

## Outline re Basic Criteria for obtaining License Temporary and Permanent Staff Placement Agency Business

Requirement	Temporary Staff Placement Agency	Permanent Staff Placement Agency
Basic assets	20 million yen per office	5 million yen per office
Working capital	15 million yen Cash per office	1.5 million yen Cash per office
The total amount of liabilities	Within one-seventh of Basic Assets	Not applicable

Application	Prefecture Labor Bureau: Prefecture unit (Local Public employment security office) [Application to the authority Ministry of Health, Labour & Welfare (KOSEIROSOSH)]
The Period from Application to permission	Approx. min. of 4 months~
License Renewal	First renewal after three (3) years and after that every five (5) years. The procedure required at Hello Work (Regional Labor Bureau)
Office location	It is not preferable to open an office in a disreputable area such as an area with bars, nightclubs, etc.
Office interior structure	Suitable to protect the privacy of clients
Required floor space	More than 20 square meters
Person in charge (Responsible for operation) One person per 100 staff	It must depute at least one person responsible for operation (Koyo Khanrisha) other than an auditor who has experience managing the HR personal/labour relation department for at least three (3) years. It includes Representative Director, Manager, etc., who has experience dealing with the said matter. (Foreigners with the proper residence status in Japan such as Permanent, Spouse, Business Manager [Keiei-Kanri], etc. can also become Person-in-charge, and three years of experience overseas is also effective.)
Employee	One person per 50 staff for Permanent Placement Agency One person per 100 staff for the Temporary Placement Agency
Training course for Person-in-charge	It is required to take a 1-day course held by an auxiliary entrusted by the Ministry of Health, Labour & Welfare (KOSEIROSOSH) (such as the Temporary work services association of Japan)
Prohibition for other-business	For Permanent Staff Placement Agency [private money lending, second-hand goods business, etc.]

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