



Japan Subsidiary Company Registration Documents

(Kabushiki Kaisha[KK]/Joint-Stock Company and Godo Kaisha[GK]/Limited Liability Co)

“Sample” List of Documents

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

Japan Subsidiary Company (Kabushiki Kaisha [KK] and Godo Kaisha [GK])

1. Certified Copy of Company Registration – Original
2. Company Registered Seal (stamp) Certificate – Original
3. Company Registered Seal (Stamp) – Physical stamp registered with Legal Affairs Bureau
4. Memorandum & Articles of Association
5. Bank of Japan (BOJ) reporting - Copy with BOJ acknowledgement stamp
6. 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 “Subsidiary Company” 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 Incorporation of a 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 & payment instead of monthly**)

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