

To Mayor of the City of Kitakyushu

Nationality \_\_\_\_\_

Applicant Address \_\_\_\_\_

Contact information \_\_\_\_\_

Name \_\_\_\_\_

Signature ( \_\_\_\_\_ )

### Application Form for Confirmation of Business Startup Activities

I hereby apply, pursuant to Article 2, paragraph 1 of the Ordinance for Enforcement of the Act on National Strategic Special Zones under the jurisdiction of the Ministry of Justice, to receive confirmation for business startup activities as per Article 22, item 1 of the Order for Enforcement of the Act on National Strategic Special Zones.

<Attachments>

	Submitted Documents	Checkbox
①	Business Startup Activity Plan (Form 1-2)	<input type="checkbox"/>
②	Business Startup Activity Schedule (Form 1-3)	<input type="checkbox"/>
③	Applicant's Curriculum Vitae (Form 1-4)	<input type="checkbox"/>
④	Written Pledge (Form 1-5)	<input type="checkbox"/>
⑤	Documents indicating applicant's residence for the first six months after entry to Japan (i.e., copy of rental agreement, other)	<input type="checkbox"/>
⑥	Copy of applicant's travel document(s) or passport	<input type="checkbox"/>
⑦	Other documents as required by the Mayor of the City of Kitakyushu (i.e., copy of applicant's bankbook, other)	<input type="checkbox"/>

## Business Startup Activity Plan

Date (Year/Month/Day)

Applicant name: \_\_\_\_\_

Signature ( \_\_\_\_\_ )

## 1 Applicant Profile

(1) Motivation for starting up your business and future prospects/plans (including motivation for setting up your business in Kitakyushu City) <i>(Reference)</i> <i>Please include information, such as the following, in this section.</i>			
<ul style="list-style-type: none"> <li>• Reason(s) and motivation behind your decision to start up your business</li> <li>• Reason(s) for selecting Kitakyushu City as the location for your business</li> <li>• How do you envision your business growing in the future?, etc.</li> </ul>			
(2) Applicant's position and role in the business <i>Representative Director, Representative staff, etc.</i>			
(3) Background qualifications, professional experience, special skills, intellectual property rights, etc., related to the business <i>OO engineering qualifications, OO engineer, OO pilot, OO inspection qualifications, OO years experience in the manufacturing sector of a OO-related company, OO years experience in the R&amp;D sector of a OO-related company, etc.</i>			
(4) Please list the name(s) of any joint applicants for the business. <i>* If there are no other applicants, please leave this section blank.</i>			
(5) Plans for your business * Please indicate your expected start date.			
(a) Planned start date	<i>2025/4/1</i> * Incorporation date, business start notification date, etc.		
(b) Industry	<i>Manufacturing, ICT services, software, etc.</i>		
(c) Products and services	<i>Manufacture of OO products, provision and development of OO services</i>		
(d) Business location	<i>△ F, OO Building, △-△-△, OO, OO Ward, Kitakyushu City</i>		
(e) Capital and total investment (or personal capital)	<i>5, 000, 000</i> yen		
(f) Shareholder structure (equity ratio)	Shareholder	Address	Equity ratio
	<i>OO Company</i>	<i>△ - △ - △, OO City, OO Prefecture</i>	<i>OO%</i>
	Total		<i>100%</i>
(g) Directors * Other than applicant	Name:		Nationality:
	Address:		Position:
(h) Number of employees	Staff: <i>2</i> , Part-time: <i>1</i> , Total: <i>3</i>		

## 2 Business Overview

(1) Overview of business (outline of products and services)
(2) Methods used to sell/offer products and services (i.e., sales channels, strategies, unit pricing)
(3) Production sources, suppliers, collaborators, cost ratios, and cost breakdown of products and services
(4) Required management resources (i.e., business capital, office(s), facility/equipment, permits, employees)
(5) Reasons for achieving profitability and unique factors that set you apart from competitors in the Kitakyushu market (i.e., innovative technologies, products, services, business model)

### 3 Profit Plan

Date of incorporation (start of business): Year / Month / Day (planned)

(Unit: thousand yen)

Expected accounting period (month end)	Period 1	Period 2	Period 3
Revenue (a)			
Cost of goods sold (i.e., materials, labor, expenses, outsourcing) (b)			
Gross profit/loss (c=a-b)			
Sales, general and administrative costs (d)			
Operating profit/loss (e=c-d)			
Interest payable (f)			
Ordinary profit/loss (g)			
Extraordinary profit/loss (h)			
Pre-tax profit/loss for current period (i)			
After-tax profit/loss for current period (j)			

\* Apply a corporate tax rate of 40%.

\* Do not apply losses carried forward in calculations.

4 Business Startup Financial Plan

Date of incorporation (start of business): Year / Month / Day (planned)

Funds available at startup (available cash and deposit balance) \_\_\_\_\_yen (planned)

(Unit: thousand yen)

Required Capital		Amount	Procurement Method	Amount
Equipment Capital	1	Real estate (itemized)	Personal capital	
	2	Facility/equipment (itemized)	Amount borrowed from financial institution(s) (details and repayment schedule/method)	
			Other (details and repayment schedule/method)	
Operating Capital		Capital requires for purchasing inventory and covering startup expenses		
Total			Total	

### Business Startup Activity Schedule

(Unit: thousand yen)

Period	Business Startup Status	Required Expenditures (Procurement methods)
Application date		
Month/Year (Month 1)		
Month/Year (Month 2)		
Month/Year (Month 3)		
Month/Year (Month 4)		
Month/Year (Month 5)		
Month/Year (Month 6)		

\* Clarify the status of preparations for starting up business activities after the application date (i.e., available capital, financing methods, invested capital, offices and facilities/equipment, employees, development of sales channels, suppliers/clients, products/services, licenses and permits, company registration).

\* Indicate financing methods for required expenditures (i.e., personal capital, bank loans).



- Notes
1. Complete the form using a blue or black pen. Do not use a pencil.
  2. Use Arabic numerals and write legibly and precisely.
  3. Circle relevant options where indicated by an asterisk (\*).

Year	Month	Educational Background and Employment History (List each separately)
Year	Month	Licenses & Qualifications

Additional Remarks	Number of dependents (excluding spouse) <div style="text-align: right;">people</div>	
	Do you have a spouse?  * Yes / No	Are you required to support your spouse financially?  * Yes / No



DATE (Year/Month/Day)

To Mayor of the City of Kitakyushu

Nationality \_\_\_\_\_

Applicant Address \_\_\_\_\_

Contact information \_\_\_\_\_

Name \_\_\_\_\_

Signature ( \_\_\_\_\_ )

### Written Pledge

1. I shall abide by Japanese laws and regulations and the implementation guidelines for promoting foreign startups in the Kitakyushu City National Strategic Special Zone, and shall follow the directives of the Mayor of Kitakyushu and city officials in accordance with these guidelines.
2. I shall take responsibility for protecting technical and business trade secrets in the application form and other related documents, including ensuring that legal safeguards are in place in advance.
3. I acknowledge that I bear full responsibility for the business startup activities that I will conduct and agree that any profit or loss incurred in the implementation of these activities shall be my sole responsibility. I shall also cover any and all damages to third parties that may be caused in the course of my business startup activities. As such, I acknowledge that the Mayor of Kitakyushu and city officials shall not be liable for any obligations related to the conduct of, nor any profits or losses arising from, my business startup activities. Furthermore, I agree that the Mayor of Kitakyushu and city officials shall not be liable for compensating third parties for any damages resulting from my business startup activities.
4. I understand that Kitakyushu City will retain the application and related documents containing personal information (hereinafter referred to as "personal information") that have been submitted, and that these documents will not be returned.
5. I agree to the use of my personal information by Kitakyushu City solely for the purpose of verifying the business startup activities and consent to its reproduction as required within this scope. Furthermore, I consent to the disclosure of my personal information by Kitakyushu City to the Regional Immigration Bureau Director as required within the scope of this purpose.
6. I shall provide progress reports on my business startup activity plan to the Mayor of Kitakyushu at least once every two months between the time of my arrival and until the business is launched. I shall also comply with requests for clarification, the submission of documents, such as copies of bank passbooks, that show my financial status, and any other requirements as needed.

7. I agree that Kitakyushu City may share information about my arrival in Japan to medical insurers, and agree that, in the event that my use of medical insurance exceeds high-cost medical expense benefits, medical insurers will report such usage to Kitakyushu City.
8. I affirm that I have no affiliation with organized crime groups or their members and consent to inquiries to relevant government authorities for the purpose of preventing organized crime, as required.
9. In the event that Kitakyushu City deems that it is unfeasible for me to continue my business startup activities, I will return to my country of origin before the end of my period of stay.