

**The Tool to Assist in Preparing  
Applications for Registration of  
Establishment of Company in English**

**User Guide**

**(Regarding Stock Company without  
Board of Directors)**

**Ver 1.1**

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**Ministry of Justice Civil Affairs Bureau**

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# Chapter 1 Introduction

## 1-1 Points to Note when Using the Tool

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This tool is a tool that supports English-speaking applicants in completing the application forms and articles of incorporation required for company establishment registration for simple companies by inputting and selecting information in English.

The conditions for using this tool are as follows. If you use the tool, please carefully read this document, as well as the outputs by the tool such as the articles of incorporation and registration application forms, and make sure that the documents are appropriate for the company you wish to establish.

### ■ Terms of use of this tool

- The company must be a stock company (※) or a limited liability company.
- The head office must be located in Tokyo, Osaka-city, Fukuoka-city, Sapporo-city, Senboku-city or Kitakyusyu-city.
- The application must be made in writing by the representative himself/herself.

※Only in the case of incorporation by promoters, the promoters must be three or less, all natural persons, and the company must not be a public company.

### ■ System requirements for using this tool

OS: Windows 10, Windows 11 (64-bit, 32-bit) or later

Office 2016 or later

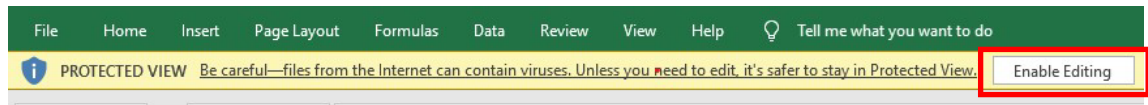
## 1-2 Setting Up the Tool

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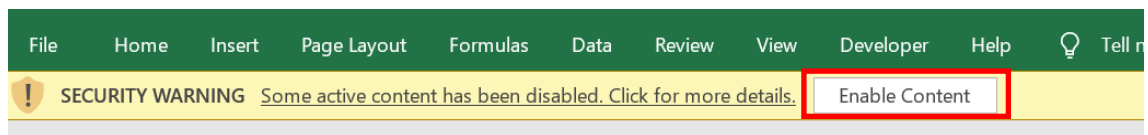
This tool uses macro functions, so you must enable macros after launching the tool.

< For Excel 2019 >

① If a Protected View warning appears, click “Enable Editing (E)”.



② If a security warning appears, click “Enable Content”.



In addition, please use this tool in an environment where you can connect to the Internet.

## 1-3 Start the Tool

When you launch “取締役会を設置しない株式会社 (Stock company without a board of directors).xlsm”, the following screen will be displayed.

Please enter the required information for creating the registration application and articles of incorporation in column E.

登記申請書及び定款の作成に必要な情報を「Value / 値」欄に入力してください。

Please enter the required information in the orange cells in the 「Value / 値」 column.  
 「Value / 値」の列のオレンジ色のセルに必要な事項を入力してください。  
 Please enter the green cells if you can do so in Japanese, or leave them blank if it is difficult.  
 緑色のセルは、日本語で入力ができる場合には入力し、難しい場合には空欄としてください。

Trade Name / 商号

Contents / 項目	Value / 値	Remarks column / 備考欄
Trade Name (商号)	English SampleName	Please enter your company's trade name in English. 会社の商号を英語で入力してください。
Fullana of Trade Name (商号のフリガナ)	日本語 サンプルネーム	Japanese will not be automatically entered in this field. If you can write in Japanese, please enter in Japanese. / この欄は日本語が自動併記されません。日本語の記入ができる方は入力してください。

### 1 Information commonly required for articles of incorporation and registration application / 定款、登記申請に共通して必要な情報

#### 1-① Information of Person / 人の情報

##### Information of Representative Director / 設立時代表取締役情報

Contents / 項目	Value / 値	Remarks column / 備考欄
Name of Representative Director (設立時代表取締役の氏名)	English Mary Smith	Please enter Representative Director's name in English. 設立時代表取締役の氏名を英語で入力してください。
<input checked="" type="radio"/> Living in Japan/日本に住んでいる <input type="radio"/> Not Living in Japan/日本に住んでいない	日本語 スミス メアリー	Japanese will not be automatically entered in this field. If you can write in Japanese, please enter in Japanese. / この欄は日本語が自動併記されません。日本語の記入ができる方は入力してください。
Date of birth of Representative Director (設立時代表取締役の生年月日)	1-Feb-1955	Example 1955/02/01 (yyyy/mm/dd)
Zip code of Representative Director's address (設立時代表取締役の住所の郵便番号)	143 0023	Please enter the zip code of Representative Director's address. 設立時代表取締役の住所の郵便番号を入力してください。
Address (Prefectures, City, Ward, Town or Village) of Representative Director (設立時代表取締役の住所(都道府県市区町村))	English Tokyoto Otaku Sanno 日本語 東京都 大田区 山王	When enter zip code, address will be automatically filled in. 郵便番号を入力すると住所が自動入力されます。
Street address of Representative Director (設立時代表取締役の住所の番地)	1-1-11	Please enter the street address of Representative Director. 設立時代表取締役の住所の番地を入力してください。
Building name * Room number of Representative Director (設立時代表取締役の住所の建物名・部屋番号)	English Shinsekai Building Room 99 日本語 新世界ビル99号室	Please enter the building name and room number only if required. 建物名と部屋番号を入力する必要がある場合にのみ入力してください。 Japanese will not be automatically entered in this field. If you can write in Japanese, please enter in Japanese. / この欄は日本語が自動併記されません。日本語の記入ができる方は入力してください。

##### Information of Directors at Incorporation / 設立時取締役情報

Contents / 項目	Value / 値	Remarks column / 備考欄
Number of Directors at Incorporation (設立時取締役の人数)	3	Please enter the number of people in numbers (you can enter from 1 to 50). 人数を数字で入力してください。(1から50まで入力可能)。
Name of Director at Incorporation 1 (設立時取締役1の氏名)	English Mary Smith	Same as representative director 設立時代表取締役と同じ
Same as representative director 設立時代表取締役と同じ	日本語 スミス メアリー	Same as above

By entering the necessary information in the “Value/値” field of the input information sheet, you can create various application forms, etc.

## Chapter 2 How to Fill Out the Input Information Sheet

### 2-1 Trade Name

This is the field to enter your Trade Name.

Please enter the Trade Name in English.

Please enter the Furigana of Trade Name in Japanese if possible, but leave it blank if difficult.

Trade Name / 商号

Contents / 項目	Value / 値
Trade Name (商号)	English SampleName <small>Please enter your company's trade name in English. 会社の商号を英語で入力してください。</small>
Furigana of Trade Name (商号のアリガナ)	日本語 サンプルネーム <small>Japanese will not be automatically entered in this field. If you can write in Japanese, please enter in Japanese./この欄は日本語が自動併記されません。日本語の記入ができる方は入力してください。</small>

**【Trade Name】**  
Please enter your Trade Name in English.

**【Furigana of Trade Name】**  
If you can enter in Japanese, please enter it. If it is difficult, please leave the field blank.

## 2-2 Information of Representative Directors at Incorporation

This is the field to enter information about the representative director at incorporation (name, address, date of birth, etc.)

### ○Name of Representative Director at incorporation.

Please enter it in English.

Please enter it in Japanese if you can, but leave it blank if this is difficult.

### ○Date of birth of the representative director at incorporation

Please enter it in numbers according to the western calendar.

(example : 1955/02/01(yyyy/mm/dd))

### ○Address of the representative director at incorporation

The input method differs depending on whether the representative director at incorporation lives in Japan or not.

If the representative director at incorporation lives in Japan, please click the “Living in Japan/日本に住んでいる” button.

The “Zip Code of Address” field will appear. Enter the zip code number. The prefecture and municipal name of the address will be displayed automatically.

Please enter numbers in the “Street address” field.

Please fill in the “Building name/room number” field if you need to enter it as an address. If you do not need to enter it, please leave it blank.

1 Information commonly required for articles of incorporation and registration application / 定款、登記申請に共通して

1-① Information of Person / 人の情報

Information of Representative Director / 設立時代表取締役情報

Contents / 項目	Value / 値
Name of Representative Director (設立時代表取締役の氏名)  <input checked="" type="radio"/> Living in Japan/日本に住んでいる <input type="radio"/> Not Living in Japan/日本に住んでいない	English Mary Smith
	日本語 スミス メアリー
Date of birth of Representative Director (設立時代表取締役の生年月日)	1-Feb-1955
Zip code of Representative Director's address (設立時代表取締役の住所の郵便番号)	143 0023
Address(Prefectures, City, Ward, Town or Village) of Representative Director (設立時代表取締役の住所(都道府県市区町村))	English Tokyoto Otaku Sanno
	日本語 東京都 大田区 山王
Street address of Representative Director (設立時代表取締役の住所の番地)	1-1-11
Building name + Room number of Representative Director (設立時代表取締役の住所の建物名・部屋番号)	English Shinsekai Building Room 99
	日本語 新世界ビル99号室

Click on the “Living in Japan/日本に住んでいる” button

#### 【Name】

Please enter in English.

In the Japanese section, please enter in Japanese if possible, but if it is difficult, please leave the field blank.

#### 【Building name and room number】

Enter only if necessary to include it as an address. If you can enter in Japanese, please enter it. If it is difficult, please leave the field blank.

If the representative director at incorporation does not live in Japan, please click the “Not Living in Japan/日本に住んでいない” button.

The “Home Country Address” field will be displayed. Please enter your address in English in the English field.

Please enter information in the Japanese field if you can, but leave it blank if this is difficult.

Click on the “Not Living in Japan/日本に住んでいない” button.

1 Information commonly required for articles of incorporation a

1-① Information of Person / 人の情報

Information of Representative Director / 設立時代表取締役情報

Contents / 項目	Value / 値		Remarks column / 備考欄
Name of Representative Director (設立時代表取締役の氏名)  <input type="radio"/> Living in Japan/日本に住んでいる <input checked="" type="radio"/> Not Living in Japan/日本に住んでいない	English	Mary Smith	Please enter Representative Director's name in English. 設立時代表取締役の氏名を英語で入力してください。
	日本語	スミス メアリー	Please select the "Living in Japan/Not Living in Japan" radio button. 「日本に住んでいる/日本に住んでいない」ラジオボタンを選択してください。 Japanese will not be automatically entered in this field. If you can write in Japanese, please enter in Japanese./この欄は日本語が自動併記されません。 日本語の記入ができる方は入力してください。
Date of birth of Representative Director (設立時代表取締役の生年月日)		1-Feb-1955	Example 1955/02/01/yyyy/mm/dd 例 1955/02/01/yyyy/mm/dd
Home Country Address of Representative Director (設立時代表者の本國の住所)	English	3 Sunset St, San Francisco, CA USA	Please enter home country address of Representative Director in English. 設立時代表取締役の本國の住所を英語で入力してください。
	日本語	アメリカ合衆国カリフォルニア州サンフランシスコ市サンセット通3番地	Japanese will not be automatically entered in this field. If you can write in Japanese, please enter in Japanese./この欄は日本語が自動併記されません。 日本語の記入ができる方は入力してください。

**【Home Country Address】**

Please enter in English.

In the Japanese section, please enter in Japanese if possible, but if it is difficult, please leave the field blank.

## 2-3 Information on Directors at Incorporation

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This is the field to enter information about the directors at incorporation (number of directors, names, addresses).

For “Director at Incorporation 1”, the information entered for the Representative Director at Incorporation will be automatically displayed.

For “Director at Incorporation 2” and onwards, the input fields will be displayed according to the number entered for the “Number of Directors at Incorporation”.

### ○Number of directors at incorporation

Please enter the number of people in numbers. You can enter from 1 to 50 people.

Information of Directors at Incorporation / 設立時取締役情報

Contents / 項目	Value / 値	Remarks column / 備考欄
Number of Directors at Incorporation (設立時取締役の人数)	3	Please enter the number of people in numbers (you can enter from 1 to 50). 人数を数字で入力してください (1から50まで入力可能)。

### ○Names of directors at incorporation

Please enter it in English.

Please enter it in Japanese if you can, but leave it blank if this is difficult.

### ○Address of director at incorporation

The method of inputting information differs depending on whether the director at incorporation lives in Japan or not.

If the director at incorporation lives in Japan, please click the “Living in Japan/日本に住んでいる” button.

- The “Zip Code of Address” field will appear. Enter the zip code number. The prefecture and municipal name of the address will be displayed automatically.
- Please enter numbers in the “Street Address” field.
- Please fill in the “Building name/room number” field if you need to enter it as an address. If you do not need to enter it, please leave it blank.

(If you live in Japan)

Click on the "Living in Japan/日本に住んでいる" button.

Name of Director at Incorporation 3 (設立時取締役 3 の氏名)  <input checked="" type="radio"/> Living in Japan/日本に住んでいる <input type="radio"/> Not Living in Japan/日本に住んでいない	English	Hanako Suzuki		Please enter Director at Incorporation 3's name in English. 設立時取締役 3 の氏名を英語で入力してください。 Please select the "Living in Japan/Not Living in Japan" radio button. 「日本に住んでいる/日本に住んでいない」ラジオボタンを選択してください。
	日本語	鈴木 花子		
Zip code of Director at Incorporation 3's address (設立時取締役 3 の住所の郵便番号)		810	0001	Please enter the zip code of Director at Incorporation 3's address. 設立時取締役 3 の住所の郵便番号を入力してください。
Address(Prefectures, City, Ward, Town or Village) of Director at Incorporation 3 (設立時取締役 3 の住所(都道府県市区町村))	English	Fukuokaken Fukuokashichuoku Tenjin		When enter zip code, address will be automatically filled in. 郵便番号を入力すると住所が自動入力されます。
	日本語	福岡県 福岡市中央区 天神		When enter zip code, address will be automatically filled in. 郵便番号を入力すると住所が自動入力されます。
Street address of Director at Incorporation 3 (設立時取締役 3 の住所の番地)		10-40-80		Please enter the street address of Director at Incorporation 3. 設立時取締役 3 の住所の番地を入力してください。
Building name・Room number of Director at Incorporation 3 (設立時取締役 3 の住所の建物名・部屋番号)	English	Shinsekai Building Room 103		Please enter the building name and room number only if required. 建物名と部屋番号を入力する必要がある場合にのみ入力してください。
	日本語	新世界ビル103号室		Japanese will not be automatically entered in this field. If you can write in Japanese, please enter in Japanese./この欄は日本語が自動併記されません。日本語の記入ができる方は入力してください。

If the director at incorporation does not live in Japan, please click the "Not Living in Japan/日本に住んでいない" button.

- The "Home Country Address" field will be displayed. Please enter your address in English in the English field.
- Please enter information in the Japanese field if you can, but leave it blank if this is difficult.

(If you don't live in Japan)

Name of Director at Incorporation 2 (設立時取締役 2 の氏名)  <input type="radio"/> Living in Japan/日本に住んでいる <input checked="" type="radio"/> Not Living in Japan/日本に住んでいない	English	Ming Li		Please enter Director at Incorporation 2's name in English. 設立時取締役 2 の氏名を英語で入力してください。 Please select the "Living in Japan/Not Living in Japan" radio button. 「日本に住んでいる/日本に住んでいない」ラジオボタンを選択してください。
	日本語	李明		
Home Country Address of Director at Incorporation 2 (設立時取締役 2 の本国の住所)	English	3 Sunset St, San Francisco, CA USA		Please enter home country address of Director at Incorporation 2 in English. 設立時取締役 2 の本国の住所を英語で入力してください。
	日本語	アメリカ合衆国カリフォルニア州サンフランシスコ市サンセット道3番地		Japanese will not be automatically entered in this field. If you can write in Japanese, please enter in Japanese./この欄は日本語が自動併記されません。日本語の記入ができる方は入力してください。

Click on the "Not Living in Japan/日本に住んでいない" button.

## 2-4 Information of Incorporators

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This is the field to enter the incorporator's information (name, address, nationality, gender, date of birth, etc.).

### ○Number of incorporators

Please enter the number of people in numbers. You can enter from 1 to 3 people.

### ○Name of incorporators

Please enter the name in English.

Please enter it in Japanese if you can, but leave it blank if this is difficult.

### ○Address of incorporators

The input method differs depending on whether the incorporator lives in Japan or not.

If the incorporator lives in Japan, please click the "Living in Japan/日本に住んでいる" button.

- The "Zip Code of Address" field will appear. Enter the zip code number. The prefecture and municipal name of the address will be displayed automatically.
- Please enter numbers in the "Street Address" field.
- Please fill in the "Building name/room number" field if you need to enter it as an address. If you do not need to enter it, please leave it blank.

If the incorporator does not live in Japan, please click the "Not Living in Japan/日本に住んでいない" button.

- The "Home Country Address" field will be displayed. Please enter your address in English in the English field.
- Please enter information in the Japanese field if you can, but leave it blank if this is difficult.

### ○Nationality of incorporators

Please select "日本/Japan" or "その他/Other" from the dropdown list.

If you select "その他/Other", the "Nationality other than Japanese" field will appear. Please enter your nationality in English in the English field. The Japanese translation will be automatically displayed in the Japanese field.

**○Gender of incorporators**

Please select it from the dropdown list.

**○Date of birth of incorporators**

Please enter it in numbers according to the Western calendar.

(example : 1955/02/01(yyyy/mm/dd))

**○Evidence materials for the existence or non-existence of the person to be a substantial controller of the incorporator**

Please select either “定款/Articles of incorporation”, “定款以外の資料/Materials other than articles of incorporation” or “なし/None” from the dropdown list.

**○Existence or non-existence as a Member of an Organized Crime Group, etc. of the incorporator**

Please select “非該当/No” or “該当/Yes” from the dropdown box.

**○Number of shares for incorporators**

Please enter the number.

**○Amount for incorporators**

Please enter the amount to be paid in exchange for the shares by the incorporator in Japanese Yen.

Information of Incorporator / 発起人情報		Contents / 項目	Value / 値
Number of Incorporator (発起人の人数)			1
Name of Incorporator 1 (発起人1の氏名)		<input checked="" type="radio"/> Living in Japan/日本に住んでいる <input type="radio"/> Not Living in Japan/日本に住んでいない	ウィリアムズ ジェニファー
Zip code of Incorporator 1's address (発起人1の住所の郵便番号)		542	0066
Address (Prefecture, City, Ward, Town or Village) of Incorporator 1 (発起人1の住所(都道府県市区町村))		English: Osakafu Osakashichuoku Kawarayamachi 日本語: 大阪府 大阪市中央区 瓦屋町	
Street address of Incorporator 1 (発起人1の住所の番地)		3-8-9	
Building name + Room number of Incorporator 1 (発起人1の住所の建物名・部屋番号)		English: Shinsekai Building Room 389 日本語: 新世界ビル389号室	
Nationality of Incorporator 1 (発起人1の国籍)		その他/Other	
Nationality of Incorporator 1 (発起人1の国籍) If you select "Other" in the previous content (※上記の欄で「その他」を選択した場合)		English: USA 日本語: アメリカ合衆国	
Gender of Incorporator 1 (発起人1の性別)		男/Male	
Date of birth of Incorporator 1 (発起人1の生年月日)		1-May-1975	
Evidence materials for the existence or non-existence of the person to be a substantial controller of Incorporator 1 (発起人1の實質的支配者該当性の根拠資料)		定款以外の資料/Materials other than articles of incorporation	
Existence or non-existence as a Member of an Organized Crime Group, etc. of Incorporator 1 (発起人1の暴力団員等該当性)		非該当/No	
Number of shares for Incorporator 1 (発起人1の引き換えた株式数)			60
Amount for Incorporator 1 (発起人1の払い込む金額の額)		¥	600,000

Click either the “Living in Japan/日本に住んでいる” button or the “Not Living in Japan/日本に住んでいない” button.

**【Nationality】**  
Please select from the dropdown list.

**【For non-Japanese nationals】**  
If you selected “その他/Other” above, please enter your nationality in English.

## 2-5 Information of Company

This is the section to enter company information (head office location, method of public notice, company purpose, etc.)

### ○Head office location

Enter the zip code in the “Zip Code of Head Office” field. The prefecture and municipal name of the head office location will be displayed automatically.

Please enter numbers in the “Street address of Head office” field.

Please fill in the “Building name/room number” field if you need to indicate the address. If not, leave it blank.

### ○Method of public notice

Please select from the dropdown list.

If you select “electronic public notice,” the “URL of Electronic Public Notice” field will appear. Enter the URL of the website where the electronic notice will be posted.

(In the case of electronic notice)

1-② Information of Company / 会社の情報

Contents / 項目	Value / 値	Remarks column / 備考欄
Zip code of Head Office (本店の所在地の郵便番号)	143 0023	Please enter the zip code of Head Office. 本店の住所の郵便番号を入力してください。
Address(Prefectures, City, Ward, Town or Village) of Head Office (本店の所在地(都道府県市区町村))	English Tokyoto Otaku Sanno	Please select from the dropdown list.
	日本語 東京都 大田区 山王	
Street address of Head Office (本店の所在地の番地)	22-33-44	Please enter the street address of Head Office. 本店の住所の番地を入力してください。
Building name・Room number of Head Office (本店の所在地の建物名・部屋番号)	English Shinsekai Building Room 101	Please enter the building name and room number only if required. 建物名と部屋番号を入力する必要がある場合にのみ入力してください。 Japanese will not be automatically entered in this field. If you can write in Japanese, please write in Japanese.
	日本語 新世界ビル101号室	
Method of Public Notice (公告をする方法)	English electronic public notice	A Japanese translation of the method you selected in the dropbox will automatically be displayed.
	日本語 電子公告	
URL of electronic public notice 電子公告のURL	https://samplename.co.jp	Please enter the URL of electronic public notice. 電子公告のURLを入力してください。
The Total Number of Authorized Shares (発行可能株式総数)	100	Example 100
The value of Property to Be Contributed in Establishment (設立に際して出資される財産の価額)	¥ 1,000,000	Please enter the value of property to be contributed in establishment. 設立に際して出資される財産の価額を入力してください。
Term of office of the directors 取締役の任期	8	Please enter the term of office of the directors in years. 取締役の任期を年単位で入力してください。
The First Business Year (最初の事業年度)	2025	Please enter the first business year. 最初の事業年度を入力してください。

### ○The Total Number of Authorized Shares

Please enter numbers.

### ○The value of property to be contributed in establishment

Please enter numbers in Japanese Yen.

**○Term of office of the directors**

Please enter a number between 1 and 10 years.

**○The First Business Year**

Please enter it in numbers according to the western calendar.

**○Company purpose**

Please enter the number of company purpose (up to 50).

According to the number entered, fields for purpose will be displayed.

You can enter your purpose in two ways: by selecting it from the dropdown box, or by writing it in English.

**•How to select from Dropbox**

Please select the industry related to your purpose from the dropdown box in column E, and select your purpose from the dropdown box in column F.

**•How to write in English**

Select “(Free input)” from the dropdown box in column E, and enter your purpose in English in the English column in column F. In the Japanese section, please enter information in Japanese if possible, but if this is difficult, leave the field blank.

number of Purpose (目的数)		10	Can be changed between 1 and 50 1~50の間で変更可能
Purpose1 (目的1)	English	Finance・Insurance industry 金融・保険業	Business concerning finance 金融に関する事業
Purpose2 (目的2)	English	Various goods sales industry 各種商品販売業	Sales of daily necessities, sports equipment, etc. 日用雑貨、スポーツ用品等の販売
		Food and Drink 食料品	Manufacture of various kinds of food products 各種食品の製造
		Transportation・Warehousing 運輸・倉庫	Cargo transportation by automobiles 貨物自動車運送事業
		Medical care 医療	Provision of various services relating to the medical field 医療に関連する各種サービスの提供
		Investment・Consultancy・Agency 投資・コンサルティング・情報	Investment consulting services 投資コンサルティング業務
			Business related to ocean resources development 海洋資源開発に関する事業
Purpose8 (目的8)	English	Others その他	All businesses incidental to the preceding items. 前各号に付帯する一切の事業
Purpose9 (目的9)	English		

**【Select your industry】**  
Please select the industry that best suits your purpose from the dropdown list  
If you want to enter any purpose, please select (Free input)

The Japanese translation of the industry you selected in the dropbox will be automatically displayed.

**【Purpose】**  
Purposes related to the industry you selected in the left column will be displayed, so please select one from the dropdown list.  
If you select (Free input) in the left field, please enter your purpose in English.

If you select “Free input” in the above field, please enter Japanese if you can, but leave the field blank if it is difficult.

All businesses incidental to the preceding items. If you select (Any business related to the preceding items), you will no longer be able to enter or select any information.

## 2-6 Information Required for the Articles of Incorporation

This is the field to enter the information required for the articles of incorporation (date of creation of the articles of incorporation, start month of the business year, etc.)

### ○Types of articles of incorporation

Please select “書面/document” if you wish to request articles of incorporation certification in writing, or select “電磁的記録/electronic or magnetic record” if you wish to do so online.

### ○Date of creation of the Articles of Incorporation

Please enter the date in numbers according to the western calendar.

#### 2 Information required for the articles of incorporation / 定款に必要な情報

##### 2-① Information required for the Articles of Incorporation / 定款に必要な情報

Contents / 項目	Value / 値	Remarks column / 備考欄
Types of articles of incorporation (定款の種類)	電磁的記録 / electronic or magnetic record	Please select "document" if you wish to request Articles of Incorporation certification in writing, or select "electronic or magnetic record" if you wish to do so online. / 定款認証の場数を、書面で行う場合は「書面」を選択し、オンラインで行う場合は「電磁的記録」を選択してください。
Year of creation of articles of incorporation (定款の作成年)	2024	Please enter the year of Creation of articles of incorporation in numbers. / 定款の作成年を数字で入力してください。
Month of creation of articles of incorporation (定款の作成月)	1	Please enter the month of Creation of articles of incorporation in numbers. / 定款の作成月を数字で入力してください。
Date of creation of articles of incorporation (定款の作成日)	31	Please enter the day of Creation of articles of incorporation in numbers. / 定款の作成日を数字で入力してください。
Starting month of business year (事業年度の開始月)	4	Please enter the starting month of business year in numbers. / 事業年度の開始月を数字で入力してください。
Ending month (following year) of business year (事業年度の終了月(翌年))	3	Automatic calculation by Starting month of business year. / 事業年度の開始月により自動計算

**【Ending month of business year】**  
The month before the month entered in the “Start month of fiscal year” field will be automatically displayed.

## 2-7 Information Required for the Report of the Person to be

### Substantial Controller

This is the field where you enter the information required for the declaration of Substantial controller (name of notary public office, date of declaration).

#### ○Notary Public Office

Please select the notary public office you would like to commission to certify the articles of incorporation from the dropdown list.

#### ○Date of declaration

Please enter it in numbers according to the western calendar.

#### 2-② Information required for the Report of the person to be substantial controller / 実質的支配者の申告書に必要な情報

Contents / 項目	Value / 値	Remarks column / 備考欄
Name of Notary Public Office (公証人役場)	蒲田公証役場 / Kamata Notary Public Office	Please select from dropdown. ドロップボックスから選択してください。
Year of declaration (申告年)	2024	Please enter the year of Declaration in numbers. 申告年を数字で入力してください。
Month of declaration (申告月)	3	Please enter the month of Declaration in numbers. 申告月を数字で入力してください。
Date of declaration (申告日)	18	Please enter the date of Declaration in numbers. 申告日を数字で入力してください。

## 2-8 Information Required for the Power of Attorney

This is the field to enter the information required for the power of attorney for the certification of the articles of incorporation (date of delegation, agent's address, agent's name).

### ○Date of delegation

Please enter the date in numbers according to the western calendar.

### ○Agent's address

Please enter it in the English field.

The Japanese field can be left blank. If you can fill out the field in Japanese, please enter the address in Japanese.

### ○Agent's name

Please enter it in the English field.

The Japanese field can be left blank. If you can fill out the field in Japanese, please enter the name in Japanese.

2-③ Information required for the Power of Attorney / 定款認証の委任状に必要な情報

Contents / 項目		Value / 値	Remarks column / 備考欄
Year of delegation (委任年)		2024	Please enter the year of delegation in numbers. 委任年も数字で入力してください。
Month of delegation (委任月)		4	Please enter the month of delegation in numbers. 委任月も数字で入力してください。
Date of delegation (委任日)		25	Please enter the day of delegation in numbers. 委任日も数字で入力してください。
Agent's address (代理人の住所)	English	111 Sunset St. San Francisco, CA USA	Please enter the agent's address in English. 代理人の住所を英語で入力してください。
	日本語	アメリカ合衆国カリフォルニア州サンフランシスコ市サンセット通111番地	This field can be left blank. If you can fill out the form in Japanese, please enter the agent's address in Japanese. / この欄は空欄でも構いません。日本語で記入できる場合は、代理人の住所を日本語で入力してください。
Agent's name (代理人の氏名)	English	Davey Francis	Please enter the agent's name in English. 代理人の氏名を英語で入力してください。
	日本語	デイヴィー フランシス	This field can be left blank. If you can fill out the form in Japanese, please enter the agent's name in Japanese. / この欄は空欄でも構いません。日本語で記入できる場合は、代理人の氏名を日本語で入力してください。

## 2-9 Information Required for Registration Application

This is the field to enter the information required for the registration application (date of completion of promoter incorporation procedures, date of registration application, applicant's contact information, etc.).

### ○Date of completion of procedures for establishment

Please enter the date in numbers according to the western calendar.

### ○Date of application for registration

Please enter the date in numbers according to the western calendar.

### ○Phone Number for Contact

Please enter the telephone number to which the applicant can be reached.

### ○E-mail address for Contact

Please enter an e-mail address where you can be contacted.

### 3 Information required for registration application / 登記申請に必要な情報

#### 3-① Information required for Application for Registration / 登記申請書に必要な情報

Contents / 項目	Value / 値	
Year of Completion of procedures for establishment (免起設立の手続終了年)	2024	Please enter the year of completion of procedures for establishment in numbers.
Month of Completion of procedures for establishment (免起設立の手続終了月)	7	Please enter the month of completion of procedures for establishment in numbers.
Date of Completion of procedures for establishment (免起設立の手続終了日)	30	Please enter the day of completion of procedures for establishment in numbers.
Registration and License Tax (登録免許税)	¥ 150,000	Automatic calculation by the minimum amount of reporting value Contributed in Establishment. 設立に際して出資される財産の最低額により自動計算されます。
Year of application for registration (登記申請の年)	2024	Please enter the year of application for registration in numbers. 登記申請の年を数字で入力してください。
Month of application for registration (登記申請の月)	8	Please enter the month of application for registration in numbers. 登記申請の月を数字で入力してください。
Date of application for registration (登記申請の日)	10	Please enter the day of application for registration in numbers. 登記申請の日を数字で入力してください。
Phone Number for Contact (連絡先の電話番号)	090-4823-7894	Example 090-4823-7894
E-mail address for Contact (連絡先の電子メールアドレス)	test01@hotmail.com	Example test01@hotmail.com
Legal Affairs Bureau (登記所)	Tokyo Legal Affairs Bureau Jonan Branch Office	Automatically displayed depending on the Address of Head Office. 本店の所在地に応じて自動表示されます。

#### 【Registration and License Tax】

The calculation will be automatically performed based on the number entered in the "The value of property to be contributed in establishment" field.

#### 【Legal Affairs Bureau】

Automatically displayed depending on the Address of Head Office.

## 2-10 Information Required for the Certificate

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This is the field where you enter the information required for the document verifying your payment (the date of document creation).

### ○Date of document creation

Please enter it in numbers according to the western calendar.

#### 3-② Information required for the Certificate / 払込みを証する書面に必要な情報

Contents / 項目	Value / 値	Remarks column / 備考欄
Year of certificate creation (証明書作成の年)	2024	Please enter the year of certificate creation in numbers. 証明書作成の年を数字で入力してください。
Month of certificate creation (証明書作成の月)	8	Please enter the month of certificate creation in numbers. 証明書作成の月を数字で入力してください。
Date of certificate creation (証明書作成の日)	5	Please enter the date of certificate creation in numbers. 証明書作成の日を数字で入力してください。

## 2-11 Print

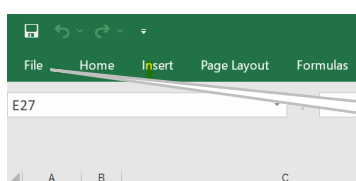
### 4 Print / 印刷

After completing the above input, Please select each sheet below, confirm, and print on A4 paper.

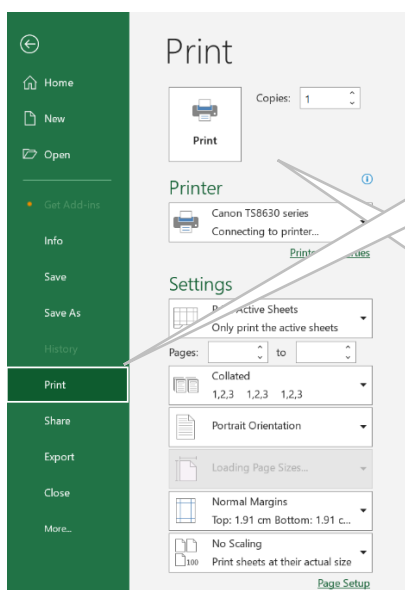
上記入力完了後、以下の各シートを選択・確認の上、A4用紙に印刷してください。

• Articles of Incorporation定款
• Application for Registration申請書
• Report of the person 議員的支配者の申請書
• Power of Attorney 定款認証の委任状
• Acceptance of Assumption 就任承諾書
• Certificate 払い込みを証する書面
• Seal (Revision Mark) Form 印鑑届書
• Seal Card Application form 印鑑カード

- (1) When printing various application forms, select “File” in the upper left corner of each sheet.
- (2) Select “Print”.
- (3) Click the “Print” button to print the output.



(1) Select “File”



(2) Select “Print”

(3) Click the “Print” button

## 2-12 Sheet Configuration

### (1) Input Information Sheet

This is the sheet for entering the necessary information on the application form.

Please enter the required information for creating the registration application and articles of incorporation in column E.

登記申請書及び定款の作成に必要な情報を「Value / 値」欄に入力してください。

Please enter the required information in the orange cells in the 「Value / 値」 column.  
 「Value / 値」の列のオレンジ色のセルに必要な事項を入力してください。  
 Please enter the green cells if you can do so in Japanese, or leave them blank if it is difficult.  
 緑色のセルは、日本語で入力ができる場合には入力し、難しい場合には空欄としてください。

Trade Name / 商号

Contents / 項目		Value / 値	Remarks column / 備考欄
Trade Name (商号)	English	SampleName	Please enter your company's trade name in English. 会社の商号を英語で入力してください。
Fulligans of Trade Name (商号のフリガナ)	日本語	サンプルネーム	Japanese will not be automatically entered in this field. If you can write in Japanese, please enter in Japanese. / この欄は日本語が自動併記されません。 日本語の記入ができる方は入力してください。

#### 1 Information commonly required for articles of incorporation and registration application / 定款、登記申請に共通して必要な情報

##### 1-① Information of Person / 人の情報

##### Information of Representative Director / 設立時代表取締役情報

Contents / 項目		Value / 値	Remarks column / 備考欄
Name of Representative Director (設立時代表取締役の氏名)	English	Mary Smith	Please enter Representative Director's name in English. 設立時代表取締役の氏名を英語で入力してください。 Please select the "Line in Japan/Do not Live in Japan" radio button. 「日本に住んでいる/日本に住んでいない」ラジオボタンを選択してください。
<input checked="" type="radio"/> Line in Japan/日本に住んでいる <input type="radio"/> Do not Live in Japan/日本に住んでいない	日本語	スミス メアリー	Japanese will not be automatically entered in this field. If you can write in Japanese, please enter in Japanese. / この欄は日本語が自動併記されません。 日本語の記入ができる方は入力してください。
Date of birth of Representative Director (設立時代表取締役の生年月日)		1-Feb-1955	Example 1955/02/01.
Zip code of Representative Director (設立時代表取締役の郵便番号3桁と4桁ハイフンなし)		143 0023	Please enter if Representative Director live in Japan 設立時代表取締役が日本に住んでいる場合入力してください
Address (Prefectures, City, Ward, Town or Village) of Representative Director (設立時代表取締役の住所(都道府県市区町村))	English	Tokyo Otaku Sanno	When enter zip code, address will be automatically filled in 郵便番号を入力すると住所が自動入力されます
	日本語	東京都 大田区 山王	When enter zip code, address will be automatically filled in 郵便番号を入力すると住所が自動入力されます
Street address of Representative Director (設立時代表取締役の番地)		1-1-11	Please enter if Representative Director live in Japan 設立時代表取締役が日本に住んでいる場合入力してください Enter the building name and room number only if required.
Building name・Room number of Representative Director (設立時代表取締役の建物名・部屋番号)	English	Shinsekai Building Room 99	建物名と部屋番号を入力する必要がある場合にのみ入力してください。
	日本語	新世界ビル99号室	Japanese will not be automatically entered in this field. If you can write in Japanese, please enter in Japanese. / この欄は日本語が自動併記されません。 日本語の記入ができる方は入力してください。

##### Information of Directors at Incorporation / 設立時取締役情報

Contents / 項目	Value / 値	Remarks column / 備考欄
number of Directors at Incorporation	3	Can be changed between 1 and 50

## (2) Articles of Incorporation 定款

Articles of Incorporation of SampleName Co.

SampleName株式会社定款

Chapter 1. General Provisions 第1章 総則

(Trade Name) (商号)

Article 1 The name of the Company shall be SampleName Co.

第1条 当社は、SampleName株式会社と称する。

(Purpose) (目的)

Article 2 The purpose of the Company shall be the following businesses:

第2条 当社は、次の事業を営むことを目的とする。

1. Business concerning finance

1. 金融に関する事業

2. Import of daily necessities, sports equipment, etc.

2. 日用雑貨、スポーツ用品等の輸入

3. Marketing of various kinds of food products

3. 各種食品の販売

4. Consigned freight forwarding Business

4. 貨物利用運送事業

**(3) Application for Registration 登記申請書**

英語による申請書等作成支援ツールにより作成（取締役会を設置しない株式会社）

Application for Registration of Establishment of Stock Company  
株式会社設立登記申請書

Furigana:	サンプルネーム
1. Trade Name	SampleName Co.
フリガナ	サンプルネーム
1 商号	SampleName株式会社
1. Head Office	Tokyoto Otaku Sanno 22-33-44 Shinsekai Building Room 101
1 本店	東京都 大田区 山王 2 2 - 3 3 - 4 4 新世界ビル 1 0 1 号室
1. Reason for Registration	Completion of the procedures for establishment by initiative on date ( 2024 year, 7 month-30 day)
1 登記の事由	2 0 2 4 年 7 月 3 0 日 発 起 設 立 の 手 続 終 了
1. Matters to be Registered	As attached
1 登記すべき事項	別紙のとおり

(4) Report of the Person 実質的支配者の申告書

<b>実質的支配者となるべき者の申告書（株式会社用）</b> <b>Report of the person to be substantial controller (for a stock company)</b>	
(公証役場名) (Name of Notary Public Office) 蒲田公証役場 / Kamata Notary Public Office      認証担当公証人 Notary's name      殿	
(商号) SampleName株式会社 / SampleName Co.	
の成立時に実質的支配者となるべき者の本人特定事項等及び暴力団員等該当性について、以下のとおり、申告する。I will report the identification matters, etc. of and the existence or non-existence of the person(s) to be a substantial controller(s) as a Member(s) of an Organized Crime Group, etc. at the time of establishment of (Trade Name SampleName Co.), as below.	
2024 Year/年    3 Month/月    18 Day/日	
■ 嘱託人住所    Address of the client 大阪府 大阪市中央区 瓦屋町 3-8-9 新世界ビル 3 8 9 号室	■ 嘱託人氏名（記名又は署名）    Name of the client (name or signature) ウィリアムズ ジェニファー Jennifer Williams
Osakafu Osaka-shichuoku Kawarayamachi 3-8-9 Shinsekai Building Room 389	Seal
<b>実質的支配者となるべき者の該当事由（①から④までのいずれかの左側の□内に✓印を付してください。）</b> <b>The ground on which a person is to be the substantial controller (Please check (✓) the applicable □ of ① thru ④ on the left.) (※1)</b>	
<input checked="" type="checkbox"/> ① 設立する会社の議決権の総数の50%を超える議決権を直接又は間接に有する自然人となるべき者（この者が当該会社の事業経営を実質的に支配する意思又は能力がないことが明らかなる場合を除く。）：犯罪による収益の移転防止に関する法律施行規則（以下「犯取法施行規則」という。）11条2項1号参照 A person to be a natural person who directly or indirectly holds more than 50% of total voting right of the company to be established (except for the case where it is evident that this person has no intention or capacity of substantially controlling business management of that company): refer to Article 11, paragraph (2), item (i) of the Ordinance for Enforcement of the Act on Prevention of Transfer of Criminal Proceeds (hereinafter referred to as the "Ordinance for Enforcement of " Criminal Proceeds Act")	<input checked="" type="checkbox"/> ② ①に該当する者がいない場合は、設立する会社の議決権の総数の25%を超える議決権を直接又は間接に有する自然人となるべき者（この者が当該会社の事業経営を実質的に支配する意思又は能力がないことが明らかなる場合又は他の者が設立する会社の議決権の総数の50%を超える議決権を直接又は間接に有する場合は除く。）：犯取法施行規則11条2項1号参照 In the case where there is no person applicable to ①, a person to be a natural person who directly or indirectly holds more than 25% of total voting right of the company to be established (except for the case where it is evident that this person has no intention or capacity of substantially controlling business management of that company, or where the person directly or indirectly holds more than 50% of total voting right of a company established by other person(s)): refer to Article 11, paragraph (2), item (i) of the Ordinance for Enforcement of Criminal Proceeds Act
<input checked="" type="checkbox"/> ③ ①及び②のいずれにも該当する者がいない場合は、出資、融資、取引その他の関係を通じて、設立する会社の事業活動に支配的な影響力を有する自然人となるべき者：犯取法施行規則11条2項2号参照 In the case where there is no person applicable to neither ① nor ②, a person to be a natural person who possess a controlling influence on business activity of the company to be established through its contribution, loan, transaction or other relationship: refer to Article 11, paragraph (2), item (ii) of the Ordinance for Enforcement of Criminal Proceeds Act	<input checked="" type="checkbox"/> ④ ①、②及び③のいずれにも該当する者がいない場合は、設立する会社を代表し、その業務を執行する自然人となるべき者：犯取法施行規則11条2項4号参照 In the case where there is no person applicable to any of ①, ② or ③, a person to be a natural person who represents the company to be established and executes the business: refer to Article 11, paragraph (2), item (iv) of the Ordinance for Enforcement of Criminal Proceeds Act

(5) Power of Attorney 定款認証の委任状

Power of Attorney  
委任状

Address  
住所

Name  
氏名

I appoint the person above as my agency and delegate the following authority.  
私は、上記の者を代理人と定め次の権限を委任します

1. All matters related to the procedure for certifying the name and seal of the incorporator of SampleName Co. and entrusting the certification of a notary public.  
1. SampleName株式会社の定款について、発起人の記名押印を自認し、公証人の認証を囑託する手続きに関する一切の件。
2. Request for issuance and receipt of a copy of the Articles of Incorporation.  
2. 定款謄本の交付請求及び受領に関する件。
3. All matters relating to the receipt of the declaration of the beneficial owner, the application for a certificate of certification, and the receipt of such certificate.  
3. 実質的支配者の申告受理及び認証証明書の申請及び同証明書の受領に関する一切の件。

2024 Year/年 4 Month/月 25 Day/日

Address  
住所

Osakafu Osakashichuoku Kawarayamachi 3-8-9 Shinsekai Building Room 389  
大阪府 大阪市中央区 瓦屋町 3 - 8 - 9 新世界ビル 3 8 9 号室

**(6) Acceptance of Assumption 就任承諾書**

A Letter of Acceptance of Assumption  
就任承諾書

I have been appointed as a director and representative director at incorporation of your company on 2024 year, 1 month-31 day, and hereby accept the assumption.  
私は、2024年1月31日、貴社の設立時取締役及び設立時代表取締役に選任されたので、その就任を承諾します。

2024 year, 1 month-31 day  
2024年1月31日

Tokyoto Otaku Sanno 1-1-11 Shinsekai Building Room 99  
Mary Smith (Seal or Signatures)  
東京都 大田区 山王 1 - 1 - 11 新世界ビル 99号室  
スミス メアリー

To: SampleName Co 1 ペー ジ  
SampleName株式会社 御中

This document will be output for the number of Directors at incorporation entered on the “Input Information sheet”.

Information of Directors at Incorporation / 設立時取締役情報

Contents / 項目	Value / 値	Remarks column / 備考欄
number of Directors at Incorporation (設立時取締役の人数)	3	Can be changed between 1 and 50 1~50の間で変更可能

(7) Certificate 証明書

Certificate

証明書

It is proved that the payment of full amount as to shares issued at incorporation of the Company has been made as follows.

当会社の設立時発行株式については以下のとおり、全額の払込みがあったことを証明します。

The Number of Shares Issued at Incorporation 100 shares

設立時発行株式数 100株

The Amount of Money to Be Paid 1,000,000 yen

払込みを受けた金額 金1,000,000円

2024 year, 8 month-5 day

2024年8月5日

SampleName Co

Representative Director at Incorporation Mary Smith

SampleName株式会社

設立時代表取締役 スミス メアリー



(9) Seal Card Application form 印鑑カード交付申請書

Seal Card Application form 印鑑カード交付申請書		Verification stamp 照合印
<p><b>Please write in the bold frame.</b> ※ 太枠の中に入れてください。</p> <p style="text-align: center;">Legal Affairs Bureau                      Branch Office/Sub-office                      Year    Month    Day    application (地方) 法務局                                      支局・出張所                                      年    月    日    申請</p>		
<p>(Note 1) (注1) <small>Seal field of the seal registered at the registry company 登記所に提出した印鑑の押印欄</small></p>	<p>Trade Name/Name 商号・名称</p> <p>Head/Principal Office 本店・主たる事務所</p> <p>A Person Submitting Seal Impression 印鑑提出者</p> <p>Position 資格</p> <p>Name (Family name /First name) 氏名</p> <p>Birthdate 生年月日</p> <p>Company number 会社法人等番号</p>	<p>SampleName Co. SampleName株式会社</p> <p>Tokyoto Otaku Sanno 22-33-44 Shinsekai Building Room 101 東京都 大田区 山王 22-33-44 新世界ビル101号室</p> <p>Representative Director 代表取締役</p> <p>Mary Smith スミス メアリー</p> <p>1955年2月1日</p>
<p>(Please affix your seal clearly.) (印鑑は鮮明に押印してください。)</p>		
<p>Applicant/申請人    <input checked="" type="checkbox"/> The person submitting the seal/印鑑提出者本人    <input type="checkbox"/> The agency/代理人</p>		
<p>Address 住所</p> <p>フリガナ</p> <p>Name 氏名</p>	<p>Tokyoto Otaku Sanno 1-1-11 Shinsekai Building Room 99 東京都 大田区 山王 1-1-11 新世界ビル99号室</p> <p>Mary Smith スミス メアリー</p>	<p>Telephone number/電話番号</p> <p>090-4823-7894</p>
<p>Power of Attorney / 委任状</p>		
<p>I hereby appoint (Address) (Name) 私は、(住所) (氏名) as my agency and delegate the authority to apply and receive the seal card. を代理人と定め、印鑑カードの交付申請及び受領の権限を委任します。 year/年                      month/月                      day/日 Address/住所 Name/氏名                      Seal (A seal impression registered at the registry office) 印 (登記所に提出した印鑑)</p>		
<p>(Note 1) In the seal field, please affix the seal submitted to the registry office. (注1) 押印欄には、登記所に提出した印鑑を押印してください。</p>		
Date of issuance / 交付年月日	Seal Card Number / 印鑑カード番号	Person in charge 担当 者 印      Reception 受領印又は署名

(乙号・9)