



# SARKAR OFFICE JAPAN KK

sarkaroffice.com

## Godo-Kaisha(GK)

### Japanese Limited Liability Co(LLC) Registration Form and Documents

<b>Company Name</b>	<p>A Company Name must be established in the Articles of Incorporation and registered in the Company Registry. Please note <u>either in the Front or at the End of your Company Name, Godo Kaisha (GK) will be added in Japanese Kanji characters.</u> The Company Name can be registered in Roman. <b>Please advise below your Proposed Name of the Company.</b></p>
---------------------	---

<b>Company Objectives</b>	<p>To start a Japanese company, it is required to specify the business fields the company will be engaged in (If you engage in an activity that is not covered in your company objective, you will have to add it later). In Japan, unlike in other countries, "<b>No General Commercial Objectives</b>" can be registered that allow a company to do all kinds of business activities (covering A~Z activities). <b>Please specify the particular fields of business activities your company will be engaging in Japan.</b></p>
1	
2	
3	
4	

*(If the space is insufficient, please attach a separate sheet)*

<b>Investment Equity amount</b>	The Total Investment/Equity Amount of the Company shall be Yen _____
---------------------------------	--

Promoters/ Investors (Members)	1	Name	Date of Birth / Date of Establishment	
		Address		
Name, Address & Equity amount (Yen)	2	Equity amount	Japanese Yen	
		Address		
		Name	Date of Birth / Date of Establishment	
		Address		
		Equity amount	Japanese Yen	

*(If the space is insufficient, please attach a separate sheet)*

[In case the Promoter/Shareholder(Members) is a foreign corporation, please send info re the name of the company, address, date of establishment, name of Rep Director (CEO / MD), Address of CEO/MD, date of birth, and names, date of birth & address of all company directors]

<b>Company Name</b>	
<b>Company Address</b>	

*(If the space is insufficient, please attach a separate sheet)*

Please send along with the filled form the following soft copy documents (For Corporate Investment/Equity holding): ***If it is not in English, please provide an English translation, duly notarized.***

- 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 the **Latest Balance Sheet & Profit & Loss Statement of the Company** in the home country (parent co.);
- **Directors and Shareholders: a soft copy of Photo ID Proof (Passport and Driver's License);**
- **Promoters & Executives of GK in Japan: a soft copy of Photo ID Proof (Passport and Driver's License);**

"One Stop Solution" for Business & Administrative Legal Service. Incorporation & Compliance Support.



# SARKAR OFFICE JAPAN KK

sarkaroffice.com

- Copy of The Minutes of the Meeting of the Shareholders / Executives relating to the time of incorporation and establishing a Subsidiary Company in Japan (if any).

Please send along with the filled form the following soft copy documents (For Individual Investment/Equity holding): **if it is not in English, please provide an English translation, duly notarized.**

- KYC information of the Promoters & Executives of the GK, Identification Page of the Passport, Driver's License.
- Source & Proof of Promoter's Funds for GK "Equity;" Registration; Co operational funds in Japan.
- Resume / Bio-data of the Promoters of the GK in Japan, including present and past occupation, profession, etc.
- Summary: The purpose of the New-Co; the structure of the operation of the New-Co in Japan; business projection (if any);

Registered Office Address of GK	The company shall have its registered office at the following address in Japan. <i>(Physical address and not P.O. box address)</i>		
	Telephone		Fax/Email

<b>Executive Managers/ Representative Executive Manager</b>  [Gyōmu Shikkō Shain] (By default, all "Members" are "Representatives" unless "Executive Managers" are appointed) <u>Executive Manager must be from Members.</u>	<b>Resident in Japan [Optional]</b> (Japanese or foreigner, Resident of Japan) <u>Registered seal certificates two original</u>  <b>Non-Resident in Japan</b> <u>Signature certificates two original (draft will be sent)</u>	1	Name		Date of Birth / Date of Establishment	
			Address			
		2	Name		Date of Birth / Date of Establishment	
			Address			
		3	Name		Date of Birth / Date of Establishment	
			Address			
Representative Executive Manager	Name		Date of Birth / Date of Establishment			
Functional Manager	Name		Date of Birth			

*(If the space is insufficient, please attach a separate sheet)*

Please Note:	<b>## Resident in Japan:</b> Please provide a clear soft-copy of both sides of the Resident card
	<b>## Corporate Investor:</b> Executive Manager is Corporation; Individual Executor/Functional Manager must be appointed.
	<b>## Partner/Executive Manager:</b> The Partner/Executive Manager (Gyōmu Shikkō Shain) can be either an Individual or a Corporation. However, in the case of the "Corporate Executive Manager," it must appoint at least one Functional Manager [Individual] (Shokumu Shikkō Sha) to perform the actual management duties..

Fiscal Year	The financial year of the company shall commence on _____ and end on _____ each year. (For reference, please note financial year commonly used in Japan for a large corporation is Apr to Mar; however, financial year as per your choice is allowed in Japan)
-------------	--

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

"One Stop Solution" for Business & Administrative Legal Service. Incorporation & Compliance Support.