

DOCUMENT CHECKLIST

[] 1. Documents related to the applicant (representative)

- [] Passport (photo page) (Must be valid)
- [] Residence card or valid visa (Short-term visa not eligible for registration)
- [] Domestic contact information (Address, phone number, email)

[] 2. Documents regarding the company to be registered

- [] Company information sheet (Planned company name, capital, business purpose, etc.)
- [] Draft Articles of Incorporation (PDF or Word format acceptable)
- [] Business description document (Pamphlet, website link, or simple proposal)
- [] Planned registration date (Estimated date is acceptable)

[] 3. Purpose of office usage

- [] Declaration of usage (State how the address will be used (e.g., registration, mail, etc.))
- [] Mail handling preference (Forwarding or in-person pickup)

[] 4. Payment & contract-related documents

- [] Payment method information (Credit card or Japanese bank account)
- [] Signed service agreement (Japanese or English, electronic signature accepted)
- [] Anti-social force declaration form (Format can be provided)

[] 5. Documents from the guarantor (mandatory)

- [] Guarantor declaration form (Name, address, contact info, relationship to applicant)
- [] ID of guarantor (Driver's license, MyNumber card, or passport + proof of address)

[] Optional / Recommended

- [] Pre-meeting record (Zoom or in-person) (Simple notes accepted)
- [] Reference by Japanese partner, advisor, or associate (Business card or recommendation letter)