

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

**User Guide
(Regarding Limited Liability Company)**

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 the Tool

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 joint stock company (※) or a limited liability company.
- The head office must be located in Tokyo, Osaka-city, Fukuoka-city, or 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

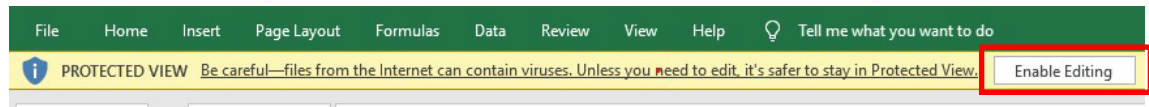
OS: Windows 10, Windows 11 (64-bit, 32-bit) or later
Office 2016 or later

1-2 Setting Up the Tool

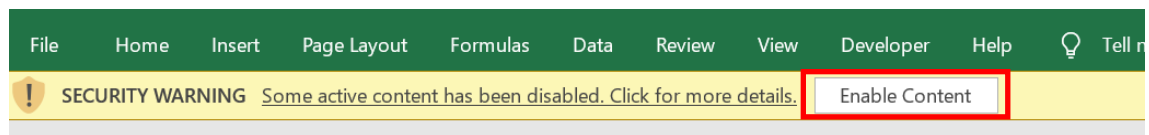
This tool uses macro functions, so you must enable macros after launching the tool.

< 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 “合同会社(Limited Liability Company).xslsm”, 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、難しい場合は空白としてください。

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。
Furigana 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 Member / 代表社員情報

Contents / 項目		Value / 値	Remarks column / 備考欄
Name of Representative Member (代表社員の氏名)	English	Mary Smith	Please enter Representative Member's name in English. 代表社員の氏名を英語で入力してください。
☒ Living in Japan / 日本に住んでいる ☐ Not Living in Japan / 日本に住んでいない	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。
Contribution of Representative Member (代表社員の出資金)		¥ 1,000,000	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 Member (代表社員の生年月日)		1-Feb-1955	Please enter Contribution of Representative Member 代表社員の出資金を入力してください。
Zip code of Representative Member's address (代表社員の住所の郵便番号)		143 0024	Example 1955/02/01/yyyy/mm/dd 例 1955/02/01/yyyy/mm/dd
Address(Prefectures, City, Ward, Town or Village) of Representative Member (代表社員の住所(都道府県市区町村))	English	Tokyo Otaku Chuo	Please enter the zip code of Representative Member's address. 代表社員住所の郵便番号を入力してください。
Street address of Representative Member (代表社員の住所の番地)	日本語	東京都 大田区 中央	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
Building name - Room number of Representative Member (代表社員の住所の建物名・部屋番号)	English	Shinsekai Building Room 99	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	新世界ビル4-99号室	Please enter the street address of Representative Member. 代表社員住所の番地を入力してください。
			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 Members / 社員情報

Contents / 項目	Value / 値	Remarks column / 備考欄
number of Members at Incorporation (社員の数)	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)

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	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。
Furigana 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。

【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 Members at Incorporation

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

○Name of Representative Member

Please enter it in English.

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

○Contribution of Representative Member

Please enter numbers in Japanese Yen.

○Date of Birth of Representative Member

Please enter it in numbers according to the western calendar.

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

○Address of Representative Member

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

If the representative member 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必要な情報

1-① Information of Person / 人の情報

Information of Representative Member / 代表社員情報

Contents / 項目	Value / 値
Name of Representative Member (代表社員の氏名)	English Mary Smith
☒ Living in Japan/日本に住んでいる	日本語 スミス メアリー
☐ Not Living in Japan/日本に住んでいない	
Date of Birth of Representative Member (代表社員の出生日)	¥
Date of Birth of Representative Member	1-Feb-1955
Representative Member's address (郵便番号)	143 0024
City, Ward, Town or Village of Representative Member (道府県市区町村)	English Tokyoto Otaku Chuo
	日本語 東京都 大田区 中央
Representative Member's address (建物番号)	1-1-11
Building name・Room number of Representative Member (代表社員の住所の建物名・部屋番号)	English Shinsekai Building Room 99
	日本語 新世界ビル99号室

【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 member 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 and registration application / 定款、登記申請に共通し

1-① Information of Person / 人の情報

Information of Representative Member / 代表社員情報

Contents / 項目		Value / 値	Remarks column / 備考欄
Name of Representative Member (代表社員の氏名) ☐ Living in Japan/日本に住んでいる ☒ Not Living in Japan/日本に住んでいない	English	Mary Smith	Please enter Representative Member's name in English. 代表社員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	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。
Contribution of Representative Member (代表社員の出資金)		¥ 1,000,000	Please enter Contribution of Representative Member 代表社員の出資金を入力してください
Date of birth of Representative Member (代表社員の生年月日)		1-Feb-1955	Example 1955/02/01/yyyy/mm/dd 例 1955/02/01/yyyy/mm/dd
Home Country Address of Representative Member (設立時代表者の本国の住所)	English	3 Sunset St, San Francisco, CA USA	Please enter home country address of Representative Member in English. 代表社員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 of Members at Incorporation

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

For “Member 1,” the information entered by the representative member at incorporation will be automatically displayed.

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

○Number of Members at Incorporation

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

Information of Members / 社員情報

Contents / 項目	Value / 値	Remarks column / 備考欄
number of Members at Incorporation (社員の人数)	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 Member

Please enter it in English.

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

○Contribution of Member

Please enter numbers in Japanese Yen.

○Member address

The method of inputting information differs depending on whether the founding member lives in Japan or not.

If the member 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 Members 3 (社員3の氏名)	English	Hanako Suzuki	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	
☒ Living in Japan/日本に住んでいる ☐ Not Living in Japan/日本に住んでいない			
Contribution of Members 3 (社員3の出資金)	¥	1,000,000	Please enter Contribution of Members 3. 社員3の出資金を入力してください。
Zip code of Members at Incorporation 3's address (社員3の住所の郵便番号)	809	0001	Please enter the zip code of Member 3's address. 社員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 Members at Incorporation 3 (社員3の住所(都道府県市区町村))	English	Fukuokaken Nakamashi Habu	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 中間市 極生	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 Members at Incorporation 3 (社員3の住所の番地)		10-40-80	Please enter enter the street adress of Member at Incorporation 3. 社員3の住所の番地を入力してください。
Building name・Room number of Members at Incorporation 3 (社員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 member 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.

Name of Members 2 (社員2の氏名)	English	Ming Li	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	
☐ Living in Japan/日本に住んでいる ☒ Not Living in Japan/日本に住んでいない			
Contribution of Members 2 (社員2の出資金)	¥	1,000,000	Please enter Contribution of Members 2. 社員2の出資金を入力してください。
Home Country Address of Director at Incorporation 2 (社員2の本国の住所)	English	3 Sunset St, San Francisco, CA USA	Please enter home country address of Member at Incorporation 2 in English. 社員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通り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。

2-4 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 want 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 0024	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。 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
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: Tokyo Otaku Chuo 日本語: 東京都 大田区 中央	
Street address of Head Office (本店の所在地の番地)	22-33-44	
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 日本語: 新世紀ビル101号室	
Method of Public Notice (公告をする方法)	electronic public notice 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。 Example 1000000. 例 1000000.
The Amount of Stated Capital (資本金の額)	¥ 3,000,000	

【Method of public notice】
Please select from the dropdown list.

A Japanese translation of the method you selected in the dropbox will automatically be displayed.

【URL】
If you select electronic announcement, the “URL of electronic announcement” field will be displayed. Please enter the URL of the website where the electronic announcement will be posted.

○The Amount of Stated Capital

Please enter numbers in Japanese Yen.

○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 drop-down box, or by writing it in English.

•How to select from Dropbox

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

•How to write in English

Select “(Free input)” from the drop-down 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	Business concerning finance
	日本語	金融・保険業	金融に関する事業
	English	Daily necessities goods sales industry	Sales of daily necessities, sports equipment, etc.
	日本語	日用品・スポーツ用品等の販売	日用品、スポーツ用品等の販売
	English	Food products industry	Manufacture of various kinds of food products
	日本語	食品の製造	各種食品の製造
	English	Warehousing	Cargo transportation by automobiles
	日本語	倉庫	貨物自動車運送事業
	English	Medical care	Provision of various services relating to the medical field
	日本語	医療	医療に関連する各種サービスの提供
	English	Investment consulting services	Investment consulting services
	日本語	投資コンサルティング業務	投資コンサルティング業務
Purpose7 (目的7)	English	Others	Business related to ocean resources development
	日本語	その他	海洋資源開発に関する事業
Purpose8 (目的8)	English	Others	All businesses incidental to the preceding items.
	日本語	その他	前各号に付帯する一切の事業
Purpose9 (目的9)	English		
	日本語		

【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)

【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.

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

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.

2-5 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.).

○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
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

2-6 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 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	Remarks column / 備考欄
Registration and License Tax (登録免許税)	¥ 60,000	Automatic calculation by The Amount of Stated Capital 資本金の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. 例) 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. 例) 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】
Automatic calculation by The
Amount of Stated Capital.

【Legal Affairs Bureau】
Automatically displayed
depending on the Address of
Head Office.

2-7 Information Required for the Receipt for the Capital Contribution

This is the field where you enter the information required for the investment receipt (date of document creation).

○Date of Document Creation

Please enter it in numbers according to the western calendar.

3-② Information required for the Receipt for the capital contribution / 出資金領収書に必要な情報

Contents / 項目	Value / 値	Remarks column / 備考欄
Year of delegation (委任確認の年)	2024	Please enter the year of Delegation in numbers. 委任確認の年を数字で入力してください。
Month of delegation (委任確認の月)	4	Please enter the month of Delegation in numbers. 委任確認の月を数字で入力してください。
Date of delegation (委任確認の日)	25	Please enter the day of Delegation in numbers. 委任確認の日を数字で入力してください。

2-8 Information Required for the Certificate

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.

3-③ 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。

2-9 Print

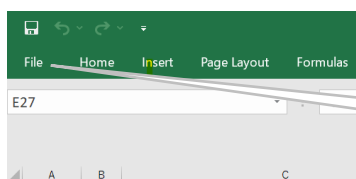
4 Print / 印刷

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

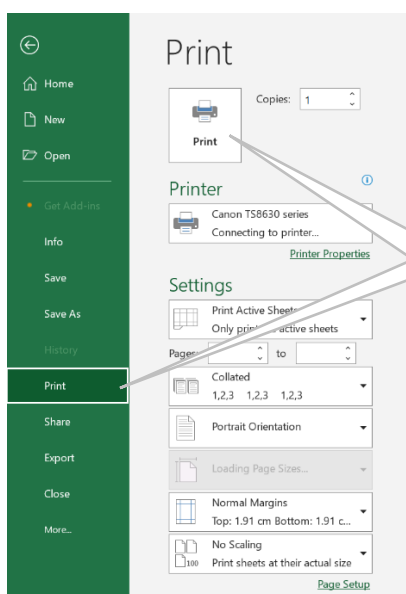
上記入力完了後、以下の各シートを選択・確認の上、A4用紙に印刷してください。

・ Articles of Incorporation定款
・ Application for Registration申請書
・ Certificateお込みを証する書面
・ Seal (Revision Mark) Form印紙書き
・ Seal Card Application form印紙カード

- (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

2-10 Sheet Configuration

(1) Input Information Sheet

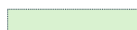
This is the sheet for entering the necessary information on the application form.

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、難しい場合は空白としてください。

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。
Furigana 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 Member / 代表社員情報

Contents / 項目		Value / 値	Remarks column / 備考欄
Name of Representative Member (代表社員の氏名)	English	Mary Smith	Please enter Representative Member's name in English. 代表社員の氏名を英語で入力してください。
☒ Living in Japan / 日本に住んでいる			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。
☐ 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。
Contribution of Representative Member (代表社員の出資金)		¥ 1,000,000	Please enter Contribution of Representative Member 代表社員の出資金を入力してください
Date of birth of Representative Member (代表社員の生年月日)		1-Feb-1955	Example 1955/02/01/yyyy/mm/dd 例 1955/02/01/yyyy/mm/dd
Zip code of Representative Member's address (代表社員の住所の郵便番号)		143 0024	Please enter the zip code of Representative Member's address. 代表社員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 Member (代表社員住所(都道府県市区町村))	English	Tokyo Otaku Chuo	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 中央	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 Member (代表社員住所の番地)		1-1-11	Please enter the street address of Representative Member. 代表社員住所の番地を入力してください。
Building name - Room number of Representative Member (代表社員住所の建物名・部屋番号)	English	Shinsekai Building Room 99	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499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 Members / 社員情報

Contents / 項目		Value / 値	Remarks column / 備考欄
number of Members at Incorporation (社員人数)		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)

(2) Articles of Incorporation 定款

Articles of Incorporation of SampleName Limited Liability Company

SampleName合同会社定款

Chapter 1. General Provisions 第1章 総則

(Trade Name) (商号)

Article 1 The name of the Company shall be SampleName Limited Liability Company.

第1条 当社は、SampleName合同会社と称する。

(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. Sales of daily necessities, sports equipment, etc.

2. 日用雑貨、スポーツ用品等の販売

3. Manufacture of various kinds of food products

3. 各種食品の製造

4. Cargo transportation by automobiles

1 ページ

(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 (合同会社)

Application for Registration of Establishment of Limited Liability Company 合同会社設立登記申請書

Furigana:	サンプルネーム
1. Trade Name	SampleName Limited Liability Company
フリガナ	サンプルネーム
1 商号	SampleName合同会社
1. Head Office	Tokyoto Otaku Chuo 22-33-44 Shinsekai
1 本店	Building Room 101 東京都 大田区 中央 2 2 - 3 3 - 4 4 新世界ビル 101号室
1. Grounds for registration	Completion of establishment procedures
1 登記の事由	設立の手續終了
1. Matters to be Registered	As attached

1 ページ

(4) Certificate 払込みを証する書面

The first page will be printed as a "certificate".

Certificate

証明書

It is proved that the payment of full amount as to stated capital of the Company has been made as follows.

当会社の資本金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 Amount of Money to Be Paid 3,000,000 yen

払込みを受けた金額 金 3, 0 0 0, 0 0 0 円

2024 year, 8 month-5 day

2 0 2 4 年 8 月 5 日

SampleName Limited Liability Company

Representative Members Mary Smith

サンプルネーム合同会社

代表社員 スミス メアリー

1

From the second page onwards, "receipts" will be printed for the number of employees entered on the "Input Information" sheet.

Information of Members / 社員情報

Contents / 項目	Value / 値	Remarks column / 備考欄
number of Members at Incorporation (社員の数)	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)

Receipt for the capital contribution

出資金領収書

member with Limited Liability Mary Smith
有限責任社員 スミス メアリー 殿

1, 0 0 0, 0 0 0 yen
金 1, 0 0 0, 0 0 0 円

Received as a capital contribution to SampleName Limited Liability Company.
SampleName合同会社の出資金として領収しました。

2024 year, 4 month-25 day
2 0 2 4 年 4 月 2 5 日

SampleName Limited Liability Company
Representative Members Mary Smith
サンプルネーム合同会社
代表社員 スミス メアリー

(5) Seal (Revision Mark) Form 印鑑(改印)届書

Seal (Revision Mark) Form 印鑑(改印)届書

*Please write in the bold frame. ※ 太枠の中に書いてください。

(Note 1) (Please affix your seal clearly.) (注1) (届出印は鮮明に押印してください)  Seal impression to be submitted 提出する印鑑		Trade Name/ Name 商号・名称		SampleName Limited Liability Company SampleName合同会社	
		Head / Principal Office 本店・主たる事務所		Tokyoto Otaku Chuo 22-33-44 Shinsekai Building Room 101 東京都 大田区 中央 22-33-44 新世界ビル101号室	
		A Person Submitting Seal (Impression) 印鑑提出者	Position 資格	Representative Members 代表社員	
			Name (Family name/ First name) 氏名	Mary Smith スミス メアリー	
		Birthdate 生年月日	1955年2月1日		
		Company Number 会社法人等番号			
A person submitting the seal (Note 2) ☒ The person submitting the seal ☐ The agency 届出人 (注2) ☒ 届出提出者本人 ☐ 法人					
Address 住所		Tokyoto Otaku Chuo 1-1-11 Shinsekai Building Room 99 東京都 大田区 中央 1-1-11 新世界ビル99号室			
氏名 / Name		フリガナ/Purigana (written on top of the name to indicate the letter's reading) Mary Smith スミス メアリー			

Power of Attorney / 委任状	
I hereby appoint (Address) (Name) 私は、(住所) (氏名) as my agency and delegate the authority to register the seal impression (revision of seal). を代理人と定め、印鑑(改印)の届出の権限を委任します。 年/year 月/month 日/day Address/住所 Name/氏名	
印 (Seal)	A seal impression registered at the municipality 市区町村に登録した印鑑

- ☐ The registered seal certificate issued by the mayor of the municipality shall be made a reference of the attachment to the application form for registration. (Note 3)
- ☐ 市区町村長作成の印鑑証明書は、登記申請書に添付のものを使用する。(注3)
- (Note 1) The size of the seal impression must be exceeding 1 cm for each side and fit within a square whose side is 3 cm.

(注1) 印鑑の大きさは、辺の長さが1cmを超え、3cm以内の正方形の中に収まるものでなければなりません。

(Note 2) When the applicant submits, please state the address and the name of the applicant and affix the seal impression registered at the municipality. When the agency submits, please state the address and the name of the agency and affix the seal impression (the seal of approval works). Please also state the necessary matters on the letter of attorney with the seal impression of the applicant registered at the municipality.

(注2) 本人が届け出すときは、本人の住所・氏名を記載し、市区町村に登録済みの印鑑を押印してください。代理人が届け出すときは、代理人の住所・氏名を記載、押印(認印で可)し、委任状に所要事項を記載し、本人が市区町村に登録済みの印鑑を押印してください。

(Note 3) Please attach a certificate of signature or a registered seal certificate of the applicant's within three months since its issuance to this notification. When the certificate of signature or the registered seal certificate attached to the application form for registration is made a reference, please check a mark of ✓ at a box of ☐.

(注3) この届書にはサイン証明書又は作成後3か月以内の本人の印鑑証明書を添付してください。登記申請書に添付したサイン証明書又は印鑑証明書を使用する場合は、☐に印をつけてください。

Date of Seal Impression Processing 印鑑処理年月日				
Number of Seal Impression Processing / 印鑑処理番号	Reception 受付	Research 調査	Input 入力	Verified 校合

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

別添 7

Seal Card Application form 印鑑カード交付申請書				Verification stamp 照合印	
*Please write in the bold frame. ※ 太枠の中に書いてください。					
Legal Affair Bureau (地方) 法務局		Branch Office/Sub-Office 支局・出張所		Year Month Day application 年 月 日 申請	
(Note 1) (注1) Seal field of the seal registered at the registry company 登記所に提出した印鑑の押印欄 (Please affix your seal clearly.) (印鑑は鮮明に押印してください。)	Trade Name/Name 商号・名称		SampleName Limited Liability Company SampleName合同会社		
	Head/Principal Office 本店・主たる事務所		Tokyoto Otaku Chuo 22-33-44 Shinsekai Building Room 101 東京都 大田区 中央 2 2 - 3 3 - 4 4 新世界ビル101号室		
	A Person Submitting Seal Impression 印鑑提出者	Position 資格		Representative Members 代表社員	
		Name (Family name /First name) 氏 名		Mary Smith スミス メアリー	
		Birthdate 生年月日		1955年2月1日	
	Company number 会社法人等番号		/		
Applicant/申請人 ☒ The person submitting the seal/印鑑提出者本人 ☐ The agency/代理人					
Address 住 所		Tokyoto Otaku Chuo 1-1-11 Shinsekai Building Room 99 東京都 大田区 中央 1-1-11 新世界ビル99号室		Telephone number/電話番号 090-4823-7894	
フリガナ 氏 名		Mary Smith スミス メアリー			
Power of Attorney / 委任状					
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 Seal (A seal impression registered at the registry office) Name/氏名 印 登記所に提出した印鑑					
(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。					
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)