



JAPAN MADE EASY

SUPPORT AND SERVICES FOR FOREIGN MULTATIONALS
ENTERING OR ESTABLISHED IN THE JAPANESE MARKET



**JAPAN IS A HUGE MARKET
WITH LOTS OF OPPORTUNITY
IF YOU KNOW WHAT YOU
ARE DOING AND HAVE THE
PROPER SUPPORT**

INTRODUCING TRICOR GROUP

Tricor Group (Tricor) is the leading business expansion specialist in Asia, with global knowledge and local expertise in business, corporate, investor, human resources & payroll, corporate trust & debt services, fund administration, and strategic business advisory. Tricor's mission is to provide the building blocks for, and catalyze every stage of our clients' business growth, from incorporation to IPO.

Founded in 2000, Tricor expanded through the acquisition of accounting, company secretarial, share registration and related services from major international firms, including Ernst & Young, Deloitte and PricewaterhouseCoopers. Tricor has achieved phenomenal growth as a leading corporate service provider since its inception. With over 2,800 employees and a network of 47 offices across 21 countries / territories, Tricor maintains a strong presence, particularly in Asia.

Tricor's advantage comes from deep industry experience, committed staff, technology-driven processes, standardized methodologies, constant attention to changes in laws and regulations, and wide industry contacts. Tricor is uniquely positioned to unlock the potential of your business, and help you stay one step ahead of today's diverse and fast evolving regulatory environment.

INTRODUCING TRICOR JAPAN

PRIME LOCATION

Tricor Japan is located in central Tokyo on Meiji Dori, the largest road in Japan. It is only a short distance from the French, Swiss, Italian and Australian Embassies.

- 12 minutes from Hiroo Station (Hibiya Line)
- 8 minutes from Shirokane-Takanawa Station (Namboku Line)
- 3 minutes from freeway entrance

SERVICES WE PROVIDE

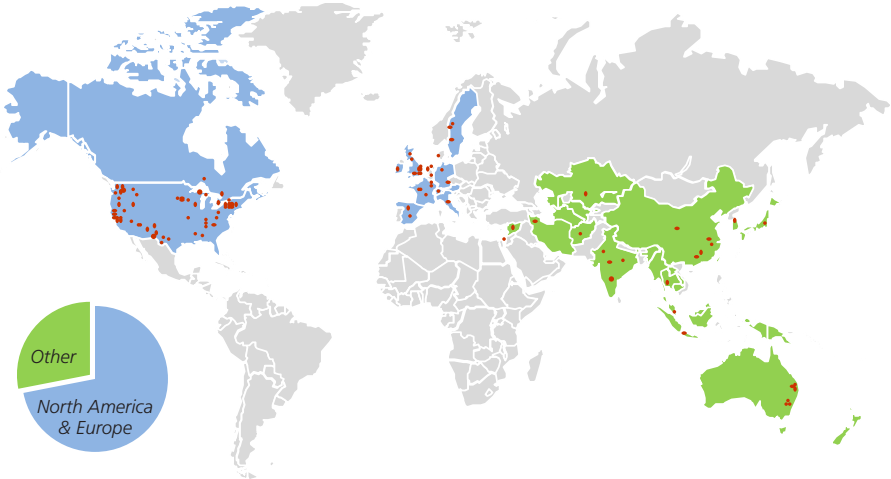
- Corporate Secretarial Services
 - Entity Formation & Dissolution
 - Annual Statutory Filings
 - Nominee Director & Address Services
 - Business License Applications & Maintenance
 - Visa Application Support
- Financial Management
 - Monthly Corporate/SPC Accounting & Reporting
 - Monthly, Quarterly, Annual Accounting & Tax Reviews
 - GAAP conversion (J-GAAP, US GAAP, IFRS)
 - Treasury Functions / Internet Banking
 - AP / AR & Bank Account Admin
- Human Capital Management
 - Monthly Payroll / Benefits & Statutory Reporting
 - Employee Life Cycle (On & Offboarding) Support
 - T&A, Leave, HRIS Systems
 - Labor Law Advisory
 - Employment Contracts, Rules of Employment
 - Social Benefit Administration

- Tax Services
 - Ongoing Tax Compliance
 - Corporate, Consumption & Fixed Asset Returns
 - Tax Audit Support
- Serviced Office Space
 - No deposit and only 30 days notice to leave
 - Your back office is across the hall
 - A flat monthly fee for all amenities, utilities and conference room usage
 - Amenities include:
 - Fully furnished interior by Herman Miller
 - Dedicated phone line & high speed internet
 - Bilingual receptionist & IT Help Desk
 - Unlimited meeting room access
 - Refreshments & common areas
- IT Solutions
 - Hardware Purchasing, Procurement & Installation
 - On-going Help Desk Support for End Users
 - Remote & On-site Restoration, Application and Repair Support in English and Japanese

SERVICES WE DO NOT PROVIDE

- Recruitment
- Training
- Litigation
- Audit
- Transfer Pricing

TRICOR JAPAN CLIENT HEADQUARTERS



PRIVACY

- Information Security Management System
 - Stringent standards to protect sensitive information for payroll processing
 - ISO 27001:2013 audited
- Privacy Mark
 - Stringent standards to protect personal information
 - Helped Japanese marketing company acquire certification

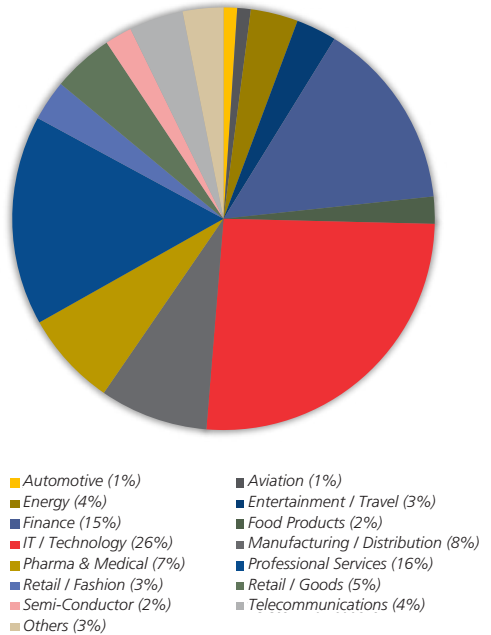
CONTINUITY

- Business Continuity Plan
 - In the event of a disaster, 70% operational within a week and 100% within 2 weeks
 - One of the first 40 companies to obtain this certification

SECURITY

- IT Security
 - Hot backups on site with encrypted off-site backups for disaster recovery

TRICOR JAPAN CLIENT INDUSTRIES



COMPANY ESTABLISHMENT

4 TYPES OF ENTITIES

- Kabushiki Kaisha (KK)
 - KK is the most popular formation of company, which is most resembles a US corporation. It bears the highest credibility and can often obtain favorable tax situations. Requires increased costs, time and bureaucracy to establish.
- Goudou Kaisha (GK)
 - GK is a more recent type of company in Japan, modelled after the US LLC. It has higher credibility than BOs with less bureaucracy, and requires less time and cost than KK to establish.
- Branch Office (BO)
 - Can be established fast and easily with less bureaucracy and be able to conduct business on a full-scale basis in Japan, but social credibility is lower.
 - BOs are still a taxable entity from the perspective of the Japanese Tax authorities. Revenue sourced in Japan is taxable.
- Representative Office (RO)
 - ROs can perform preparatory activities for such business transactions, such as market research, collection of information and advertisement, but are unable to perform sales activities or provide employment. There is no legal registration procedure for a RO.

NUMBER OF NEWLY ESTABLISHED ENTITY TYPES

- KK: #80,535 or 91.60%
- GK: #7,153 or 8.13%
- Others: #228 or 0.25%

Over 65% of KKs are mom and pop shops (with 4 or less employees), but GKs are getting popular, for example P&G, Max Factor X, Amway, ANA Intercontinental Tokyo, ExxonMobil, Universal Music Group and Abercrombie & Fitch have established GKs in Japan.

REQUIREMENTS

- Local Director no longer needed for set up of a KK or GK **
 - 1 yen capital requirement
 - Business Manager Visa can be applied for before KK, GK, Branch is set up
- ** Tricor still suggests for smooth set up process*

NOMINEE REPRESENTATION

- Representative Director
- Branch Representative
- Auditor
- License Representative
- Registered Address

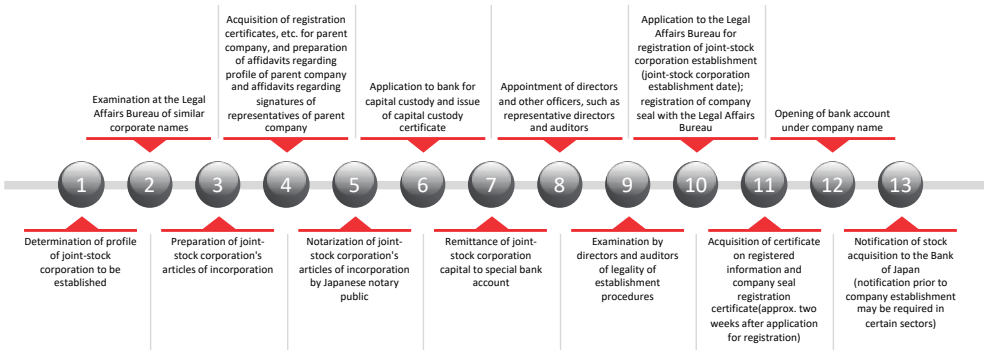
REPRESENTATIVE DIRECTOR

- Full public disclosure of compensation, paid in fixed intervals. Any difference is not tax deductible.
- Full power of attorney.
- Corporate veil risk.
- Not eligible for Workman's Compensation or Unemployment Insurance.

ENTITY COMPARISON MATRIX

	RO	BO	GK	KK
Can Perform Sales-related Activities		✓	✓	✓
Limited Liability			✓	✓
Can Pass Losses Through Headquarters		✓	*(only for US companies)	
Credibility		✓	✓✓	✓✓✓
Transfer of Funds Not Subject to Tax	✓	✓	*(can be limited through treaties)	*(can be limited through treaties)
Timing	Fast	1 mo.	1mo.	2 mo
Costs	\$	\$\$	\$\$	\$\$\$

KK FORMATION PROCEDURE (4 TO 8 WEEKS)



COMPANY SEAL

The Company Seal is a substitute of signature required for contracts, filings and any kind of documents for company operations. There are 3 kinds of seal:

Company Seal	Representative Seal	Bank Seal
Used on a daily basis, such as billings, invoices and any other simple documents.	The most important seal required for company establishment and contracts between companies.	Required to open bank accounts and any other banking transactions.
		

HUMAN CAPITAL MANAGEMENT

RECRUITING EMPLOYEES

Recruitment by Direct Sourcing (LinkedIn, Website Homepage), Employee Referral and Recruitment Agency all affect the Turnover Ratio.

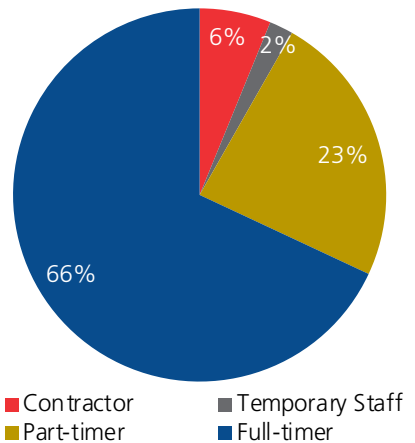
EMPLOYMENT TYPES

- Contractor
 - Similar to part-timer but its salary is usually on a monthly basis
 - Full-time fixed-term employment
 - Social credibility is low
- Temporary Staff
 - Average salary is JPY1,551/hour
 - Mainly for IT and back office related positions
 - Social credibility is low
- Part-timer
 - Popular among young people under 24 years old including students (51%) or elderly (17%)
 - Social credibility is low
- Full-timer
 - Most popular status with the highest social credibility and status
 - Term of Employment is not specified (usually lifetime employment is expected, but not regulated by law)
 - Salary should be increased with age
 - Best type of employment to keep competent employees for long time
 - Encourage employees to have attachments to company and work hard

LIFETIME EMPLOYMENT

Lifetime employment involves hiring a person right after their graduation and employing them full-time until they reach retirement age. Almost all of Japanese full-timers expect lifetime employment, but this practice is applied mostly to male employees in big companies (over 1,000 employees). It enables long-term human resource development but makes termination very difficult.

EMPLOYMENT TYPES



HUMAN CAPITAL COSTS

- Basic salary
- 30% bilingual premium
- Litigation risk
- 30% recruiting fees (1st year)
- ~20% benefits

TERMINATING EMPLOYEES

Terminating employees due to redundancy requires 4 conditions to be met:

1. Genuine business necessity (business has been operating at a loss for a long period, job has been made obsolete, etc.)
2. Company has attempted to avoid terminations (transferring employee to another position, voluntary resignations, exhausted other cost-cutting measures).
3. Reasonable selection criteria for who is terminated (poor performance, level of company contribution, length of service, etc.)
4. Proper procedure for terminating employees (informing employees of process and good faith consultation with employees)

Employment at will does not work in Japan. Companies cannot terminate without cause.

Even if all 4 conditions are met, it is highly recommended to consult a labor union and receive its approval prior to terminating employees. Terminating an employee without meeting these conditions can lead to lengthy court cases and the inability to terminate non-working employees for years.



MY NUMBER

My Number is an identification system which issues Individual Numbers to residents of Japan for consolidation of personal social security and tax information and identification in the event of a disaster.

- The card will contain the holder's name, address, date of birth, gender and photo ID on the front; and on the back, the Individual Number is written
- Inside the card will be an IC chip that allows users to access a digital database called Mynportal to view how the government is sharing their information
- From 2016, My Numbers are required in Tax, Social Security and Disaster Emergency records
- The use of My Number will be extended into other areas such as in a financial sector by 2018

How to receive Individual Numbers:

- Residents were issued a notification card and My Number card application by their local municipality containing their Individual Number in late 2015.
- If the application was submitted, residents can receive their My Number card by going in-person to their local municipality (ward office).



SEASONAL BONUS

- Deferred payment of the salary in nature, usually paid in summer and winter
- Average 1 to 2 months of monthly salary for each bonus (e.g. annual salary divided by 16 and seasonal bonus are 2 months, each in summer and winter)
- The amount reflects the company's performance and individual's performance
- Can range from approximately US\$10,000 to US\$17,000
- Must be indicated in rules of employment

JAPANESE SOCIAL BENEFITS

- Mandatory enrollment required for all companies
- Coverage fees are split between the employer and employees
- Employee fee portion is deducted from gross salary

MANDATORY GOVERNMENT BENEFITS

- Health Insurance & Nursing Care Insurance
 - 70% of medical expenses covered by insurance. Additional nursing care insurance required for employees of age 40 and older.
- Employee's Pension Insurance
 - Provides benefits for old age, disability and death.
- Employment Insurance
 - Financial aid for unemployment, childcare leave and for elderly.
- Worker's Accident Compensation Insurance
 - Medical expenses, disability or death arising from work or commuting to and from work.
- Child Benefits Contribution
 - Provides social welfare for children but does not provide direct benefits for employee.

	Social Insurance		Labor Insurance		Welfare	Special Insurance
	Health & Nursing Care Insurance	Employees' Pension Insurance	Employment Insurance	Workman's Accident Compensation Insurance	Child Benefits Contribution	Special Insurance (Asbestos)
Employee Covers 14.39%	4.94% *	9.15%	0.30%			
Employer Covers 15.14%	4.94% *	9.15%	0.60%	0.25% **	0.20%	0.002%

* If employee is 40 years of age or older, premium increases to 5.77% (Nursing Care). Companies located outside of Tokyo have different rates.

** Premium rate for Workman's Accident Compensation Insurance is 0.25% at minimum. Depending on job risk, it can increase.

PRIVATE ASSOCIATIONS

Can opt to enroll into a private association usually after prior government enrollment for 6-12 months. Most private associations grouped by industry, so the smaller coverage pool leads to cheaper premiums and superior coverage level compared to government benefits.

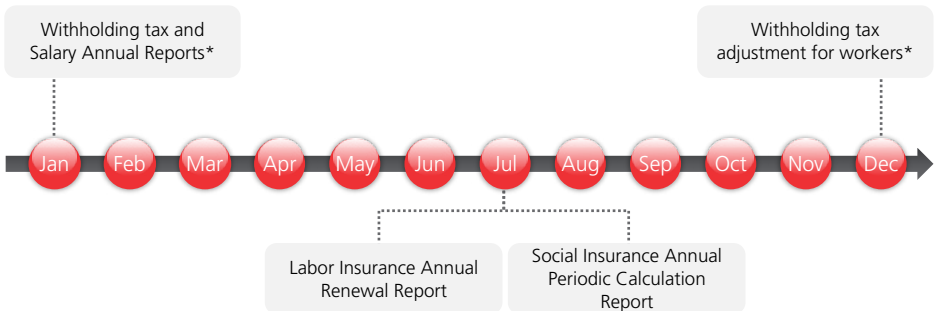
Example of Private Association Savings	Government Health Insurance	Kanto ITS Health Association (IT Industry)
Rate of Premiums	9.15%	8.5%
Medical Expense Coverage	70%	70% + Payment Ceiling of JPY 20,000 per month
Maternity Care	JPY 420,000 per child	JPY 420,000 to 510,000 per child
Death of Dependent – Burial Expense Coverage	JPY 50,000	JPY 200,000
Additional	N/A	Discounts at various hotels, resorts, and athletic facilities in Japan

APPLICATION & PROCESSING

Registering Company will need to supply documents to the Health Insurance Agency, Pension Office, Unemployment Insurance Office, Labor Standards Inspection Office and Local Ward / Office Authorities.



ON-GOING STATUTORY FILINGS

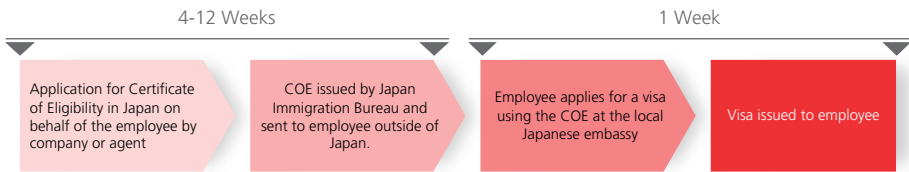


* Note: Employees do not need to file an individual tax return if earning less than JPY 20,000,000 per year.

VISAS - MAJOR TYPES

	Eligibility Requirement	Period of Stay	Difficulty to Obtain
Temporary Visitor	Sightseeing, recreation, business meetings, consultations, etc.	90 days	★
Investor / Business Manager	Invest, start, and operate a business in Japan.	1 or 3 Years	★ ★ ★ ★
Engineer / Specialist in Humanities or International Services	College degree in “engineering” or “international services” related field of study or at least 10 years of equivalent industry work experience.	1 or 3 Years	★ ★ ★
Intra-company Transferee	Employed at the company for at least 1 year, and engaged in “engineering” or “international services” related work.	1 or 3 Years	★ ★

VISA APPLICATION PROCESS



LABOR LAW - DOCUMENTATION

Rules of Employment	Employment Agreements	Overtime Agreement
Required to submit to the Labor Office once over 10 employees	Required to submit to the Labor Office once over 10 employees	Required to submit to the Labor Office once over 10 employees
Required items <ul style="list-style-type: none"> • Work hours • Rest days and leave • Overtime agreement (if employees are to work overtime) • Computation and payment time of wages (including overtime) • Salary and Benefits • Retirement, resignation, and dismissal 	Required items <ul style="list-style-type: none"> • Term of the agreement • Work hours • Computation and payment time of wages (including overtime) • Rest days and leave • Retirement, resignation, and dismissal 	Required items <ul style="list-style-type: none"> • Hours the company can demand overtime • Minimum 25% wage increase when working beyond statutory work hours • Minimum 35% wage increase when working on a holiday or scheduled rest day. • Minimum 25% wage increase when working between 10 PM and 5 AM.
Other generally included items <ul style="list-style-type: none"> • Workplace rules and expectations • Safety & health matters • Specific company rules and policies 	Other generally included items <ul style="list-style-type: none"> • Probationary period • Bonuses • Re-assignment provisions 	

COMPANY REQUIREMENTS & CHALLENGES

Breaking the Number Use Act or the Act on Protection of Personal Information will subject you to penal punishment. If you handle Individual Numbers you have to comply with the Number Use Act and Act on Protection of Personal Information.

Company responsibilities include:

- Implementing compliant handling procedures in accordance with the law
- Training staff
- Securely storing Individual Numbers
- Entering into an agreement between parties sharing Individual Numbers

CRIMINAL PENALTIES

The penalties of mishandling Individual Numbers are varied depending on each case and can be considered in three levels; “negligence”, “non-negligence” and “intentional”.

Intentional Scenarios		
Conduct	Penalty (Individual)	Penalty (Corporate) (Dual Liability)
Provide data file with others' Individual Numbers	Up to 4 years imprisonment, JPY 2M fine	JPY 2M fine
Provide or misappropriate others' Individual Numbers for the purpose of acquiring a wrongful gain	Up to 3 years imprisonment, JPY 1.5 M fine	JPY 1.5M fine
Obtain others' Individual Number through unauthorized access		
Negligent Scenarios		
Example: HR representative left Individual Number information of others out in public	May be sued May need to pay if the case is lost	
Non-Negligent Scenarios		
Someone attacks you and steals it from you	No penalties	N/A

HOW TRICOR CAN HELP

The work surrounding the My Number system can be subcontracted to third parties service providers if they are licensed and handle Individual Numbers compliantly. This will reduce the burden for companies to handle private information.

- We have implemented internal procedures for handling Individual Numbers in accordance with the Number Use Act and Act on Protection of Personal Information to remove risk from your company and employees handling Individual Numbers.
- We are audited ISO27001:2013 and Privacy Mark certifications.
- We use ARDIO as a base central payroll system and manage Individual Numbers in a secure software called “My Number Locker” - both systems are provided by Mitsubishi Business System (MBS).

How do we do it?

- Data is strictly handled by an authorized My Number representative when Tricor receives from client, storing in My Number Locker and submitting to authorities.
- Data is encrypted within a segregated server only accessible to a few employees.
- All data is disposed after use.



TAXES

CORPORATE TAXES

Type	Description	Rate (FYE 2020)
Corporation Tax	National Tax	23.20%
Local Corporation Tax	National Tax	1.02%
Inhabitant Tax	Local Tax	3.78%
Business Tax	Local Tax	0.88%
Special Local Corporation Tax	Local Tax	2.90%
Total		31.78%
Effective Tax Rate		30.62%
Consumption Tax	Sales tax on all goods and services	10%

The table shows corporate tax rates which are applicable to corporations located in Tokyo, whose statutory capital is more than JPY 100 million at the end of fiscal year. Please note that such a company is subject to size-based business tax which increases the overall effective tax rate.

CORPORATE TAXES: NATIONAL TAX

Small and medium-sized companies have a lower tax rate. They are defined as follows:

- Company with paid-in-capital of JPY 100 million or less (at the end of a fiscal year), excluding the following cases:
- 100% of the shares are directly or indirectly held by one large-sized company (a company whose paid-in-capital is JPY 500 million or more)
- 100% of the shares are held by two or more large-sized companies in a 100 Percent Group

By the 2014 tax reform, local inhabitant tax rate on Corporation tax will be reduced to 4.4% and then the Local Corporation tax will be introduced.

CORPORATE TAXES: LOCAL TAX

Inhabitant Tax – Per Capita Tax

Inhabitant Tax Rate (Within 23 Ward of Tokyo) on Corporation Tax	FYE 2020
Capital: Not exceeding 100M & Corporation Tax Amount: Not exceeding 10M	12.9%
Capital: Other than above	16.3%

Paid-in-Capital + Additional Paid-in-Capital	# of Employees	Municipal Tax	Prefectural Tax
Not exceeding 10 million	50 or less	50K	20K
	More than 50	120K	
Between 10 and 100 million	50 or less	130K	50K
	More than 50	150K	
Between 100 million and 1 billion	50 or less	160K	130K
	More than 50	400K	
Between 1 billion and 5 billion	50 or less	410K	540K
	More than 50	1,750K	
More than 5 billion	50 or less	410K	800K
	More than 50	3 million	

Business Tax – Income Portion

Taxable Income	FYE 2020			
	Paid-in-capital of JPY 100 million or less		Paid-in-capital in excess of JPY 100 million	
	Standard Rate	Max Rate (Tokyo)	Standard Rate	Max Rate (Tokyo)
Up to JPY 4 million in a year	3.5%	3.75%	0.4%	0.40%
Excess over JPY 4 million and up to JPY 8 million in a year	5.3%	5.67%	0.7%	0.64%
Excess over JPY 8 million	7.0%	7.48%	1.0%	0.88%

Business Tax – Added Value Portion

	Tax Base	FYE 2020	
		Standard Rate	Max Rate (Tokyo)
Added Value	Labor costs • Net interest payment • Net rent payment • Income/loss for current year	1.2%	1.26%
Capital component	Capital + Capital surplus for tax purposes	0.5%	0.53%

Special Local Corporation Tax

Tax Base	FYE 2020	
	Paid-in-Capital of JPY 100 million or less	Paid-in-Capital in excess of JPY 100 million
	Tax Rate	Tax Rate
Taxable income x Standard rate of business tax	37%	260%

INDIRECT TAXES: CONSUMPTION TAX

- Consumption Tax is the Japanese equivalent of VAT and set at 10% of the transfer price
- Japanese accounting practices generally record two separate accounts for consumption tax:
 - Consumption Tax Received (Output)
 - Consumption Tax Paid (Input)
- The composition of the 10% Consumption Tax is:
 - 7.8% National Consumption Tax
 - 2.2% Local Consumption Tax

CORPORATE TAX REPORTING

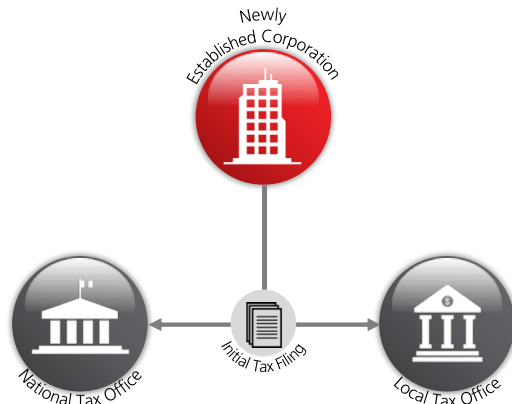
- Initial tax filings are required to be filed by various due dates from the establishment of a new company
- Initial tax filings should be submitted within 3 months or before FYE after establishment as this is the deadline for the blue form tax form application
- If you miss it you have to wait until the following year to apply

TAX FORM RETURN SYSTEMS

- In Japan, there are two forms of Tax Return Systems available to corporations:
 - White
 - Blue
- The Blue Form Return System provides companies the opportunity to enjoy a wide array of tax benefits in return for reporting taxable income based on accurate accounting records

BLUE FORM SYSTEMS

- Application for Blue Form Returns must be submitted within 3 months from the date of establishment or before FYE, whichever comes first)
- Benefits include:
 - Ability to carry forward tax losses for subsequent 9 years
 - Special depreciation benefits (e.g. Shortening of years for certain depreciable assets)
 - Establishment of certain reserves and provisions in deductible expenses
 - Claiming various tax credits



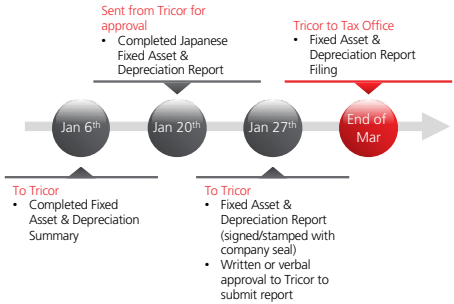
INITIAL TAX FILING: DUE DATE

For Corporate Tax Purposes						
#	Name of Report			Submitting to	Filing Due Date	Notes
1	<ul style="list-style-type: none"> JPN: 法人設立届出書 ENG: Report on the establishment of corporation for national tax purposes 			National Tax Office	Within 2 months after the establishment	
2	<ul style="list-style-type: none"> JPN: 法人 ENG: Corporation 	<ul style="list-style-type: none"> 設立/設置 Establishment 	<ul style="list-style-type: none"> 届出書 Report 	Local Tax Office	Within 15 days from the commencement of business	
3	<ul style="list-style-type: none"> JPN: 申告期限の延長の特例の申請書 ENG: Application for extension of the filing due date for corporation tax purposes 			National Tax Office	End of first fiscal year	
4	<ul style="list-style-type: none"> JPN: 青色申告の承認申請書 ENG: Application for filing of blue-form tax return 			National Tax Office	Within 3 months after the establishment	If the period of the first fiscal year is less than 3 months, the due date will be before the last day of the first fiscal year.
5	<ul style="list-style-type: none"> JPN: 申告書の提出期限の延長の処分等の届出書・承認申請書 ENG: Application for extension of the filing due date for local tax purposes 			Local Tax Office	End of first fiscal year	
6	<ul style="list-style-type: none"> JPN: 給与支払事務所等の開設・移転・廃止届出書 ENG: Report on the establishment of a Salary-paying Office for withholding income tax purposes 	National Tax Office	Within 1 month after the commencement of payroll operation			<ul style="list-style-type: none"> JPN: 給与支払事務所等の開設・移転・廃止届出書 ENG: Report on the establishment of a Salary-paying Office for withholding income tax purposes
7	<ul style="list-style-type: none"> JPN: 源泉所得税の納期の特例に関する申請書 ENG: Application for the bi-annual withholding income tax payment 	National Tax Office	By the end of month before the company would like to start using the bi-annual withholding income tax system. (If no formal acceptance or denial of application is received, the application is regarded accepted and automatically becomes effective from the following month of the month in which the application was submitted.)	<p>This treatment is called ("noutoku"), it allows withholding tax to be paid bi-annually. (Withholding income tax payment due dates are July 10th and January 20th for the period from January through June, and from July through December respectively)</p> <p>This treatment is only available to companies with less than 10 employees. Companies with 10 or more employees, withholding tax shall be due monthly.</p>		<ul style="list-style-type: none"> JPN: 源泉所得税の納期の特例に関する申請書 ENG: Application for the bi-annual withholding income tax payment

REQUIRED ON-GOING TAX RETURN FILINGS

- Within 2 months from FYE (1 month extension can be applied)
 - National Corporation Tax Return
 - Local Enterprise Tax Return
 - Local Inhabitants Tax Return
- Within 2 months from FYE
 - Consumption Tax Return
- January 31st
 - Fixed Asset & Depreciation

ASSET & DEPRECIATION REPORT TIMELINE



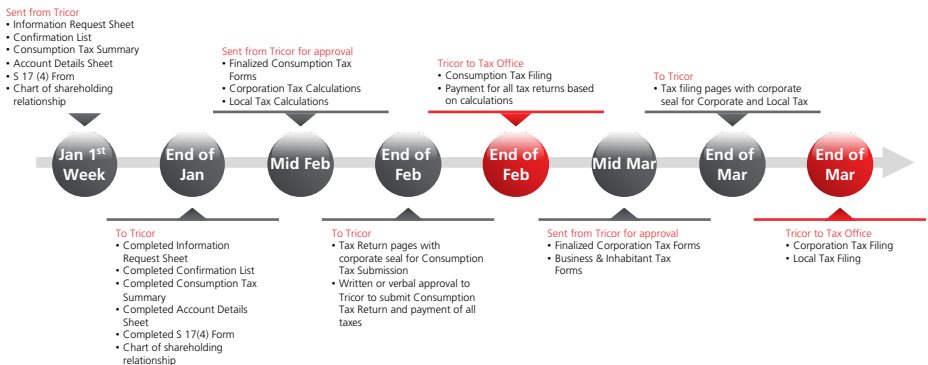
INTERIM TAX PAYMENT

- An interim tax payment is required:
 - Interim Corporate tax payment is required based on the last year's tax amount within 2 months from the end of first 6 months
 - Interim C-Tax payment is required every month, 3 months or 6 months depending on last year's tax amount.
- The difference between the FYE tax amount and the interim payment will either incur an additional payment or a refund.

TAX PENALTIES

- Late tax filings can incur up to an additional 20% tax penalty of the reported tax return
- Late tax payments can incur an additional interest penalty cost
- Late filings/payments can disqualify a firm from using the Blue Form

CORPORATE TAX RETURN TIMELINE



TAX TREATIES

- Armenia
- Australia
- Austria
- Azerbaijan
- Bahamas
- Bangladesh
- Belarus
- Belgium
- Bermuda
- Brazil
- Brunei
- Bulgaria
- BVI
- Canada
- Cayman Islands
- China
- Czech Republic
- Denmark
- Egypt
- Fiji
- Finland
- France
- Georgia
- Germany
- Guernsey
- Hong Kong
- Hungary
- India
- Indonesia
- Ireland
- Isle of Man
- Israel
- Italy
- Jersey
- Kazakhstan
- Kuwait
- Kyrgyzstan
- Lichtenstein
- Luxembourg
- Macao
- Malaysia
- Mexico
- Moldova
- Netherlands
- New Zealand
- Norway
- Oman
- Pakistan
- Philippines
- Poland
- Portugal
- Qatar
- Romania
- Russia
- Samoa
- Saudi Arabia
- Singapore
- Slovakia
- South Africa
- South Korea
- Spain
- Sri Lanka
- Sweden
- Switzerland
- Tajikistan
- Thailand
- Turkey
- Turkmenistan
- United Arab Emirates
- United Kingdom
- Ukraine
- United States
- Uzbekistan
- Vietnam
- Zambia



FINANCIAL MANAGEMENT

ACCOUNTING

- JGAAP and USGAAP are very similar
- Many countries handle accounting overseas and adjust for taxes at year-end; however books are supposed to be kept in original yen amounts
- Capturing Consumption Tax amounts is required
- Accounting records should be kept in Japan for 10 years



OUTSOURCED FINANCE FUNCTIONS



TRICOR ON-SITE SUPPORT

HYBRID FINANCE SUPPORT

- Some companies can benefit from a Hybrid Finance Support
- Processing functions that do not require customer or staff interaction are outsourced to our office:
 - Bookkeeping
 - Financial reporting
 - Cash management
 - Front to back invoice processing
- For duties that require an onsite presence Tricor can place its professionals as necessary:
 - Access on-site systems
 - Requirements to interact with clients or staff
 - Transition periods
 - Project based work
- Resources on-site and off-site can be advantageous by providing:
 - A team of varying skill sets ranging from processors to directors
 - Effective and efficient segregation of duties
 - Transition management of existing accounting processes
 - Temporary ownership of functions during a handover period
 - Stronger communication between Tricor and the client
 - Business Continuity Risk mitigation
- We scope out a fixed fee prior to the engagement which aligns us with clients for efficiency, where we find in-house staff tend to keep things complicated to justify their position

BANKING

- Domestic transaction cost ranges between 2 and 10 dollars
- There are no checks (cheques) in Japan
- There are many foreign banks in Japan such as CITI, HSBC, BoA, etc., however they cannot handle tax, phone or utility payments
- As a result, many companies have a foreign and Japanese accounts and use the second account to process the above payments

FOREIGN BANKS IN JAPAN

Citibank and Bank of America are available in Japan, however some points to consider:

Pros

- English interface
 - More overall control
 - Can view the balances and activity in English
 - Can control the release of payments instead of email approval process

Cons

- Cannot make important payments
 - Social and Labor Insurance premium payments
 - Withholding Tax
 - Corporate Tax payments
 - Utilities
- Need to ultimately open a Japanese bank account for the above or pay extra fees to use a custody account
 - Higher cost
 - Higher bank fees
 - Our fees charged hourly due to higher maintenance required

PAYMENT METHODS

Japanese internet banking systems are not sophisticated.

Bank Desk

- Income Tax
- Business Tax
- Consumption Tax
- Corporate Tax
- Withholding Tax

Internet Banking

- Social Insurance
- Labor Insurance
- Salary
- Vendor Payment
- Foreign Transfer *
- Inhabitant Tax *

* must be applied for

**TRICOR JAPAN
CAN SUPPORT
BOTH INBOUND
AND OUTBOUND
SERVICES TO
CLIENTS**

OFFICE MANAGEMENT

OFFICE LEASE EXPENSES

The average rent of prime offices in Tokyo's central business district (CBD) is the 5th highest in the world at US\$128 / sqft / annum. Deposits can average 8-12 months. In addition, Japan has a custom called "key money". This is a non-refundable gift to the landlord usually equivalent to 1 month's rent. Key money is not as common for office spaces in the current economy, but still is present in Japan, especially in the residential sector.

SERVICED OFFICES

Many different serviced offices options exist. The only thing that is the same is that they make money from you though hidden fees. Hidden fees are often double to triple the "introductory" cost. They may include:

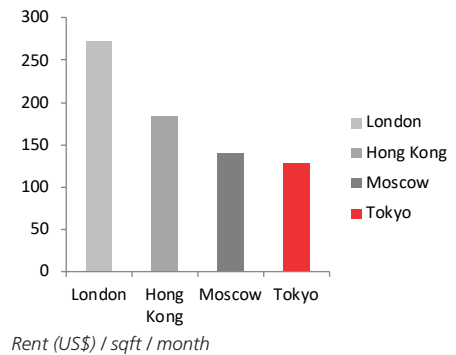
- Connectivity Fees
- Utilities
- Common Space Usage Fees
- Conference Facility Usage Fees
- Delivering Packages
- Bringing Water
- Forwarding Mail
- Cleaning Fees
- Air Conditioning Fees
- Weekend Usage Fees
- IT Support Charges

TRICOR SERVICED OFFICE SPACE

Our clients can use our office on a separate floor, which is an all inclusive package and on the whole, cheaper than a serviced office. The real value proposition is that the client has their entire back office on the same floor.

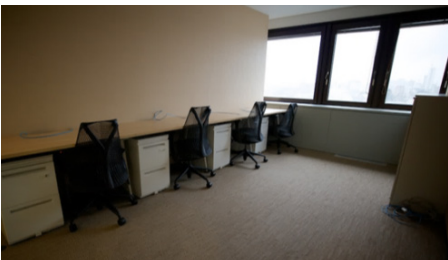
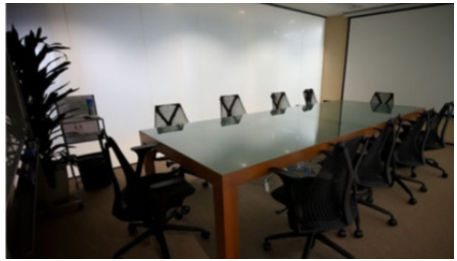
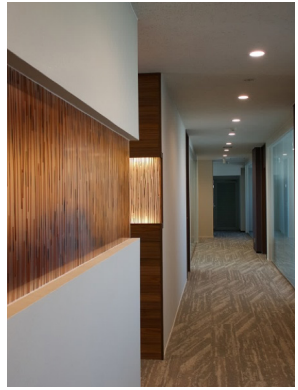
Advantages include:

- Private
- No deposit
- Flat fee
- 30-day notice period
- Back office is 30 seconds away
- Located in central Tokyo



*We have space for you to expand.
But you can start small or shrink.*

*Clockwise from left: Reception, Conference Room,
Shared Common Area, Sample Office Space.*



AT THE SERVICE OF 50,000+ CLIENTS, INCLUDING...



BANG & OLUFSEN



中國海外發展有限公司
CHINA OVERSEAS LAND & INVESTMENT LTD.



HONDA



GLOBAL OFFICES

HONG KONG SAR (HEAD OFFICE)

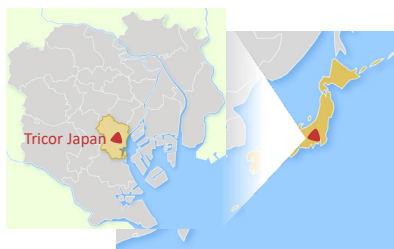
15/F, International Trade Tower
348 Kwun Tong Road
Kowloon
Hong Kong SAR
Tel: (852) 2980 1888
Fax: (852) 2861 0285
info@hk.tricorglobal.com



Please scan to
visit our website:
www.tricorglobal.com

JAPAN

Oak Minami Azabu
Building, 2F, 3-19-23
Minami Azabu, Minato-ku
Tokyo, Japan 106-0047
Tel: (81) 3 4580 2700
Fax: (81) 3 4580 2701
info@jp.tricorglobal.com



OTHER OFFICES

AUSTRALIA

info@au.tricorglobal.com

IRELAND

info@ie.tricorglobal.com

SINGAPORE

info@sg.tricorglobal.com

BARBADOS

info@bb.tricorglobal.com

SOUTH KOREA

info@kr.tricorglobal.com

TAIWAN, CHINA

info@tw.tricorglobal.com

BRITISH VIRGIN ISLANDS

info@bvi.tricorglobal.com

LABUAN

info@my.tricorglobal.com

THAILAND

info@th.tricorglobal.com

BRUNEI

info@bn.tricorglobal.com

MACAU SAR

tricolor@macau.ctm.net

UNITED KINGDOM

info@uk.tricorglobal.com

CAYMAN ISLANDS

info@ky.tricorglobal.com

MAINLAND CHINA

info@cn.tricorglobal.com

UNITED STATES

info@us.tricorglobal.com

INDIA

info@in.tricorglobal.com

MALAYSIA

info@my.tricorglobal.com

VIETNAM

contact@vn.tricorglobal.com

INDONESIA

info@id.tricorglobal.com

NEW ZEALAND

info@nz.tricorglobal.com



June 2021
© Tricor Group
All rights reserved.



Website:
www.tricorglobal.com



LinkedIn:
[@tricorgroup](https://www.linkedin.com/company/tricorgroup)



Facebook:
[@tricorglobal](https://www.facebook.com/tricorglobal)



WeChat:
[@trcorgroup](https://www.wechat.com/qrcode?qr_code=@trcorgroup)