



# SARKAR OFFICE JAPAN KK

## Sarkar Office Japan 株式会社

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**Bridging Consulting & Administrative Legal Services**

ブリッジングコンサルティング(橋渡しコンサルティング)

& 法務事務サービス

**“One-stop Solution”**

ワンストップソリューション

**“Business & Administrative Legal Services” in Japan for Foreign Companies willing to establish a legal business entity in Japan.**

日本におけるビジネス設立を望む外国企業のための

**“ビジネス&法務事務サービス”**

**&**

**“Bridging Consulting Services” in India for Japanese Companies willing to do business in or with India.**

インドにおけるビジネスを望む日本企業のための

**“ビジネスコンサルティングサービス”**



# SARKAR OFFICE JAPAN KK

## Company Profile

Company Registered Name	<b>Sarkar Office Japan KK</b>
Service name	<b>Sarkar Office®</b>
Office address	3-9-18-205 Kyojima, Sumida-ku, Tokyo 131-0046, Japan
Registered	1-6-3 Nihonbashi Honcho, Chuo-ku, Tokyo
Telephone	+81(03) 5631-9127
Telefax	+81(03) 5631-9106
Email	<a href="mailto:sojk-enquiry@sarkaroffice.com">sojk-enquiry@sarkaroffice.com</a>
Website	<a href="https://sarkaroffice.com">https://sarkaroffice.com</a>
Facebook (Japan Administrative Legal)	<a href="https://www.facebook.com/sarkaroffice">https://www.facebook.com/sarkaroffice</a>
Facebook (India Bridging Consulting)	<a href="https://www.facebook.com/India.biz">https://www.facebook.com/India.biz</a>
Founded I Establishment	1993 I 1995 YK I 2006 KK
Registered Company Objectives	1] Business Management Consulting Services 2] Market research & Marketing in Japan and foreign countries 3] Consulting services & intermediary B2B services 4] All other activities relating to the above
Representative Director	Arup Sarkar
Representative Director	John B Datsomor
Director	Mitsuharu Ogawa
Director	Yahiko Maekawa
India Camp since 06/07	+81(03) 5631-9127
Email	<a href="mailto:sojk-enquiry@sarkaroffice.com">sojk-enquiry@sarkaroffice.com</a>
Facebook	<a href="https://www.facebook.com/India.biz">https://www.facebook.com/India.biz</a>



# SARKAR OFFICE JAPAN KK

## Services at a Glance

Sarkar Office® since 1993 providing “One Stop Solution for Market Entry Support” Business Management, Bridging Consulting & Administrative Legal Service Entry Level Planning & Implementation and Post-Entry Level Ongoing Support.

### Administrative Legal Service

- ⇒ **Japan Company Incorporation**  
(Japan Branch & Subsidiary local company incorporation)
- ⇒ **Japan Accounting & Tax returns**  
(Bookkeeping, Corporate & Individual Tax returns, Payroll, Social Insurance, & all other related services)
- ⇒ **Japan Immigration**  
(Work Permit)
- ⇒ **Japan Post-incorporation administrative services**
- ⇒ **Administrative Legal docs, Registry info., & Translations**
- ⇒ **Japan office virtual operation support service**
- ⇒ **Overseas Company incorporation**  
(Through overseas associate network)

### Bridging Consulting Service

- ⇒ **Market Research**  
(Cost & Time efficient practical approach)
- ⇒ **Market Development Support**  
(Cost & Time efficient hands-on approach)
- ⇒ **M&A and Licensencing**
- ⇒ **Sourcing & Procurement**  
(Identifying supply source, order placing, monitoring, on-time delivery, price negotiation, claim management, relation buiding, stable supply)
- ⇒ **Business Planning & Implementation support**
- ⇒ **Identifying Local Partner** (Screening to Monitoring) **& business process**
- ⇒ **Bridging Consulting**  
(Bridging cultural & business ethics gap, localization)



# SARKAR OFFICE JAPAN KK

## History

Sarkar Office Japan KK is a "Bridging Consulting and Administrative Legal Services" firm involved in providing "One Stop Solution for Market Entry Support" to entry and post-entry-level administrative-legal business services to foreign companies and entrepreneurs since 1993.

**Since 1993** the firm has been providing Administrative Legal Services to foreign corporations to Small & Medium Size Enterprises to Multi-National Corporations, Japanese corporations, Indian conglomerate, emerging growth cos., government agency, semi-government organizations, NGOs, NPO, and new start-up companies in Japan re Legal Business-entity establishment, Japan branch registration, Japan subsidiary local company registration, Accounting, Payroll, Social Insurance, Corporate & Individual Tax, Immigration, day to day business operational support, and all related business administrative services to set-up and run the local Japan business operation of clients hassle-free and with a controlled & preplanned strategy in a most cost-effective manner.

**Since 1995** the firm has been providing "Consulting Services" Marketing, Management & Bridging Consulting, market-entry planning, implementation process support, business auditing, practical-based target market research in association with the conventional research approach, and market development services. However, the Founding Director has over three decades of experience as a Marketing, Management & Bridging Consultant, Business Auditor (Cisco Systems), and Paralegal Advisor in Japan & Asia and has extensive knowledge as a "Consultant."

**Since 06~07**, the firm has been providing Bridging Consulting services, marketing, procurement, market research, market development, business planning & implementation process support, "Bridging the Gap" in areas such as Cultural, Business Ethics, Traditional difference & Language barriers, etc. franchising, joint ventures, technology transfer, licensing arrangement, business negotiation, localization, etc. vide camp office in Mumbai, the commercial center of India. The service mainly focuses on bridging the gap between Japan and Indian businesses & vice versa and supporting Japanese companies interested in doing business in India for both pre and post-entry-level business consulting support.



# SARKAR OFFICE JAPAN KK

## Directors & Consultants

**Arup Sarkar**, Senior Consultant, the founding director, has over three decades of experience as a Management, Marketing, Bridging Consultant, & Cisco Auditor & Paralegal Advisor, handling multi-industry and nationality clients in Japan & Asia.

Extensive knowledge & expertise in diversified clientele from MNC to SMEs in Japan for both entry & post-entry-level & in planning and implementation of market development plan including setting up the legal business entity and managing clients Japan operation.

Many years experience as a Business Auditor in Japan & S-Korea for CISCO SYSTEMS.

Facilitated foreign trainees under the JITCO system in Japan for many years. Many years of experience in Japan working closely with Asian, European & Australian Govt. & Semi-Govt. Agencies, State Govt. of Victoria, Queensland, Australian Meat, etc.

Since 06~07 initiated Bridging Consulting & Business management services via an India camp for Japanese co, with a focus to ,” Act as a Bridging Consultant,” between Japan & India!

**John B Datsomor**, Representative Director, Advisor: John B Datsomor is an Ex-official of United Nations University (UNU), Tokyo. He worked in the Administration Department as Head of the Programme Support Unit. He also worked for several years as President of the UNU Staff Council. He was once very close to former UN Secretary-General Kofi Annan (as both are compatriots).

**Yahiko Maekawa**, Director, the Senior Tax Consultant/attorney, has over 20 years of experience in Corporate and Individual Tax matters in Japan.

**Mitsuharu Ogawa**, Director, Senior Corporate Affairs Consultant/attorney, has over 20 years of experience in branch, company incorporation, & corporate affairs matters in Japan.

All other supporting associate Consultants have several years of experience and are trained professionals in Consulting & Administrative Services besides a small team supporting administrative staff.





# SARKAR OFFICE JAPAN KK

## Administrative Legal Services (Japan)

Sarkar Office Japan KK has been providing business administrative, legal services in Japan both at entry-level and post- entry-level support to foreign companies & entrepreneurs since 1993 to assist in operating the local Japan legal-entity hassle-free and with a controlled & preplanned strategy in the most cost-effective manner.

### Services provided at a glance:

#### Japan Incorporation Service: -

- Incorporation of a Branch office of a foreign company
- Incorporation of a subsidiary local company (Kabushiki-Kaisha [KK] or (Godokai) [GK] / LLC, LLP, etc.

#### Post incorporation Service: -

- Monthly Payroll
- Accounting & Book-keeping as per local standard
- Year-end adjustment for staff salary withholding income tax (Mandatory requirement for Employer in Japan)
- Staff Individual Tax return (in case of multiple sources of income or income above 20M yen)
- Staff enrollment of Social Insurance & ongoing support as required based on local regulation
- Corporate Annual Tax return (Mandatory requirement for Branch or Local Co)
- Application & procedure re Immigration services (Status of Residence [Work Permit]) for foreign employee from overseas or local hire & ongoing support as required based on local regulation

#### Administrative Legal Service: -

- Japanese Company Registry Information as per Government Authority (ROC) record
- Obtaining Special license for particular activities if required as per local regulation such as Temporary worker dispatch; Permanent worker dispatch etc. (if required, optional, case by case)

#### Business Service: -

- Virtual business entity establishment & operation in Japan (subject to evaluation of a particular case & after doing due- diligence) and Local staff Recruitment assistance (introduction to professional firms, case by case)
- Virtual Office / Business center support (introduction to professional firms, case by case)
- Interpreter & Translation services (optional, case by case)



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- We offer a tailor-made solution for the client's specific requirement, including an out-of-box solution (subject to evaluation, case by case)
- Undertake assignment to assist the client in looking after their day to day activities in Japan (only after evaluation/assessment of the Client's business activities in Japan, requirement & after doing the due-diligence re the Client's proposed business activities in Japan) (optional, case by case)
- Search & support re physical office on rental & related issues (introduction to professional firms, case by case)
- All administrative business issues in Japan as "One Stop Solution" except legal court cases.

## **Why Should You Consider Sarkar Office Japan KK? Administrative Services**

- We provide a "One-Stop Solution" for Japan administrative, legal services. (Branch and subsidiary local co. incorporation, registration, formation, and post-incorporation services such as corporate and individual tax, accounting & payroll services, social Insurance, immigration, etc.)
- We have extensive knowledge and experience handling diversified clientele comprising of multinational companies, major Japanese companies, the Indian conglomerate, small & medium size companies, emerging growth companies, NGO, NPO, government agencies, semi-government organizations, embassy & consulates of foreign countries, and new start-up companies.
- We have over decades of long experience handling various types & a wide range of cases of clients from an extensive range of industries/sectors and nationalities.
- We provide prompt, efficient & highly professional service at par (if not better) compare to multi-national & large-size administrative-legal firms in Japan at a fraction of the fees charged by those firms.
- We charge a reasonable fee based on a flat-fee system on an assignment & case basis and not on a time-spent basis enabling our clients to do firm financial planning re Japan administrative, operational costs both at entry & post-entry-level.
- We provide our clients "A Single Point Contact."



# SARKAR OFFICE JAPAN KK

## Management, Marketing & Bridging Consulting Services

Sarkar Office Japan KK has been providing Management, Marketing & Bridging Consulting services since 1995. However, the founding director experience has over three decades of experience as a Marketing, Management & Bridging Consultant, Business Auditor (Cisco Systems), and Paralegal Advisor in Japan & Asia and has extensive knowledge as a “Consultant.”

### Services provided at a glance:

- Bridging the gap in areas such as Cultural, Business Ethics, traditional difference, language barriers & other related areas
- Market entry planning and implementation process support
- Market research (Practical approach market research in association with conventional market research)
- Marketing & new market development services
- Procurement & building up a long-term supply base
- Identifying target market prospects/company (s) in the local market for both marketing & procurement services as per client's requirement
- Screening & Qualifying the prospects as per client's requirement
- Identifying like-minded suitable local business partner(s) based on the client's goal
- Licensing arrangement
- Introduction to suitable local business partner(s) (distribution, franchising, joint ventures, technology transfer, licensing)
- Monitoring the local business partner(s) [buyers, suppliers, exporters, distributors, etc.] on behalf of the client and ongoing support
- Nurturing the long-term business relationship between client and local business partner(s).
- Business negotiation, localization, business auditing, and other business consulting-related services.

## Why Should You Consider Sarkar Office Japan KK? Consulting Services

- Sarkar Office Japan KK provides hands-on support for market development activities as the client's local arm in the target market at entry and posts entry-level.





# SARKAR OFFICE JAPAN KK

- We provide “Tailor-made Service” to fit the requirement of the client. We do not implement or believe in the template approach.
- We undertake assignments after initial assessment and internal due diligence. We normally provide our quotation and “Terms of Reference” (TOR) of the project after carrying out a thorough Q&A session with the client.
- We carry out the project based on the TOR. The client’s role & responsibility, including the support for specific technical issues and all other related matters, are usually outlined in terms of reference.
- We provide a hands-on approach and practical business support in a most cost-effective & time-efficient manner.
- We implement an assignment in various steps & phases (multi-tier system) which provides the client opportunity to judge and review the progress & enables them to make decisions based on the initial findings and actual results without making a long-term commitment from day one.
- We provide our “Client” with all the findings and market info without modifying the real content. (Unlike in the case of agents, distributors, brokers who normally tend to provide selective information to clients).
- We “Walk the Talk” with our client in the development process as an integral part rather than acting as a sole outsider advisor.
- We work as a team with the client, and in each implementation phase, we involve the client so that client can make an informed decision. Though we put forth our suggestions & rationales to our client, we always prefer the client to have the final say in all decision-making processes.
- We focus on enhancing the client’s core strength in the target market, as it is deemed appropriate without carrying out any over or underselling.
- We follow a simple principle of “job was taken to be delivered at the best of our ability & at client’s satisfaction” and provide a very flexible exit clause to our client in the event of unfavorable findings & result.



## Sarkar Office Japan KK

### India Market-Entry and Business Development Services

We provide the service re “India Market Development & Bridging Consulting Services” as the client’s local arm in the market at entry and post-entry level support, hands-on support.

The service's focus has been to ,” Act as a Bridging Consultant,” for Japanese companies interested in doing business in India and in bridging the gap re cultural & business ethics and all other related areas through a camp office in India.

We work as a Market Development & Bridging Consultant on mutually agreeable terms and support the client on the ground & conduct their business activities to extend their overseas operation (international business) department.

### The basic Service procedure is as outlined below:-

- QMRP-Quick Market Research based on a practical approach for finding the present market scenario, opportunity, and hurdles and provide suggestions based on the outcome of the exercise.
- Identifying the appropriate local business partner(s) (depending on the nature of the client's requirement, product, and or service).
- Screening & Qualifying the identified local business partner(s).
- Arranging meeting(s) with selected prospective local business partner(s) in an appropriate and time-bound manner.
- Attending the clients in all such pre-qualified meeting(s) introducing the client to the selected potential business partner(s) to enhance the chance of opportunity with a controlled pre-judged cost and time.
- Identification and suggestion concerning the appropriate business method and strategy with selected local business partner(s).
- Localization and implementation of a market development program that suits the client’s specific needs and requirements.



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- “Bridging Gap” re cultural, business ethics, traditional difference, language and cross border business and other related factors.
- Business negotiation with local business partner(s) as per client's requirement, target, the goal in the local target market.
- Post-entry-level monitoring of local business partner(s) performance on behalf of the client in the local market.
- The assignment is taken only after the initial assessment, evaluation and that once a project is taken, it has been carried out as teamwork between the client and us and the client's support re specific technical issues and all other related matters which are normally outlined at the time of submitting the precise Terms of Reference (TOR) and Fees Quotation.

All services provided are tailor-made to meet the client's specific requirement rather than following a template approach.

Overall assistance in conducting the business in the most cost and time-effective manner, acting as client’s local arm to give the client the total control in their international business in the local market and all other related activities.

## **Why Should You Consider Sarkar Office Japan KK? Bridging Consulting Services**

- Sarkar Office Japan KK provides hands-on support for market development activities as the client’s local arm in the target market at entry and posts entry-level.
- We provide “Tailor-made Service” to fit the requirement of the client. We do not implement or believe in the template approach.
- We undertake assignments after initial assessment and internal due diligence. We normally provide our quotation and “Terms of Reference” (TOR) of the project after carrying out a thorough Q&A session with the client.
- We carry out the project based on the TOR. The client’s role & responsibility, including the support for specific technical issues and all other related matters, are normally outlined in terms of reference.



# SARKAR OFFICE JAPAN KK

- We provide a hands-on approach and practical business support in a most cost-effective & time-efficient manner.
- We implement an assignment in various steps & phases (multi-tier system) which provides the client opportunity to judge and review the progress & enables them to make decisions based on the initial findings and actual results without making a long-term commitment from day one.
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- We work as a team with the client, and in each implementation phase, we involve the client so that client can make informed decisions. Though we put forth our suggestions & rationales to our client, we always prefer the client to have the final say in all decision-making processes.
- We focus on enhancing the client’s core strength in the target market, as it is deemed appropriate without carrying out any over or underselling.
- We follow a simple principle of “job was taken to be delivered at the best of our ability & at client’s satisfaction” and provide a very flexible exit clause to our client in the event of unfavorable findings & result.

Basically, we work as Market Development Consultant on mutually agreeable terms, comprising fixed monthly fee, reimbursement of actual costs for inter-city traveling and accommodation as required with client’s approval, and a success fee based on successful transaction value.

## **Contract Term & Termination**

Normally an assignment is taken based on a yearly contract with a fixed monthly fee, reimbursement of approved expenses & a success fee on the transaction value, and most importantly, a very flexible exit clause of two (2) months advance notice for termination from either side. However, any shorter or longer-term assignments are also considered as per the specific requirement of the client.



# SARKAR OFFICE JAPAN KK

## Clients

Sarkar Office Japan KK has extensive knowledge and experience serving a multi-industry and diversified clientele of various nationalities, including multinational companies, major Japanese companies, the Indian conglomerate, small & medium size companies, emerging growth companies, NGO, NPO, government agencies, semi-government organizations, and new start-up companies.

### Industries (A sample of various industries/sectors clients)

- ❖ Electronics & Computers
- ❖ Entertainment & Games
- ❖ Exclusive Members Clubs
- ❖ Information Technology
- ❖ Education System (LLP)
- ❖ Food (Processed, fresh produce to commodities) and Beverages (mineral water, sports drinks, non-alcoholic & alcoholic drinks, etc.)
- ❖ Jewelry & Precious stones
- ❖ Manufacturing
- ❖ Heavy industry
- ❖ Franchise & Retailing
- ❖ Financial & Security system
- ❖ Real Estate
- ❖ Garments & Textile
- ❖ Trading & Transportation
- ❖ Fashion & designer's products
- ❖ Payment Solutions
- ❖ Etc.

### Clients (Sample list)

### 顧客実績 ( サンプルリスト)

ATLAS (Japan)	アトラス
BUREAU VERITAS SA (France) Japan Office	ビューローベリタスジャパン(株)
Boeing (Japan)	ボーイングジャパン
CISCO SYSTEMS (USA)	シスコシステムズ
CITY CLUB TOKYO (Hong Kong)	シティークラブ東京
CENTURY CLUB OSAKA (Hong Kong)	センチュリークラブ大阪
CSK (SEGA) (Japan)	CSK セガ
CALIFORNIA SOFTWARE CO., LTD	カリフォルニアソフトウェア株式会社





# SARKAR OFFICE JAPAN KK

(CALSOFT) (USA)	(カルソフト) (米国)
Cox Co., Ltd; Aeon Group (Japan)	コックス株式会社、イオングループ (日本)
DATAMATICS LTD. (India)	DATAMATICS LTD. (インド)
Denon Ltd. (Japan)	株式会社デノン
DIEMRUSA INC. (KGK GROUP) (India)	DIEMRUSA 株式会社 (KGK グループ) (インド)
Dohsui Co.,Ltd (Japan)	Dohsui 株式会社
European Commission in Japan	駐日欧州委員会
Eiko Boeki Kaisha Ltd. (Japan)	栄子貿易株式会社 (日本)
FINTRAX (Ireland)	FINTRAX (アイルランド)
FUJI XEROX (Japan)	富士ゼロックス(株)
GLOBAL COLLECT B.V (Holland)	GLOBAL は B.V (オランダ) を収集
KK KABU9 (Japan)	株式会社 カブナイン (日本)
KONICA (Japan)	コニカ
KAISHA-TEC (Japan)	KAISHA-Tec
KGK JEWELERY (KGK GROUP) (India)	KGK ジュエリー (KGK グループ) (インド)
MORGAN STANLEY	モルガンスタンレー
MINISTOP CO., LTD (Aeon Group)	ミニストップ(株)
Motech Software Pvt Ltd Reliance Industries Group (India)	モテックソフトウェアPVT LTDを リライアンス・インダストリーズ・グループ (インド)
NESS GLOBAL SERVICES PTE LTD (Singapore)	NESS グローバルサービス PTE LTD (シンガポール)
NIPPON FLOUR MILLS CO., LTD (Japan)	日本製粉(株)
NITTOBEST (Japan)	日東ベスト(株)
Nozaki & Co. Ltd (Nozaki Corn Beef) (Japan)	野崎・アンド・カンパニー株式会社 (野崎コーンビーフ) (日本)
Okura Shoji Co., Ltd (Japan)	オークラ商事株式会社
Pioneer Corporation (Japan)	パイオニア株式会社
PENTASOFT TECHNOLOGIES LIMITED (former Pentafour) (India)	PENTASOFTテクノロジーズ (旧 Pentafour) (インド)
Sammy Corporation (Japan)	サミー株式会社
SUPRA CORPORATION (JUMBO GROUP) (U.A.E.)	スープラ株式会社 (ジャンボ・グループ) (U. A. E.)
S.VINODKUMAR & CO. (India)	S. VINODKUMAR & CO (インド)



# SARKAR OFFICE JAPAN KK

SOFIVO (France)	SOFIVO (フランス)
Saison Group (Japan)	セゾングループ
THE UB GROUP (India)	UB グループ (インド)
TOKYO CAPITAL CLUB (CCA INTERNATIONAL GROUP) (Hong Kong)	東京キャピタルクラブ
TRIUMP INTERNATIONAL (Japan) LTD	トリンプ インターナショナル(株)
Toyomac Ltd. (Toyota Tsusho Group) (Japan)	Toyomac株式会社 (豊田通商グループ) (日本)
Toyobo Co., Ltd. (Japan)	東洋紡株式会社
WORLD FAMILY KK (Japan)	ワールドファミリー(株)
Nova International (USA)	ノヴァインターナショナル (米国)
ZENWAVES Pvt. Ltd (India)	ZENWAVES の PVT。株式会社 (インド)
SAROJ KOIRALA MEMORIAL FOUNDATION (Nepal)	SAROJ コイララ記念財団 (ネパール)

And also many other foreign and Japanese corporations, government agencies & new start-up co., etc.

**Arup Sarkar**, (<https://www.linkedin.com/in/sarkararup>) Senior Consultant & Director of Sarkar Office Japan KK while working for many years as the Business Auditor both in Japan and S-Korea for CISCO SYSTEMS (USA) he had audited major Japanese firms such as NTT Communications, NTT PC Communications, NTT ME Corp., Hitachi, NEC, CTC (Itochu), Sumisho; & many MNC in Japan & Korea such as IBM, etc. and many other major companies in both countries.



<https://goo.gl/maps/CqBgnwHmTs62>