

# [O-BIC Support Program for Foreign Companies]

(Applicable to corporations established in Osaka after April 2023)

## **1. Outline of Program**

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

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

A head office or branch with at least one-third (1/3) of foreign capital that have been established in Osaka after April 1, 2023, by receiving assistance from O-BIC or other related public organizations.

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

O-BIC will assist with the following expenses<sup>(\*2)</sup> required to establish a head office or branch in Osaka Prefecture using service(s) provided by "Supporting Companies"<sup>(\*1)</sup>, up to the amount of expenses approved by O-BIC.

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

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

\*2 The following costs are not covered:

Costs that do not relate to the services aimed for company setup, such as expenses to be paid to governmental or public offices, etc., expenses that are subsidized or otherwise supported by any other programs, as well as consumption tax and local consumption tax.

\*3 The program will be terminated when the annual budget amount is reached, even in the middle of the fiscal year.

- The application will be approved by evaluating registration status, practical setup of the office as business basis, etc.

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

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

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

After the application is approved, the fund will be paid to the applicant's bank account in Japan.

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

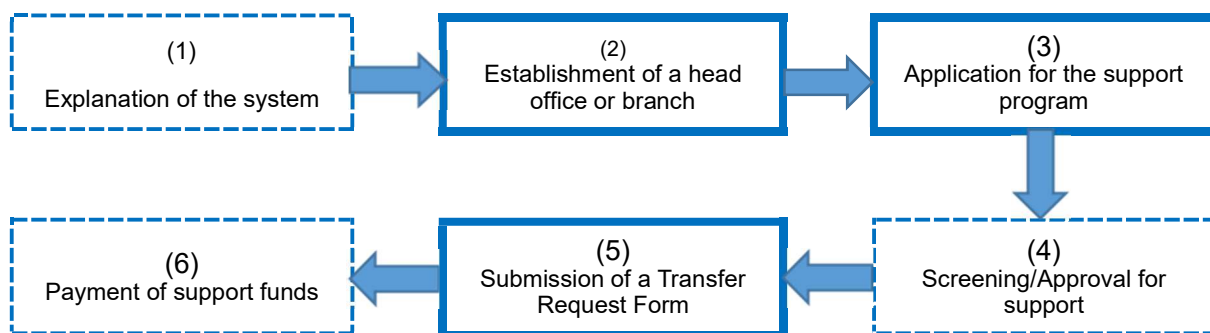
All of the application forms and other documents must be completed/prepared in Japanese or English.

## **7. Other Notes**

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

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

## **8. Flow of Procedures**



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

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

Please contact O-BIC or Supporting Companies in advance of company registration when considering an application for the support program. We will explain the details of the system.

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

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

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

To apply for the support program, please submit the following documents **within 60 days** after registration is completed.

However, if you are in a free temporary office such as IBSC (Invest Japan Business Support Center / Japan External Trade Organization (JETRO)) or BSO (Business Support Office / Osaka City), please apply within 60 days after your move to another office in Osaka.

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

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

**Documents to be Submitted**<Investment by Corporations>

- Completed Application Form for O-BIC Support Program for Foreign Companies and any attached documents

Attachment (1): Report on newly established business in Osaka

Attachment (2): Report on services received from Supporting Companies

\*Please make sure to obtain the latest Application Form from O-BIC, as they are updated from time to time.

- A copy of the business license or certification of company registration of the parent company in its home country (only if it is neither in English nor in Japanese) with a Japanese translation
- Corporate profile of the parent company in its home country (company brochure, website copy, etc.)
  - \*Corporate profile should include the company name, location, name of representative(s), business description, month and year of establishment, capital, annual sales and number of employees etc. Besides, please attach a Japanese translation for foreign languages other than English.
- Documents that prove the remittance of the capital funds having been made from abroad and received in Japan
- Documents certifying that the payment to the relevant Supporting Company already made (receipt, invoice, etc. that contains each payment item and its cost corresponding to the services provided by the Supporting Company)
- A copy of Articles of incorporation
- Certified copy of the company registration (Certificate of full registry records)

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

<Establishment of a branch of a foreign head office>

- Completed Application Form for O-BIC Support Program for Foreign Companies and any attached documents

Attachment (1): Report on newly established business in Osaka

Attachment (2): Report on services received from Supporting Companies

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

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

<Investment by Individuals>

- Completed Application Form for O-BIC Support Program for Foreign Companies and any attached documents

Attachment (1): Report on newly established business in Osaka

Attachment (2): Report on services received from Supporting Companies

\*Please make sure to obtain the latest Application Form from O-BIC, as they are updated from time to time.

- Curriculum Vitae/career and job history of the investor(s) or the company representative in Osaka
- Documents that prove the remittance of the capital funds having been made from abroad and received in Japan
- Documents that prove the payment to the relevant Supporting Company already made (receipt, invoice, etc. that contains each payment item and its cost corresponding to the services provided by the Supporting Company)
- A copy of Articles of incorporation
- Certified copy of the company registration (Certificate of full registry records)

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

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

(4) Screening/Approval for support

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

(5) Submission of a Transfer Request Form

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

(6) Payment of support funds

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

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

**9. Applications and Inquiries to:**

Osaka Business and Investment Center (O-BIC)

T e l: +81-(0)6-6944-6298

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