

## Application check list (for Business Users)

Before submitting your application, please ensure you have completed the following:

**Have you stamped the application form with your company seal?**

**Have you filled the Application Date?**

**Have you provided specific details within the bold lines?**

\*Please note that insufficient or unclear information may result in a delay in the processing of your application.

\*Please note that applications cannot be accepted by fax.

**If you have made a correction, have you included your company seal?**

\*Corrections must be made with the same seal used on the application form.

\*Correction fluid is not acceptable.

\*Corrections to Company name, representative name etc. cannot be accepted. Please complete a new form.

**Have you enclosed either of the following Corporate Number documents.**

1.A copy of Assigned Corporate Number Notification (Houjinbangou Shitei Tsuchisho)

2.A printed document of Corporate Number\*

\*Please search and print out the web page of your corporation at

[www.houjin-bangou.nta.go.jp](http://www.houjin-bangou.nta.go.jp)

**Have you enclosed an original copy of your company registration (Toukibo touhon) issued within the last 6 months?**

**Have you enclosed an original copy of your company's seal certificate (Inkanshoumeisho) issued within the last 6 months?**

**Have you enclosed one of the identification documents of your designated Company Representative (any one of the following)?**

- Japanese Driving License

(Front and Reverse side - the residential address noted on your Japanese Driving license must match the one on your application form)(copy)

- Official transcript of Resident Record "juminhyo no utsushi"

(Must be an original copy issued within the last 6 months)

- Health Insurance Certificate

(If your address is shown on the reverse side, please provide this side as well )(copy)

- Residence Card or Special Permanent Resident Certificate

(Front and back - the residential address noted on your identification document must match the one on your application form.)(copy)

- Individual Number Card

(Please do not submit a copy of the reverse side showing your Individual Number.)(copy)