

Japan Branch Office Registration Documents

"Sample" List of Documents

Original documents will be sent via courier to the client's Japan Branch registered office upon completion of registration.

Japan Branch Office:

1. Certified Copy of Branch Office Registration – Original
2. Branch Registered Seal (stamp) certificate – Original
3. Branch Registered Seal (Stamp) – Physical stamp registered with Legal Affairs Bureau
4. Tax Office Notifications (mandatory reporting to National & Local Tax office) – Copies

The following mandatory notifications need to be filed with the tax authorities after the establishment of a "Branch Office" in Japan:

To Local Tax Office: (*Prefectural and municipal tax authorities*)

1] Notification of Incorporation/ Establishment of a Company

(Must file notifications of the establishment with each prefectural and municipal authority to which local taxes are to be paid.)

To National Tax Office:

1] Notification of a foreign company

2] Application for Blue Form Return

3] Notification of Establishment, Relocation, and Closure of an Office, Etc. Paying Salaries

4] Application for Approval in Relation to the Special Provision for Due Dates for Withholding Income Tax (**This would allow twice a year notification and payment instead of monthly**)

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