

Questions and Answers about “Foreign Entrepreneurship Promotion Project (Startup Visa)”

1 About the system of the Startup Visa

Q.1 What kind of person can use it?

(A)

In general, it can be used by foreigners who start a new business in Kyoto Prefecture within one year.

Also, foreigners who are already residing in Japan with different status of residence (※).

※ Residence status “exchange student”, “professor”, “research”, residence status “Designated Activities” for foreign students who have graduated from a university in Japan to continue job hunting after graduation.

For other statuses of residence, please contact the Regional Immigration Bureau.

Q.2 What are the benefits of this system? What is the difference with the normal status of residence recognized by the Regional Immigration Bureau?

(A)

This system was established as a special case of the status of residence “entrepreneurship・management”. In order to apply for the residence status as an “entrepreneurship・management” a foreign entrepreneur must meet several requirements: to have an office and hire more than two employees, or have a certain amount of capital. There must be a high probability to meet all the conditions within one year. Applicant must prepare a business plan. For those who are recognized as being eligible, the status of residence “Designated Activities” for a maximum of 1 year (renewal required after 6 months) is permitted as a period of preparation (entrepreneurial activity) to start a business.

Normally, the status of residence is authorized by the local immigration bureau, but in this project, the confirmation certificate (and other materials) issued by Kyoto Prefecture is first obtained after confirming the start-up preparation activity plan in Kyoto Prefecture. There are two steps required to apply to the Regional Immigration Bureau.

If you already think that you meet the requirements for “entrepreneurship・management” certification, we recommend that you obtain the certification directly from the Regional Immigration Bureau. If you are thinking of starting a business in Kyoto Prefecture in the nearest future, and if the preparation is expected to be completed within a year, you will

be able to use this business to engage in entrepreneurial preparation activities in Kyoto Prefecture.

Q.3 Even if I do not intend to acquire the status of residence "Designated Activities", can I get advice or support for starting a business?

(A)

This system not only provides support for issuance of "Designated Activities" status of residence, but also provides advice from external experts regarding entrepreneurship and management, and legal support for administrative scriveners when a corporation is established, centered on related organizations of the Kyoto Overseas Business Center. We will provide comprehensive support for entrepreneurial preparation, including support for general living such as housing.

Also, at the consultation and support desk, we have a concierge who was involved in setting up a company in Silicon Valley in the United States, so we can provide advice based on experience.

※Please be sure to make a reservation in advance if you want to consult with us regarding application or entrepreneurship.

Q.4 Is it possible to receive the "Designated Activities" status of residence if I get a "Certificate of activity planning confirmation" from Kyoto Prefecture?

(A)

The certificate of business start-up preparation activity plan confirmation issued by Kyoto Prefecture works well for certification of status of residence by the Regional Immigration Bureau, but just because you have a confirmation certificate does not guarantee that you will be certified. Examination related to the issuance of the "Designated Activities" status of residence will be conducted by the Regional Immigration Bureau.

Q.5 What do you check in the "Business Preparation Plan"? Is it possible that I do not get the "Certificate of Confirmation of Business Startup Preparation Plan"?

(A)

The applied entrepreneurial activity plans, etc. are evaluated from the perspective of whether or not there is a high possibility that they will be accredited under the normal status of residence "Business / Management" after a preparatory period (entrepreneurial activity period) within one year. We will carry out "confirmation of entrepreneurial activity plan" for those with sufficient probability.

To do so, it is necessary to include the following content in an easy-to-understand manner in the entrepreneurial activity plan and other attached documents to be submitted;

- What kind of business do you do? [Business description]
- Where do you do your business? [Business implementation area]
- What kind of preparation and activities do you need to start your business? [Specific plans until the start of the business]
- How much money do you need to start a business (preparatory activity)? How to raise that money? [Funding and financing for entrepreneurial preparation activities]
- Where and when do you open a business office? [Opening time / location]
- Who (if a company is set up) will be a corporate officer and what role will they play? [Corporate Officer]
- How large is the business? [Business scale]
- Have you secured your living accommodations until the start of business (preparatory activities)? Is there enough money to live? [Residential area, Living funds]

Please be advised that you cannot confirm the entrepreneurial activity plan if you do not submit everything from the listed documents.

Q.6 I currently live abroad. I am thinking of coming to Japan in the future. Can I apply?

(A)

You can apply, but please contact the application / consultation counter by phone or email first. After that, we will have an interview with the applicant, so please be sure to come to Japan in that case.

Q.7 I currently live outside Kyoto (domestic). Can I apply for this system? I currently live in Kyoto prefecture, but I plan to move to another prefecture soon. Can I still apply?

(A)

There are no restrictions on the applicant's current address. However, one year's entrepreneurial preparation activities must be carried out in Kyoto Prefecture, and a new establishment must be opened in Kyoto Prefecture. If you live in an area that is not suitable for conducting activities in Kyoto Prefecture during the entrepreneurial preparation activity period, it may be difficult to confirm the entrepreneurial preparation activity plan.

Q.8 I live in Kyoto prefecture, but I plan to set up a business office outside of Kyoto prefecture. Can I use this system?

(A)

This system is intended for foreigners who can start a business in Kyoto prefecture and start a business in Kyoto prefecture in the future, so even if they apply, "Confirm the business preparation plan" will not be subjected.

Q.9 I am currently staying at the hotel for a short period. What address should I enter in the application address?

(A)

The address on the application form must indicate where you can be reached during your one-year stay. If you have to change your address by the end of your period of stay after applying, be sure to contact JETRO Kyoto Trading Information Center (Kyoto Overseas Business Center) so that you can contact us anytime.

Q.10 I plan not to start my own business (do not engage in business), but my family (relatives) will start a business in Kyoto Prefecture. Can I apply as well?

(A)

This project is intended for those who newly start their own business (managers, executives, etc.), so other family members etc. are not included in the application. In addition, even if your family members are planning to work as employees, they are not covered. However, it is possible that you may fall under other statuses of residence, we recommend that you consult with the Regional Immigration Bureau.

Q.11 I plan to take over the company that my acquaintance runs. Can I also use this system?

(A)

This system is not applicable as it is intended for foreigners who are newly starting business. However, it is possible that you may fall under other statuses of residence. We recommend that you consult with the Regional Immigration Bureau.

Q.12 We plan to start a business with two or more people. How should we apply?

(A)

Resident status is certified individually. Please prepare and submit each application form for each person. If two or more people can start a business under joint management, the "2. Business outline" to "5. Funding schedule" in the entrepreneurial

activity plan may have the same content, but it is necessary to create an application document for each applicant and apply separately.

Q.13 I plan to start a business with two or more people, but only I will be involved in management, and the other people will work as employees. How should I apply?

(A)

This system is intended for foreigners who will start their own business (as a manager), so employees, etc. will not be covered. Whether or not you “be involved in management” will be substantially determined by your investment in the business (ratio) and your role in the business.

Q.14 Is there a validity period for the "Certificate of Business Preparation Preparation Plan Confirmation"?

(A)

The validity period is 3 months. Please submit it to the Regional Immigration Bureau with the prescribed attachments within the valid period, and apply for the certification of the status of residence "Designated Activities".

2 About application procedure

Q.15 Where can I get the application form?

(A)

Please download the application form from "Support for International Students · Foreign Professionals" (URL : <https://www.kyoto-obc.jp/en/kigyoushien/>) .

Q.16 Where should I submit the application form?

(A)

Please submit the necessary documents such as a business start-up activity plan to the following application / consultation counter.

※Before applying, please be sure to get assistance in preparing a business start-up activity plan at the counter.

※Please be sure to make a reservation in advance if you plan to visit us.

<JETRO Kyoto Trade Information Center (Kyoto Overseas Business Center)>

Address: KYOTO KEIZAI CENTER 3rd floor, 78 Shijyo-dori Muromachi-higashiiru kankobokocho, Shimogyo-ku, Kyoto 600-8565, Japan

Tel: 075-341-1021 (Weekdays 9am~6pm)

Email: KYO-startup@jetro.go.jp

Q.17 How long does it take to get an answer after applying?

(A)

If you have all the necessary documents, it will be examined by a small and medium-sized enterprise consultant in about two weeks and the grant procedure of the "entry preparation activity plan confirmation certificate" in about two weeks.

However, it may take longer if there are inadequate documents, if additional documents are required, or / if many applications are concentrated.

Also, in order to obtain the status of residence "Designated Activities", it is necessary to complete the prescribed procedure at the Regional Immigration Bureau with the necessary documents attached to the "Certificate of Entrepreneurial Activities Plan Confirmation" issued by Kyoto Prefecture. For details on the procedure, please contact the Regional Immigration Bureau directly.

Q.18 If after submitting the application form, we decided to change the address (or contact information), business content, etc. What kind of procedure is required?

(A)

To change the address (contact information), you need to submit the "Notification of Change". Please submit the "Change Notification Form" containing the changes to the Kyoto Overseas Business Center by e-mail.

If you are in the process of issuing a "Certificate of Business Preparation Preparation Plan Confirmation" for changes in business content, etc., it will affect the examination results. Please contact the JETRO Kyoto Trade Information Center (inside the overseas business center) immediately. If you have acquired the status of residence "Designated Activities", you can request at the interview once a month to check the progress status.

Q.19 How can I contact you with the results? Where can I get the "Certificate of Business Planning Preparation Plan Confirmation"? Does it require a fee? Also, if I do not receive the "Certificate of Confirmation of Business Startup Preparation Plan", how will you contact me?

(A)

If the "Certificate of Business Preparation Preparation Plan Confirmation" is issued, you will be contacted by telephone or email at the contact information specified in the

application form. Please come to the JETRO Kyoto Trade Information Center (Kyoto Overseas Business Center) to receive it. It is free of charge.

In addition, when we confirm the entrepreneur preparation activity plan, but do not issue the "entry preparation activity plan confirmation certificate", we will notify you with the "entry preparation activity confirmation result notice".

3 About filling in documents, such as startup preparation activity confirmation plans
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Q.20 In case if I do not understand how to fill in application form, where can I get help?

(A)

Please contact the JETRO Kyoto Trade Information Center (Kyoto Overseas Business Center). Be sure to make a reservation in advance if you plan to visit us.

<JETRO Kyoto Trade Information Center (Kyoto Overseas Business Center)>

Address: KYOTO KEIZAI CENTER 3rd floor, 78 Shijyo-dori Muromachi-higashiiru kankobokocho, Shimogyo-ku, Kyoto 600-8565, Japan

Tel: 075-341-1021 (Weekdays 9am~6pm)

Email: KYO-startup@jetro.go.jp

Q.21 If I do not have enough space to fill in the downloaded documents. What should I do?

(A)

You can edit the word data (insert lines, etc.) and fill it in.

Q.22 Can I fill out the documents in my own language? If the attached documents (original) are not in Japanese or English, do I need to have a Japanese or English translation?

(A)

Please fill in the application form in Japanese or English. Please write your name in alphabet or Kanji (Hiragana, Katakana) notation.

If you are submitting documents other than Japanese or English (copy of certificate, etc.), please attach the Japanese or English translation.

Q.23 The overall picture of the business to be implemented from now on is not

clear yet. Is it okay to leave blank spaces where I cannot fill in?

(A)

The entrepreneurial activity plan should have some support and describe what can be realized and implemented in the future. Do not enter anything that is not feasible or very unlikely. Items that cannot be filled in may be left blank, but we will judge whether there is a possibility based on the contents of the plan document, so if there are many blank spaces you can not fill in, we recommend to apply for startup visa only after carefully considering the business plan.

Q.24 What should I enter in "1. Applicant's overview (2) Applicant's position / role in business" in the Entrepreneurial Preparation Activity Confirmation Plan?

(A)

If you start a business by yourself (100% investment, etc.), statements such as "representative director", "general manager", and "overseeing the entire business as a representative" are assumed. If you are starting up (applying) with another foreigner, or if you have another Japanese manager, for example, your specific role in the business, "As Vice President of Sales Responsible for sales to the company ", "As a director overseeing the planning, development and production of the OO project ", "As CFO in charge of financing, financial management and business planning ".

Q.25 I plan to start a business without creating a company with "1. Outline of applicant (5) Plan to start a business: e) capital (or self-funded)" in the plan for confirming business startup activities. What should I enter in "Capital (or own fund)"?

(A)

In general, when conducting business with a corporation such as a stock company, the business registration date shall be the business start date, and if the business is not a corporation and may be started as a personal business, the business registration date shall be the date when the business registration is submitted (to the tax office). There is also the idea of opening a business on the day when sales are recorded for the first time.

If you are a sole proprietor, please enter the amount of business funds prepared especially for starting a business in the field of own funds instead of capital.

Q.26 Since I have just arrived in Japan, I cannot come up with a specific content or amount (level) of the sales destination, sales unit price, breakdown of costs,

etc. required in “2. Business Overview”. What should I do?

(A)

When you start a new business, you need a big capital, a lot of work, and the risk of failure is not small. We recommend that you apply for your business after gaining sufficient knowledge in your area of expertise and establishing a concrete business image.

Q.27 Regarding the "2. Business Overview (5) Reasons for Profitability (Innovative Technology / Products / Services, Business Models, etc.)" in the Entrepreneurial Preparation Activity Confirmation Plan, I do not conduct this business for profit, so I do not have an answer. What should I do in this case?

(A)

Even if profits do not increase, if it is "a business aimed at strengthening the international competitiveness of industries in Kyoto Prefecture, expanding employment, funding to the local economy and development as an international economic activity base", prepare for entrepreneurship Although it may be the target of activity plan confirmation, in general, please consider that the entrepreneurial preparation activity plan will not be confirmed unless there is a possibility of making a profit to maintain a certain scale. If you are thinking of anything other than a business profit, we recommend that you consult with the Regional Immigration Bureau, including applications for other statuses of residence.

Q.28 I plan to start a business soon. Even in that case, is it necessary to write a 12 months schedule on the “3. Schedule of entrepreneurial activities” in the entrepreneurial activity confirmation plan?

(A)

In that case, after starting a business, please enter the business development (sales activities, production activities, etc.) of the business you started, sales and financing plans.

Q.29 I am not sure to how much will sales increase in the future and how much cost I will have. How can I enter "4. Profit plan" in the business start-up activity plan? In addition, what kind of subject should be included in the breakdown of sales and expenses?

(A)

We think it is difficult to predict how much sales will increase and how much it will cost in

the future. However, it is indispensable to judge the sustainability of the business and to check the items for confirming the entrepreneurial preparation activity plan. Please enter a number according to the average unit price and the number of customers.

For the breakdown of sales and expenses, please fill in the representative items (items that cost more, items that show the characteristics of the business, etc.), and other items can be summarized as "Other".

Q.30 I plan to work in Japan for the one permitted year under this system and save the necessary amount of money to start a business. Even in that case, do I still need to describe how am I going to save the capital?

(A)

The period of stay for one year (renewal required after 6 months) permitted under this system is for the purpose of conducting entrepreneurial preparation activities, and in principle, working (non-qualification activities) is not permitted. It may be difficult to confirm the entrepreneurial activity plan if the funds necessary for one year of living and entrepreneurial activity are not secured in advance.

4 Other

Q.31 I have never used a seal. I think it takes time to create a seal in Japan. Is it must to imprint the seal on the documents?

(A)

If you are from a region where you do not have the custom of using a seal, or if you have difficulty obtaining a seal, you can use the signature instead of the seal. As a general rule, please use the same signature as your passport.

Q.32 What does specifically “Documents showing the applicant's residence for one year after landing or change of residence status” mean?

(A)

If you are thinking of using a rental house, or if you are thinking of accommodation for long-term such as contracts or renting applications, proof of accommodation reservation with that facility, stay at acquaintance's house, etc. Is a document that authorizes the stay made by the person and a document that proves the residence of the person (rental contract, etc.).

Q.33 What does one of the submitted documents specifically means a “document

that clarifies the applicant's stay expenses for one year after landing or a change in status of residence” ” ?

(A)

The living expenses are assumed to be the living expenses for one year and the funds required for entrepreneurial preparation activities. We think that the accommodation fee will differ depending on the individual household situation and the content (scale) of the project to be implemented, but you have to attach the document that can confirm a certain deposit.

This project involves one year of entrepreneurial preparation activities for the acquisition of the normal status of residence “entrepreneurship · management”. To obtain the normal status of residence “entrepreneurship · management”, it is necessary to meet the requirements and hire 2 or more full-time employees or have a certain amount of capital.

As a general rule, you are not eligible to work in parallel with entrepreneurial preparation activities (activities outside the qualifications) during entrepreneurial preparation activities, so it is necessary to secure a certain amount of funds when applying for this project.

Q.34 I heard that there is "confirmation of progress" even after I have been granted the status of residence for one year (renewal required after 6 months) under this system. What exactly do I need to do?

(A)

During the period for conducting business preparation activities, an interview will be held once a month to confirm the progress of the plan centered on the concierge of the application / consultation counter. At that time, you may be required to submit necessary documents (such as a bank account passbook that shows the financial status, contract status regarding renting of business establishments and employment of employees, certificate of all registered items, articles of incorporation, etc.).

Q.35 From when should I enter my history on the resume? What should I do if there are too many entries (such as academic background or work history) to fill in?

(A)

The applicant can decide what to include, but we would like you to fill in content that allows evaluation of the feasibility of a new business or entrepreneurial activity, such as majors and researches at school, experience and achievements at work, etc.

If you need more space, you can insert lines or add paper.

Q.36 Can I use an agent to do make a procedure instead of me?

(A)

You can also submit the application documents by the agents listed below, but the applicant himself / herself will receive the support for preparing the entrepreneur preparation activity plan at the application / consultation desk in advance, and the necessary documents such as the entrepreneur preparation activity plan. Please note that we do not accept application by mail.

<Person who can apply>

A lawyer or a person who has notified the Director of Immigration and Immigration Bureau who has jurisdiction over the location through a bar association that belongs to an administrative scrivener or an administrative scrivener society (However, if the applicant is outside Japan, The person who has been entrusted with the installation by the applicant (in the case of a corporation, its staff).

※Please submit the material that shows the relationship with the applicant and the material that proves that you are in that position.

Q.37 What kind of procedure is required when the period of residence status "Designated activities" expires?

(A)

If you continue to stay in Japan to manage your business after the expiration of the period of residence status "Designated Activities", follow the procedure for changing your status of residence to "entrepreneurship · management" at the Regional Immigration Bureau. In addition, if it is difficult to continue entrepreneurial preparation activities during the period of stay for one year, or if renewal of the period of stay of "entrepreneurship · management" is not permitted, you will be returned to your home country. Please secure your return travel expenses (equivalent to a one-way ticket to your home country) separately from the project funds.