

Opening of the Tokyo One-Stop Business Establishment Center Shibuya Satellite Center

The Tokyo One-Stop Business Establishment Center (TOSBEC) provides centralized services for procedures needed to establish a company or to start up a business in Tokyo, such as certification of Articles of Incorporation, company registration, taxes, pension and social insurance, and immigration procedures.

We will now be opening a satellite center next to Shibuya Hikarie.

Here, you can consult over videophone with experts stationed at TOSBEC in Akasaka, and also submit application documents.

A small and medium enterprise management consultant is always present at the satellite center to provide advice related to opening a business, such as on financing and management plans.

Please feel free to drop by!

What's the Satellite Center ?

Shibuya and Akasaka connected by videophone

Shibuya Satellite Center

Center staff



Consultation on
business startup
procedures

Advice
Suggestions

Tokyo One-Stop Business Establishment Center (Akasaka)



Can consult via videophone with TOSBEC in Akasaka regarding procedures needed to launch a business. Support will be provided by the Center staff.

Highly qualified experts are on standby!



Five advantages of the Satellite Center

1. Right next to Shibuya Hikarie!

Good location, just a 2-minute walk from Shibuya station east exit.

2. In addition to receiving consultation on business startup procedures, application documents can also be submitted !

Application documents submitted to the Satellite Center are sent to TOSBEC in Akasaka, and accepted there.

※Documents submitted by 4 p.m. will be handled as same-day submissions. As the contents of the documents need to be confirmed by 4 p.m., please allow enough time to do this.

3. Equipped with computers for electronic applications!

Center staff will provide support for on-line applications.

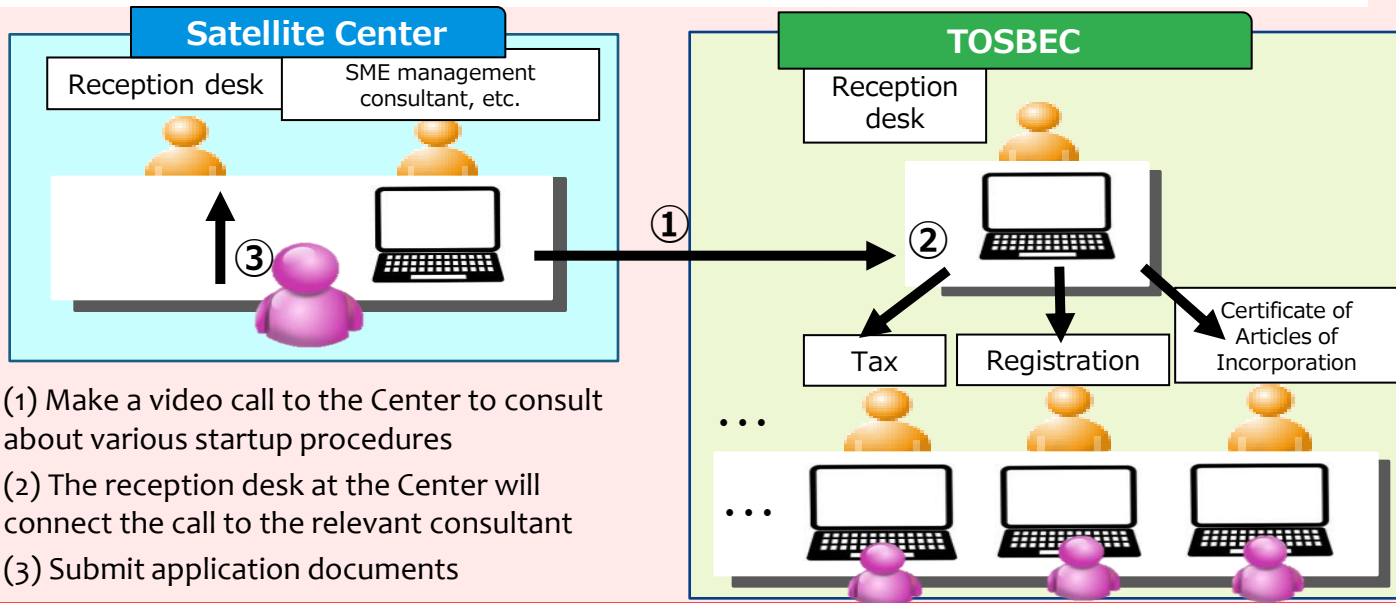
4. Free consultations as many times as needed!

Repeat visits are welcomed.

5. Interpreting support provided

An interpreter is always at the Center for the convenience of non-Japanese speakers.

Flow of procedures for video call consultation and application document submissions



Consultations and document submissions possible at TOSBEC (Akasaka)

Section	Services
Certification of Articles of Incorporation	Certification of Articles of Incorporation by a notary *Only consultations for Certification of Articles of Incorporation
Company Registration	Consultation related to company registration
Tax (National Tax)	① Notification of Incorporation ② Application for Approval of Filing a Blue-form Tax Returns ③ Notification of Establishment/Relocation/Discontinuance of an Office Paying Salaries ④ Application for Approval of Extension of Withholding Tax Payment
Tax (Metropolitan Tax)	① Notification of Incorporation ② Notification/Application for Extension of Time to File Tax Statement
Immigration	Certificate of Eligibility for Status of Residence under the categories of "Business Manager," "Intra-company Transferee," and "Engineer/Specialist in Humanities/Int'l Services," when related to the establishment of a business (includes forms for family members applying at the same time) *Only consultations for immigration control
Employment Insurance	① Notification for Establishment of a Business Covered by Employment Insurance ② Notification for Qualification Acquisition of Employment Insurance
Labor Insurance	① Notification for Establishment of Insurance Relation ② Estimated Insurance Premiums Declaration ③ Notification of Applicable Understanding ④ Notification of Rules of Employment ⑤ Labor-Management Agreement for Overtime and Holiday Work
Health Insurance/ Pension Insurance	① Notification for New Application ② Notification for Qualification Acquisition ③ Notification for Changes of Insured Person's Dependents/Notification of Third Insured Person Qualification ④ Notification of Name in Romaji

Access

Address

Natori Bldg. Rm. 306, 2-22-8 Shibuya, Shibuya-ku, Tokyo
2-min. walk from Shibuya station east exit (next to Hikarie)
@Business Center in front of Shibuya East exit

Consultation hours :

Weekdays 9:30 a.m. to 5:30 p.m. (closed 12 pm -1pm)
 Closed : National holidays and Year-end & New year's holidays
 (December 29 – January 3)

For consultation appointment

- ① Call to registration desk : **03-6451-1740**
- ② Send a reservation form :



Please visit our website and Facebook page for user comments and event information!

SEARCH GO