



SARKAR OFFICE JAPAN KK

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ADMINISTRATIVE BUSINESS SERVICE AGREEMENT

In consideration of **Sarkar Office Japan KK** (hereinafter called "SOJK") to provide the administrative business services (the following numbers...), I..... (the legal Representative/Executive) as legally appointed Representative/Managing Director (hereinafter called "Client") HEREBY AGREE AS FOLLOWS:

List of administrative business services in Japan:

1. Incorporation of a Branch office in Japan and post-incorporation mandatory tax office notification
2. Incorporation of a subsidiary company (KK) in Japan and post-incorporation mandatory BOJ and tax office notification
3. Incorporation of a subsidiary company (GK) in Japan and post-incorporation mandatory BOJ and tax office notification
4. Other Services (please specify)

The Client hereby agrees to the following terms and conditions:-

- i] Shall pay the fees and cost as per SOJK quotation in advance by telegraphic bank transfer as soon as receiving the invoice from SOJK.
- ii] Shall promptly attend to all the requirements about providing information, and endorsing the documents required for the procedure as and when requested by SOJK.
- iii] If the completion of the procedure is delayed beyond 3 (three) months due to waiting on our part in attending to the requests from SOJK as outlined in clause [ii], we agree to pay extra fees to SOJK as billed by them.
- iv] We will appoint a particular member of our company for liaison with SOJK for all matters relating to the procedure from the beginning to the end of the process.
- v] We understand that the scope of the service and responsibility of SOJK shall be limited as per the service number of the list mentioned above we have requested.

Dated this (day) (month) ,20XX

Service provider: **Sarkar Office Japan KK**
Address: 3-9-18-205 Kyojima, Sumida-ku, Tokyo 131-0046, Japan

On behalf of the "Client":
Name: _____ (Representative Director)

Signature
Address: _____ (Company stamp)