

## "Instructions Form" re Establishment of a Branch Office in Japan

<b>Company Name</b> <small>As per the Head Office / Parent Co. registration certificate</small>			
<b>Company / Head Office address</b> <small>(Registered Address)</small>			
<b>Face value of share</b>		<b>The total number of Authorized shares</b>	
<b>The total number of Issued shares</b>		<b>Capital</b> <small>(Amount and currency)</small>	
<b>Establishment date of the company [H.O.]</b>			
<b>Directors</b> <small>As per the Head Office / Parent Company Registration Certificate</small>	<b>Name</b>	<b>Date of Birth</b>	<b>Address</b>
	i		
	ii		
	iii		
	iv		
<b>Representative Director</b>			
<b>Company Establishment conformity law</b>			
<b>Representative in Japan</b> <small>(Japanese or foreigner)</small> <b>Resident in Japan</b> <b>(Mandatory)</b>	<b>Name</b>		
	<b>Date of Birth</b>		
	<b>Nationality</b>		
	<b>Address in Japan</b>		
<b>Representative in Japan (Non-Resident) (From Head Office)</b> <small>Preferably a Director of Parent Co! [Optional]</small>	<b>Name</b>		
	<b>Date of Birth</b>		
	<b>Nationality</b>		
	<b>Address in his / her home country</b>		
<b>Registered office address of Branch in Japan (full address) [No P.O. Box address]</b>			
<b>Tel # and Fax # of Japan branch office</b>		<b>Proposed commencement date of business in Japan</b>	
<b>Number of Employees (Head office)</b>		<b>The Financial year of Head Office</b> <small>(Branch will have same fiscal year)</small>	
<b>No of employees in the Japan branch (Projection)</b>		<b>Annual Sales in Japan Branch</b> (Yen or USD) <small>(Projection)</small>	

Remuneration of Representative in Japan		Term: Monthly or Annual agreement	
Summary of branch office in Japan [Optional]	Office premises		If the lease name of the owner
	Lease	Ownership	
	Building size	on which floor	Size of office (sq.m.)
Other facilities [Optional]	Lease / Ownership	If the lease name of the owner	Building size
	Size	on which floor	
Company Objectives of Head Office (From Articles of Memorandum & Association)  [In Japan, there are no general commercial objectives, which can be used like in other countries. Please specify the fields of business your company will be engaging in Japan from your head office Articles of Association]	<u>There are no general commercial objectives in Japan that can be registered, which can be used in other countries, covering A~Z activities. Please specify the particular fields of business activities your company's branch office will be engaged in, in Japan.</u>		

### Documents Required from Head Office (soft copy)

*[If it is not in English, please provide an English translation, duly notarized.]*

### Please send along with the duly filled form the following documents soft copy (scan copy of original)

- Copy of **Registration Certificate of the Company** in the home country (parent co.);
- Copy of **Memorandum & Articles of Association** of the Company in the home country (parent co.);
- Copy of **Proof of Share Capital of the company** in the home country (parent co.) (if any);
- Copy of latest **Balance Sheet & Profit & Loss Statement of the Company** in home country (parent co.); (optional, depending on the case)
- Copy of The Minutes of Meeting of the Shareholders / Executives relating to during the time of incorporation (if any) and relating to the establishment of a branch in Japan (if any);
- **"Representative in Japan": Resident in Japan - soft copy of photo I.D. proof (passport & driving license);**
- **"Representative in Japan": From head office - soft copy of photo I.D. proof (passport & driving license);**
- **Directors & Rep. Directors of Parent Co. - soft copy of photo I.D. proof (passport & driving license).**

**P.S. Additional information, if required, will be requested later to provide us with incorporation-related issues.**