

# [O-BIC Support Program for Foreign Companies]

## **1. Outline of Program**

For the Osaka Business and Investment Center (O-BIC) to promote investment in Osaka, the O-BIC Support Program for Foreign Companies aims to support foreign companies that have been set up as a new head office or branch in Osaka Prefecture by alleviating the burden through reduction of part of the costs to be paid by such foreign companies.

## **2. Companies Eligible for the Support Program**

A head office or branch office with at least one-third (1/3) of foreign capital that have been established in Osaka by receiving assistance from O-BIC or other related public organizations.

## **3. Costs Covered by the Support Program**

O-BIC will support the cost<sup>(\*)2</sup> required for the company registration of a head office or branch office in Osaka Prefecture paid to "Supporting Companies"<sup>(\*)1</sup> up to the amount approved by O-BIC<sup>(\*)3</sup>.

Expenses for company registration: Up to 100,000 yen per application

\*1 "Supporting Companies" are companies, organizations and individuals registered with O-BIC that provide services necessary for foreign companies to start business in Japan.

\*2 The following costs are NOT covered by this program:

Costs that are not related to the professional services/work, such as expenses for stamps, notarization, and additional costs paid to governmental or public offices, including consumption taxes. Also, expenses supported (either subsidized or otherwise) by any other programs.

\*3 Up to the amount of compensation paid to the service provider "Supporting Company"

- The program will be terminated when the annual budget amount is reached, even in the middle of the fiscal year.
- The application will be approved by evaluating registration status, practical setup of the office as business basis, etc.

## **4. Confirmation of the Payment of Costs**

In order to confirm actual business operations, O-BIC's staff or other personnel may visit your company to check through the original copies of relevant contracts, permits, invoices/receipts, or other documents. If such documents cannot be confirmed, support funds will not be paid.

## **5. Payment of Support Funds**

After the approval, the payment will be made to a bank account of the newly established company in Osaka or to representative person of the application.

## **6. Language to be Used**

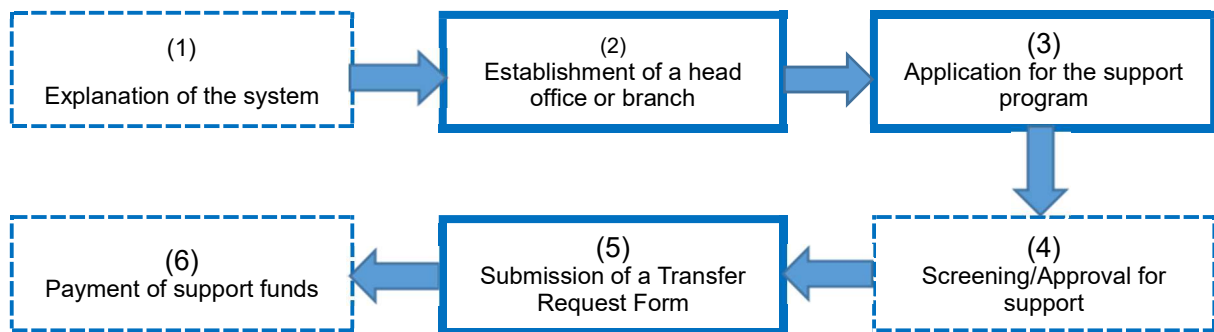
All of the application forms and other documents must be completed/prepared in Japanese or English.

## **7. Other Notes**

Prior to the application please acknowledge that recipient's name of the support fund and its amount etc. may be disclosed to the public.

Any recipient who is found to have made a false statement or misrepresentation on the application form or on any accompanying documents will be demanded to pay back the funds even after the payment of such funds.

## **8. Flow of Procedures**



(Notes) Steps indicated by thick-frame boxes are the ones to be taken by the applicant. Please be sure to complete the steps before the deadline. Steps indicated by dotted-line frame boxes are the ones to be taken by O-BIC.

### **(1) Explanation of the system**

Please contact O-BIC or Supporting Companies at least one day in advance of applying for company registration if you are intending to apply for the Support Program. We will explain the details of the system.

### **(2) Establishment of head office or branch**

A head office or branch should be established and registered in Osaka.

### **(3) Application for the support program**

To apply for the support program, please submit the documents listed at the end of this guide **within one year** of the date of your company's registration.

However, if you are in a free temporary office such as IBSC (Invest Japan Business Support Center / Japan External Trade Organization (JETRO)) or BSO (Business Support Office / Osaka City), please apply within one year after your move to another office in Osaka.

The registration fee covered by the program is the cost of the first company registration, not transfer registration, to establish a business base in Osaka.

\*Upon applying, please provide documentation certifying your address after your move.

(4) Screening/Approval for support

Screening will be conducted based on the submitted materials. If the applicant is approved to use the support program, O-BIC will issue the applicant a Notification of Approval for Use of the Support Program stating the approved support funds. A blank format of Transfer Request Form will also be given to the applicant.

(5) Submission of a Transfer Request Form

Please fill in the information of your bank account in Japan on the Transfer Request Form and send it back to O-BIC.

(6) Payment of support funds

O-BIC will transfer the support fund to the bank account in Japan indicated on the Transfer Request Form. Please inform O-BIC once you have confirmed the payment.

(Notes) The contents of this guide are subject to change at O-BIC's discretion.

**9. Applications and Inquiries to:**

Osaka Business and Investment Center (O-BIC)

Phone: +81-(0)6-6944-6298

E-mail: [o-bic@osaka.cci.or.jp](mailto:o-bic@osaka.cci.or.jp)

**Documents to be Submitted**

Please contact O-BIC for details on the documents to be submitted (including the method of submission).

(Note) O-BIC may require additional data/documents depending on the circumstances.

**<Corporate Investment>**

- ☐ Completed Application Form for O-BIC Support Program for Foreign Companies
  - ☐ Attachment (1): Report on newly established business in Osaka
  - ☐ Attachment (2): Report on services received from Supporting Companies
    - \*Please make sure to obtain the latest Application Form from O-BIC, as they are updated from time to time.
- ☐ A copy of the business license or certification of company registration of the parent company in its home country (only if it is neither in English nor in Japanese) with a Japanese translation
- ☐ Corporate profile of the parent company in its home country (company brochure, website copy, etc.)
  - \*Corporate profile should include the company name, location, name of representative(s), business description, month and year of establishment, capital, annual sales and number of employees etc. with a Japanese translation for foreign languages other than English.
- ☐ Documents proving that the established company is a foreign-affiliated company:

The Articles of incorporation are sufficient if they clearly state that at least one-third of the company's capital is invested by a founder (for a corporation) or investing members (for a joint-stock company) who are foreign residents.

Please Note: If this can't be proved with the Articles of incorporation, please submit a copy of a notice made to the Bank of Japan under the Foreign Exchange Law or documents proving that the capital funds were transferred from abroad and received in Japan.

- ☐ Documents that prove the payment to the relevant Supporting Company already made  
(Receipt or equivalent document that contains each payment item and its cost corresponding to the services provided by the Supporting Company)
- ☐ A copy of Articles of incorporation in Osaka
- ☐ Certified copy of the company registration (Certificate of full registry records) in Osaka

### **<Individual Investment>**

- ☐ Completed Application Form for O-BIC Support Program for Foreign Companies
  - ☐ Attachment (1): Report on newly established business in Osaka
  - ☐ Attachment (2): Report on services received from Supporting Companies

\*Please make sure to obtain the latest Application Form from O-BIC, as they are updated from time to time.
- ☐ Curriculum Vitae/career and job history of the investor(s) or the representative of the company in Osaka
- ☐ Documents proving that the established company is a foreign-affiliated company:  
The Articles of incorporation are sufficient if they clearly state that at least one-third of the company's capital is invested by a founder (for a corporation) or investing members (for a joint-stock company) who are foreign residents.  
Please Note: If this can't be proved with the Articles of incorporation, please submit a copy of a notice made to the Bank of Japan under the Foreign Exchange Law or documents proving that the capital funds were transferred from abroad and received in Japan.
- ☐ Documents that prove the payment to the relevant Supporting Company already made  
(Receipt or equivalent document that contains each payment item and its cost corresponding to the services provided by the Supporting Company)
- ☐ A copy of Articles of incorporation in Osaka
- ☐ Certified copy of the company registration (Certificate of full registry records) in Osaka

### **<Establishment of a branch office of a foreign head office>**

- ☐ Completed Application Form for O-BIC Support Program for Foreign Companies
  - ☐ Attachment (1): Report on newly established business in Osaka
  - ☐ Attachment (2): Report on services received from Supporting Companies

\*Please make sure to obtain the latest Application Form from O-BIC, as they are updated from time to time.
- ☐ A copy of the business license or certification of company registration of the parent company in its home

country (only if it is neither in English nor in Japanese) with a Japanese translation

- ☐ Corporate profile of the parent company in its home country (company brochure, website copy, etc.)  
\*Corporate profile should include the company name, location, name of representative(s), business description, month and year of establishment, capital, annual sales and number of employees etc. with a Japanese translation for foreign languages other than English.
- ☐ Documents that prove the payment to the relevant Supporting Company already made  
(Receipt or equivalent document that contains each payment item and its cost corresponding to the services provided by the Supporting Company)
- ☐ Certified copy of the branch registration (Certificate of full registry records) in Osaka