a professional such as an administrative scrivener, judicial scrivener, or attorney to handle the process.

## First month



Open a personal bank account in Japan.  
Note: If you already have a bank account, this is not necessary.



Prepare the articles of incorporation of your company and have them certified by a notary public office.

Note: In the case of a limited liability company (G.K.), certification of the articles of incorporation is not required.

Note: If you have your Individual Number Card with an electronic certificate, you can go through the process of certifying your articles of incorporation online.

(You can also apply online at TOSBEC).

First follow-up by the Tokyo Metropolitan Government.

## Second month



Transfer five million yen to your personal account. (If there is only one incorporator, deposit is acceptable.)

In this case, obtain written proof from the bank that the prescribed amount has been transferred to your account.

1. Proof of deposit (POD)
2. Balance Certificate

You need to secure a place of business to register your company.

Note: Sign and receive the lease agreement for the business premises.

Prepare the necessary documents for company registration and apply for company incorporation registration at a Regional Legal Affairs Bureau.



Note: The following documents need to be submitted to TOSBEC: Articles of Incorporation/Incorporator's written consent/Document certifying the selection of the representative director at the time of establishment/Letter of acceptance of the directors at the time of establishment/Seal certification/Proof of identity/Investigation report of the directors at the time of establishment and its attached documents/Document certifying the payment/

Certificate from the representative director at the time of establishment regarding the recording of the amount of capital

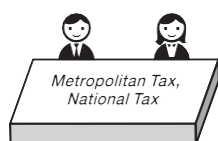
## Third month

Submit the necessary documents to TOSBEC.

Note: It usually takes about two weeks for the Legal Affairs Bureau to complete the registration.

Note: After the registration is completed, obtain a certificate of registered matters, etc.

After establishing a company, file the necessary notifications with the relevant government agencies at TOSBEC.



Open a corporate bank account and transfer the capital from your personal account.

Note: It takes time to open a corporate bank account. It is recommended that you take the procedure for opening a corporate bank account as soon as possible after registering your company.



Submit the documents for social insurance coverage to TOSBEC.

Consult with TOSBEC approximately 1.5 months prior to submitting your application to the Regional Immigration Services Bureau as the immigration bureau checks the application and you may have to rewrite it.

## Fourth month

Second follow-up by the Tokyo Metropolitan Government.

Consult with TOSBEC in advance.

Note: Before you apply for the renewal of "Business Manager" status of residence at the Regional Immigration Services Bureau, TOSBEC will confirm whether you have all the necessary documents to renew your status of residence.



## Fifth month



Prepare to apply for permission for an extension of the period of stay for the "Business Manager" status of residence (see the next step that follows for details) and visit the Immigration Bureau.

## Sixth month

## STEP 5

# Apply for extension of period of stay.

If you wish to continue to operate a business in Japan for more than six months after changing his or her resident status, you must go through the procedures for extending your period of stay at the Tokyo Regional Immigration Services Bureau.

Note: If it becomes difficult for you to continue your startup activities during your six-month stay, or if your "Business Manager" visa is not renewed, you must leave Japan. Be sure to have money for a return trip (equivalent to one-way airfare to your home country) kept separate from the funds needed for your business.

### 1. Preparation

Ensure that you meet the conditions a to e of the application.

#### A. The applicant must be engaged in the activity of managing a business.

Note: If more than one person is engaged in the management or administration of the business, the business will be examined comprehensively regarding whether it has the scale, workload, sales, number of employees, etc., required for such number of people to be engaged in the management or administration of the business.

#### B. The applicant must have a place of business in Tokyo to operate the business pertaining to the application.

Note: Business activities are carried out under a single management entity at a fixed location, i.e., on a single plot of land.

Please inquire at the Immigration Booth at the Tokyo One-Stop Business Establishment Center (TOSBEC) about office conditions for the application for permission for extension of period of stay.

Note: The production or provision of goods and services will be carried out on a continuous basis with people and equipment. (The office must be equipped with the necessary functions.)

Note: From the standpoint of business continuity, the purpose of use in a lease contract must be for business purposes, such as business use, store, office, etc., and the contract must be long-term.

Note: In the case of a dual-use property for residence and place of business, additional conditions will apply. Consult with the Immigration Booth at the Tokyo One-Stop Business Establishment Center (TOSBEC).

#### C. The scale of the business pertaining to the application must fall into one of the following categories: a, b, or c.

a. The amount of capital or the total amount of investment must be five million yen or more.

b. The business must be operated by two or more full-time employees residing in Japan other than those engaged in management.

Note: They must be a Japanese national, permanent resident, spouse or child of a Japanese national, spouse or child of a permanent resident, long term resident, or special permanent resident.

c. The scale of business is deemed to be equivalent to a. and b. above.

#### D. "Stability" and "continuity" of the business to be managed are objectively recognized (indicate in the business plan).

Note: Reference materials: Immigration Services Agency of Japan "Clarifications regarding the criteria for the Business Manager status of residence."

<https://www.moj.go.jp/isa/content/930005791.pdf> (in Japanese)

### 2. Filling out the application for extension of period of stay

Fill out the "application for extension of period of stay." (Attachment: Example for filling out the application)

Fill in all fields with no field left blank. (If there is a field that does not apply, enter "none.")

### 3. Prepare the required documents (Refer to the list of required documents: on the back).

### 4. Keep a copy of the application package (as your copy).

# List of required documents

- (1) Application for extension of period of stay
- (2) Present passport and resident card.
- (3) Photograph (The photograph must be 3 cm × 4 cm and have been taken within three months of the date of submission. Do not wear a hat. There should be no background and the photograph must be clear).
- (4) "Certificate of Confirmation of Business Startup Activities" issued by the Tokyo Metropolitan Government (copy).
- (5) Copy of the articles of incorporation that stipulate executive compensation or the minutes of the general meeting of shareholders that resolved executive compensation  
(In the case of a company with a compensation committee, the minutes of the committee). One copy
- (6) Any of the following documents that clarify the nature of the business.
- ◇ If the business is conducted by a corporation, a copy of the certificate of registered matters of the corporation.  
(If the registration of the corporation has not yet been completed, a copy of the articles of incorporation or other documents that clarify that the corporation intends to commence the business in question.) One copy
  - ◇ Copy of the guidebook that describes in detail the company's history, officers, organization, and business activities (including major clients and transaction results), etc. One copy
  - ◇ Other documents equivalent to the above (2) prepared by the employer, etc. One copy
- (7) Business plan (The same content as the Plan for Business Startup Activities submitted to the Tokyo Metropolitan Government is acceptable.)
- (8) Any documents that clarify the existence of office facilities.
- ◇ Certified copy of real estate register One copy
  - ◇ Lease agreement (copy) One copy
  - ◇ Other documents One copy
- (9) Any of the following documents that clarify the scale of the business.
- ◇ Copies of documents related to the payment of wages to two or more full-time employees, their certificates of residence, and other materials that clarify that there are two or more full-time employees.
  - ◇ Certificate of registered matters of the corporation. One copy  
(Note: If a copy of the certificate of registered matters of corporation is already prepared in (6), another copy is not necessary).
  - ◇ Other documents that clarify the scale of the business. One copy
- (10) Any of the following materials that clarify the reason why the total of the statutory records, such as the withholding slip of salary income of employees for the previous year cannot be submitted.
- (i) For organizations exempt from tax withholding at source.
- Certificate of exemption from tax withholding at source for foreign corporations and other documents that clarify that withholding at source is not required (copy). One copy
- (ii) For organizations excluding (i) above.
- A copy of the tax report for commencement of payroll, etc. One copy  
Any of the following documents.
  - ◇ A copy of the income tax statement for the last three months for employment income and retirement income, etc.  
(A copy of the one with the receipt date stamp) One copy
  - ◇ In the case of payment of withholding income tax on a semiannual, a copy of the document that clarifies the approval of payment of withholding income tax on a semiannual. One copy

# How to fill out the form [for the applicant].

## [For Applicant 1]

別記第三十号の二様式(第二十一条関係)  
申請人等作成用 1  
For applicant, part 1

日本国政府法務省  
Ministry of Justice, Government of Japan

**在留期間更新許可申請書**  
APPLICATION FOR EXTENSION OF PERIOD OF STAY

法務大臣殿  
To the Minister of Justice

出入国管理及び難民認定法第21条第2項の規定に基づき、次のとおり在留期間の更新を申請します。  
Pursuant to the provisions of Paragraph 2 of Article 21 of the Immigration Control and Refugee Recognition Act, I hereby apply for extension of period of stay.

写真  
Photo  
40mm X 30mm

1 国籍・地域 \_\_\_\_\_ 2 生年月日 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日  
Nationality/Region \_\_\_\_\_ Date of birth \_\_\_\_\_ Year \_\_\_\_\_ Month \_\_\_\_\_ Day

3 氏名 \_\_\_\_\_  
Name \_\_\_\_\_ Family name \_\_\_\_\_ Given name \_\_\_\_\_

4 性別 男・女 \_\_\_\_\_ 5 配偶者の有無 有・無 \_\_\_\_\_  
Sex Male/Female \_\_\_\_\_ Marital status Married / Single \_\_\_\_\_

6 職業 \_\_\_\_\_ 7 本国における居住地 \_\_\_\_\_  
Occupation \_\_\_\_\_ Home town/city \_\_\_\_\_

8 住居地 \_\_\_\_\_  
Address in Japan \_\_\_\_\_

9 電話番号 \_\_\_\_\_ 携帯電話番号 \_\_\_\_\_  
Telephone No. \_\_\_\_\_ Cellular phone No. \_\_\_\_\_

10 旅券 (1)番号 \_\_\_\_\_ (2)有効期限 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日  
Passport Number \_\_\_\_\_ Date of expiration \_\_\_\_\_ Year \_\_\_\_\_ Month \_\_\_\_\_ Day

11 現に有する在留資格 \_\_\_\_\_ 在留期間 \_\_\_\_\_  
Status of residence \_\_\_\_\_ Period of stay \_\_\_\_\_  
在留期間の満了日 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日  
Date of expiration \_\_\_\_\_ Year \_\_\_\_\_ Month \_\_\_\_\_ Day

12 在留カード番号 \_\_\_\_\_  
Residence card number \_\_\_\_\_

13 希望する在留期間 \_\_\_\_\_ (審査の結果によって希望の期間とならない場合があります。)  
Desired length of extension \_\_\_\_\_ (It may not be as desired after examination.)

14 更新の理由 \_\_\_\_\_  
Reason for extension \_\_\_\_\_

15 犯罪を理由とする処分を受けたことの有無(日本国外におけるものを含む。)※交通違反等による処分を含む。  
Criminal record (in Japan / overseas) including dispositions due to traffic violations, etc.  
有(具体的内容) \_\_\_\_\_ / No \_\_\_\_\_  
Yes (Detail: \_\_\_\_\_)

16 在日親族(父・母・配偶者・子・兄弟姉妹・祖父母・叔(伯)父・叔(伯)母など)及び同居者  
Family in Japan (father, mother, spouse, children, siblings, grandparents, uncle, aunt or others) and cohabitants  
有(「有」の場合は、以下の欄に在日親族及び同居者を記入してください。)・無 \_\_\_\_\_  
Yes (If yes, please fill in your family members in Japan and co-residents in the following columns) / No \_\_\_\_\_

続柄	氏名	生年月日	国籍・地域	同居の有無	勤務先名称・通学先名
Relationship	Name	Date of birth	Nationality/Region	Reading with applicant or not	Place of employment/school
				有・無 Yes / No	
				有・無 Yes / No	
				有・無 Yes / No	
				有・無 Yes / No	
				有・無 Yes / No	
				有・無 Yes / No	

※ 3.において、有効な旅券を所持する場合は、旅券の身分事項ページのとおりに記載してください。  
Regarding item 3, if you possess your valid passport, please fill in your name as shown in the passport.  
16については、記載欄が不足する場合は別紙に記入して添付すること。なお、「同居」は技能実習に係る申請の場合は、「在日」  
Regarding item 16, if there is not enough space in the given columns to write on all of your family in Japan, fill in and attach a separate sheet.  
In addition, take note that you are only required to fill in your family members in Japan for applications pertaining to "Trainee" or "Technical Intern".

(注)裏面参照の上、申請に必要な書類を作成して下さい。  
Note: Please fill in forms required for application. (See notes on reverse side.)

This form can be downloaded from the following URL.  
<https://www.isa.go.jp/en/applications/procedures/16-3-1.html>

Fill in with no field left blank.  
If there is a field that does not apply, enter "N/A" or "None."  
(Example) Telephone number: None

## [For Applicant 2]

申請人等作成用 2 M (「高度専門職(1号)」、「高度専門職(2号)」、「経営・管理」)  
在留期間更新・在留資格変更用  
For applicant, part 2 M (「Highly Skilled Professional(1)」、「Highly Skilled Professional(2)」、「Business Management」)  
In extension or change of status

17 勤務先 (1)氏名 \_\_\_\_\_ (2)住所 \_\_\_\_\_ (3)電話番号 \_\_\_\_\_  
Place of employment \_\_\_\_\_ For sub-items (2) and (3), give the address and telephone number of your principal place of employment. 支店・事業所名 \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Name of branch \_\_\_\_\_

18 最終学歴 (1)  本邦  外国 \_\_\_\_\_  
Education (last school or institution) Japan foreign country  
(2)  大学院(博士)  大学院(修士)  大学  短期大学  専門学校  
Doctor Bachelor Master Junior college College of technology  
 高等学校  中学校  その他( \_\_\_\_\_ )  
Senior high school Junior high school Others  
(3) 学校名 \_\_\_\_\_ (4) 卒業年月日 \_\_\_\_\_  
Name of school Date of graduation Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_

19 専攻・専門分野 (18で大学院(博士)～短期大学の場合は) \_\_\_\_\_  
Major field of study (If with a graduate school (doctor) ~ junior college)  
 法学  経済学  政治学  商学  経営学  文学  
Law Economics Politics Commercial science Business Administration Literature  
 言語学  社会学  歴史学  心理学  教育学  芸術学  
Linguistics Sociology History Psychology Education Science of art  
 その他人文・社会科学( \_\_\_\_\_ )  理学  化学  工学  
Others (humanities/social sciences) Science Chemistry Engineering  
 農学  水産学  薬学  医学  歯学  
Agriculture Fisheries Pharmacy Medicine Dentistry  
 その他自然科学( \_\_\_\_\_ )  体育学  その他( \_\_\_\_\_ )  
Others (natural sciences) Sports science Others

(18で専門学校の場合は) (Check one of the followings when your answer to the question 18 is college of technology)  
 工業  農業  医療・衛生  教育・社会福祉  法律  
Engineering Agriculture Medical services/Hygiene Education/Social welfare Law  
 商業実務  服飾・家庭  文化・教養  その他( \_\_\_\_\_ )  
Practical Commercial Business Fashion/Family Culture/Education Others

20 事業の経営又は管理についての実務経験年数 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日  
Experience of operating or managing the business Year(s) \_\_\_\_\_

21 経歴 (外国におけるものを含む) Work experience (including those in a foreign country)

入社	会社		勤務先名称	入社		退社		勤務先名称
	年月	月日		年月	月日	年月	月日	
	Year	Month	Place of employment	Year	Month	Year	Month	Place of employment

22 代理人(法定代理人による申請の場合に記入) Legal representative (in case of legal representative)  
(1)氏名 \_\_\_\_\_ (2)本人との関係 \_\_\_\_\_  
Name \_\_\_\_\_ Relationship with the applicant \_\_\_\_\_  
住所 \_\_\_\_\_  
Address \_\_\_\_\_  
電話番号 \_\_\_\_\_ 携帯電話番号 \_\_\_\_\_  
Telephone No. \_\_\_\_\_ Cellular Phone No. \_\_\_\_\_

以上の記載内容は事実と相違ありません。I hereby declare that the statement given above is true and correct.  
申請人(法定代理人)の署名/申請書作成年月日 \_\_\_\_\_  
Signature of the applicant (legal representative) / Date of filing in this form \_\_\_\_\_  
年 \_\_\_\_\_ 月 \_\_\_\_\_ 日  
Year \_\_\_\_\_ Month \_\_\_\_\_ Day

注 申請書作成後申請までに記載内容に変更が生じた場合、申請人(法定代理人)が変更箇所を訂正し、署名すること。  
申請書作成年月日は申請人(法定代理人)が自署すること。  
Attention: In cases where descriptions have changed after filing in this application form, up until submission of this application, the applicant (legal representative) must correct the part concerned and sign their name. The date of submission of the application form must be written by the applicant (legal representative).

23 取次者 Agent or other authorized person  
(1)氏名 \_\_\_\_\_ (2)住所 \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_  
(3)所属機関等(親族等については、本人との関係) \_\_\_\_\_ 電話番号 \_\_\_\_\_  
Organization to which the agent belongs (in case of a relative, relationship with the applicant) Telephone No. \_\_\_\_\_

# How to fill out the form [for an organization].

## [For Organization 1]

所属機関等作成用 1 M (「高度専門職(1号ハ)」、「高度専門職(2号)」、「経営・管理」)  
(変更申請の場合のみ)

在留期間更新・在留資格変更用  
For extension or change of status

For organization, part 1 M ("Highly Skilled Professional(i)(c)" / "Highly Skilled Professional(ii)" (only in cases of change of status) / "Business Manager")

1 経営を行い又は管理に従事する外国人の氏名及び在留カード番号  
Name and residence card number of foreign national who is to engage in management of business

(1)氏名 Name \_\_\_\_\_ (2)在留カード番号 Residence card number \_\_\_\_\_

2 契約の形態 Form of contract  
 雇用 Employment  委任 Delegation  請負 Contract agreement  その他 ( Others ) \_\_\_\_\_

3 勤務先 Place of employment  
※(6)及び(11)については、主たる勤務場所について記載すること。 For sub-items (6) and (11) give the address and telephone number of employees of your principal place of employment.  
※非営利法人の場合は(7)～(10)の記載は不要。 In cases of a nonprofit corporation, you are not required to fill in sub-items (7) to (10).

(1)名称 Name \_\_\_\_\_ (2)法人番号(13桁) Corporation no. (combination of 13 numbers and letters) \_\_\_\_\_

(3)支店・事業所名 Name of branch \_\_\_\_\_

(4)雇用保険適用事業所番号(11桁)※非該当事業所は記入省略  
Employment insurance application office number (11 digits) \*If not applicable, it should be omitted.  
\_\_\_\_\_

(5)業種 Business type  
 主たる業種を別紙「業種一覧」から選択して番号を記入(1つのみ)  
Select the main business type from the attached sheet "a list of business type" and write the corresponding number (select only one) \_\_\_\_\_  
 他に業種があれば別紙「業種一覧」から選択して番号を記入(複数選択可)  
If there are another other business types, select from the attached sheet "a list of business type" and write the corresponding number (multiple answers possible) \_\_\_\_\_  
(注意) Attention 別紙「業種一覧」の1～45,47から選択してください。 Please select from 1 to 45 and 47 on the attached "a list of business type."

(6)所在地 Address \_\_\_\_\_ 電話番号 Telephone No. \_\_\_\_\_

(7)資本金 Capital \_\_\_\_\_ 円 (8)年間売上高(直近年度) Annual sales (latest year) \_\_\_\_\_ 円

(9)法人税納付額 Amount of corporate income tax \_\_\_\_\_ 円 (10)申請人の投資額 Amount of applicant's investment \_\_\_\_\_ 円

(11)常勤従業員数 (申請人が経営を開始する場合にのみ記載)  
Number of full-time employees (To be filled in only, if the applicant is to commence management of business) \_\_\_\_\_ 名  
(うち日本人、特別永住者又は「永住者」、「日本人の配偶者等」、  
「永住者の配偶者等」若しくは「定住者」の在留資格を有する者) \_\_\_\_\_ 名  
(Number of Japanese, Special Permanent Resident or foreign nationals who have the status of residence "Permanent Resident", "Spouse or Child of Japanese National", "Spouse or Child of Permanent Resident" and "Long Term Resident" among all full-time employees.)

4 職種 Occupation  
 主たる職種を別紙「職種一覧」から選択して番号を記入(1つのみ)  
Select the main type of work from the attached sheet "a list of occupation", and fill in the number (select only one) \_\_\_\_\_  
 他に職種があれば別紙「職種一覧」から選択して番号を記入(複数選択可)  
If there is any other kind of work, select from "a list of occupation", and fill in the number (more than one answer may be selected)  
(注意) Attention 別紙「職種一覧」の1～2,999から選択してください。 Please select from 1 to 2 and 999 on the attached "a list of occupation."

5 活動内容詳細 Details of activities  
\_\_\_\_\_

6 就労予定期間 (申請人が管理者の場合にのみ記載)  
Period of work (Only fill in this section if the applicant is an administrator)  
 定めなし Non-fixed  定めあり Fixed ( 期間 ) \_\_\_\_\_ 年 \_\_\_\_\_ 月 )  
\_\_\_\_\_

7 給与・報酬(税引き前の支払額) ※ 各種手当(通勤・住宅・扶養等)・実費弁償の性格を有するものを除く。  
Salary/Reward (amount of payment before taxes) Excludes various types of allowances (commuting/housing/dependents, etc.) and personal expenses.  
\_\_\_\_\_ 円 (  年額 Annual  月額 Monthly ) \_\_\_\_\_

8 職務上の地位(役職名) Position/Title \_\_\_\_\_

9 事業所の状況 Office  
(1)面積 Area \_\_\_\_\_ m<sup>2</sup> (2)保有の形態 Type of possession  保有 Ownership  賃貸(家賃/月) Lease (rent / month) \_\_\_\_\_ 円

以上の記載内容は事実と相違ありません。  
I hereby declare that the statement given above is true and correct.  
所属機関等契約先の名称、代表者氏名の記名 / 申請書作成年月日  
Name of the contracting organization such as the organization of affiliation and representative of the organization / Date of filing in this form \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日  
Year Month Day

注意 Attention  
申請書作成後申請までに記載内容に変更が生じた場合、所属機関等が変更箇所を訂正すること。  
In cases where descriptions have changed after filing in this application form up until submission of this application, the organization must correct the changed part.

5. Apply for extension of stay at the Tokyo Regional Immigration Services Bureau

1) Apply for extension of stay at the Tokyo Regional Immigration Services Bureau.

● Where to apply:

Tokyo Regional Immigration Services Bureau, second floor, "B (Residence Inspection)" counter,  
5-5-30, Konan, Minato-ku, Tokyo, 108-8255

● Operating hours for application

8:30 a.m.: Start distributing number tickets.

9:00 a.m. to 4:00 p.m. Application reception (Excludes Saturdays, Sundays, and national holidays).

2) When your number is called, submit your application package to the B counter.

Note: Your application may not be accepted if the required information is not filled out or if the required documents are missing.

3) If your application is accepted, you will receive an "Application Receipt." Keep the receipt.

6. Wait for the results of the screening (about one to two months).

1) If the Tokyo Regional Immigration Services Bureau asks the applicant questions, or requests the applicant to submit additional documents, respond promptly by the deadline.

2) If the applicant thinks it is taking a long time to obtain the results, have the application receipt at hand and call the phone number listed on the receipt or visit the Tokyo Regional Immigration Services Bureau (second floor, "C5 (Business and Employment Inspection Department)," 5-5-30, Konan, Minato-ku, Tokyo) to check on the progress.

## STEP 6

# Receive permission for extension of period of stay for "Business Manager" status of residence.

Note: Permission for extension of period of stay for "Business Manager" status of residence may not be issued as a result of the screening.

The Tokyo Regional Immigration Services Bureau will notify the applicant of the result of the examination by mail.

- When receiving a notice by postcard.

Bring the necessary documents indicated in the notice to the Tokyo Regional Immigration Services Bureau to receive a new resident card.

Once the receipt process is complete, the applicant can continue business.

Note: The next application for extension of period of stay can be filed approximately three months prior to the expiration date of the period of stay indicated on the resident card.

Check the documents required for the next renewal beforehand and be prepared to apply well in advance.

Note: During the period of stay, you may be required to notify the immigration office if you change your residence or relocate your place of business.

Check the website of the Immigration Services Agency of Japan, etc., for details and ensure that you notify the agency of such change.

<https://www.isa.go.jp/en/applications/procedures/index>

- When receiving a notice of denial of extension of period of stay.

This means that it has been judged that the applicant will not be allowed to renew their period of stay.

Visit the Tokyo Regional Immigration Services Bureau, 5-5-30, Konan, Minato-ku, Tokyo, second floor, "C5 (Business and Employment Inspection Department)" to confirm the reason for rejection.