



JTAX
JAPAN TAX GROUP

JTAX | ABOUT OUR FIRM

**YOUR TRUSTED PARTNER
in Japan**

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PART I INTRODUCTION

**“JTAX Understands Your
Requirements...”**

ABOUT JTAX

JTAX is a member of the Accounting Asia Group, a leader in Asia focused professional services.

Tracing its roots to 2001, JTAX's team of Japanese and foreign professionals has assisted hundreds of foreign clients to establish and run their businesses in Japan. Our management is drawn from the Big 4 and has extensive experience responding to the requirements of clients ranging in size from listed multinationals to start-ups.

JTAX recognizes the practical difficulties associated with operating a business in Japan and our aim is to provide clients with one-stop assistance. Our team therefore provides a comprehensive range of services including tax advisory, tax compliance, incorporation, accounting, cash management / expense payment, payroll / HR, Japan resident nominee directors, and work visas. In addition to the convenience of dealing with a single service provider, JTAX ensures that its services are handled in a coordinated manner. For example, Japan work visas may be dependent on having a properly incorporated company and an appropriate tax structure, etc.

In addition to working directly with clients, JTAX is also able to assist foreign law firms and accounting firms whose clients require assistance in Japan.

Please **Contact Us** for more information about any of our services.



JTAX MANAGEMENT

Dean Page – Administrative Partner

Dean Page is JTAX’s administrative partner. He is a leading expert on Japanese and international tax and on doing business in Japan.

Dean worked for seven years in the Big 4, most recently as a partner at Ernst & Young (E&Y). At E&Y he served as the inbound account leader in which role he had responsibility for overseeing the delivery of services to E&Y Japan’s foreign clients.

At PricewaterhouseCoopers (“PwC”) Dean headed the Pathfinder Group, a team that specializes in assisting foreign clients to establish operations in Japan.

Since 2001, Dean has co-headed the International Tax Education Program (ITEP) and acted as an Adjunct Professor at the Beasley School of Law, Temple University, Japan Campus. He is the author of numerous articles related to Japanese and international tax.

Dean is admitted as both an attorney [England / Wales] and as a CPA [USA, California].





PART II JTAX SERVICES

**“JTAX Understands Your
Requirements...”**



1. Japan Tax Service

Overview

JTAX is able to offer comprehensive and cost-effective corporate tax solutions to foreign clients in Japan.

Key aspects of our **Japan Tax Service** include:

- Initial tax consulting to help clients understand the tax consequences of establishing different types of entity in Japan.
- Handling the (time sensitive) initial corporate tax filings following the establishment of an entity in Japan.
- Providing ongoing corporate tax consulting and compliance for Japanese entities. This includes Japanese corporate tax returns and VAT (Japanese consumption tax) returns.
- General consulting with respect to issues such as tax structure (cost-plus / buy-sell, etc.).

Please **Contact Us** for more information about our Japan Tax Services.

2. Japan Accounting and Bookkeeping Service

Our Japan Accounting & Bookkeeping Service is a key component of JTAX's Japan Outsourcing Services.

The goal of JTAX's Japan Accounting & Bookkeeping Service is to ensure that transactions are properly recorded for Japanese statutory purposes and that timely financial reporting is provided to foreign management.

Key features of our Japan Accounting & Bookkeeping Service include:

- We obtain data about payments and receipts directly from your Japan bank account.
- We correctly accrue and record non-cash items such as compensation and benefits, Japanese corporate taxes (both provisional and final), depreciation, etc.
- We maintain Japanese statutory accounts (in Japanese) to satisfy Japanese regulatory requirements (including attachment to the Japanese corporate tax return.)
- We provide financial reporting (usually on a monthly basis) to the foreign parent company.

Please **Contact Us** for more information about our Japan Accounting & Bookkeeping Service.

3. Japan Bank Account Management and Expense Payment

JTAX's Bank Account Management & Expense Payment Service is focused on managing cash balances and making expense payments on behalf of clients in Japan. Our service often commences with helping clients through the complexities of opening a local bank account in Japan.

Thereafter, our Bank Account Management & Expense Payment Service involves payment of regular bills (rent, utilities, etc.) plus approved non-regular payments from the client's bank account in Japan. Cash reports are then provided to the foreign head office on a weekly or monthly basis as requested. We track cash on hand in Japan and make funding requests to ensure that sufficient funds are available to meet commitments. By utilizing JTAX's Bank Account Management & Expense Payment Service a high level of internal control is assured.

Key features of our Japan Bank Account Management & Expense Payment Services include:

- Our Japanese professionals interface with your Japanese bank as needed.
- We pay invoices that your Japan entity receives from third parties in Japan.
- We transfer salary payments to employee's bank accounts in Japan (including bonuses and employee expense reimbursement.) Note that JTAX is also able to handle calculation of payroll via its **Japan Payroll & HR Service**.
- JTAX pays Japanese corporate taxes (both provisional and final) across to the relevant Japanese tax authorities.
- We pay employee's Social insurance and Labor insurance contributions to the relevant Japanese authorities.
- We monitor bank account balances in Japan and make funding requests to cover upcoming expenditures.

Please **Contact Us** for more information about our **Japan Bank Account Management & Expense Payment Services**.

4. Japan Payroll and HR Services

JTAX provides a comprehensive **Japan Payroll & HR Service** as part of its Japan Outsourcing Practice. Our qualified professionals can handle everything from initial consultations to transferring net funds to employees' bank accounts each month.

JTAX is also able to provide consulting in a number of critical payroll / HR related areas including:

- Tax-efficient compensation of employees in Japan (both Japanese nationals and foreign expats).
- Tax-efficient employment agreements.
- Work rules (legal matters are handled by our team of associated Japanese lawyers.)
- Compensation planning for directors of Japanese companies including individual and corporate tax consequences.
- Tax consequences associated with specific items of compensation, including housing.
- Preparation of Japanese individual income tax returns for employees (both Japanese nationals and foreign expats.)

Please **Contact Us** for more information about our **Japan Payroll & HR Service**.

5. Japan Work Visas

JTAX works with its clients to assist foreign employees obtain proper Japan work visas.

JTAX's involvement will often begin with the initial corporate set-up. This is because decisions made at the time of incorporation (for example paid-in-capital) can have an important bearing on the Japan entity's ability to obtain work visas for its employees.

The typical flow of our **Japan Work Visa Service** is as follows:

Step 1: Assessment of the Japanese entity

If a client does not already have a Japan entity, our team is able to advise regarding setting up an appropriate entity that will maximize the chances of successfully obtaining Japan work visas.

Step 2: Assessment of the applicant

JTAX's professionals carefully assess the applicant's proposed activities, qualifications, and experience.

Step 3: Certificate of Eligibility ["COE"] application

A Certificate of Eligibility ["COE"] is a document issued by the Japanese immigration authorities. It certifies an applicant's eligibility to undertake a category of employment in Japan.

A COE application must be submitted in person at a regional immigration office in Japan. JTAX's certified Japanese immigration professionals are able to handle this crucial step on behalf of our clients.

Step 4: Change of Status application or work visa issuance

Finally, JTAX assists the client to convert the COE to a work related Japan status of residence ["SOR"].

Please **Contact Us** for more information about our **Japan Work Visa Service**.

6. Japan Incorporation Service

JTAX can assist its clients to establish a range of business entities in Japan. Common options include:

- Kabushiki Kaisha {"KK"}
- Godo Kaisha {"GK"}
- Japan Branch of a Foreign Company
- Japan Representative Office / Liaison Office (unregistered)

In addition to handling the corporate establishment, JTAX's professionals are able to provide a comprehensive range of pre- and post-incorporation services. Our capabilities include:

- Assisting clients to determine the best entity type given their specific goals and circumstances.
- Helping clients decide important incorporation related issues. This includes paid in capital, directors (including nominee directors), legal registered address, etc.
- Providing nominee directors (via our **Japan Nominee Director Service**) and a registered address (via our **Japan Address Solutions Service**) for the new entity.
- Handling post-incorporation issues. Once an incorporation has been completed there are important procedures to be dealt with including initial tax filings with the Japanese tax authorities (both local and national.)
- Assisting with ongoing compliance. JTAX offers comprehensive solutions including ongoing corporate tax compliance, consumption tax ("VAT") compliance, payroll, etc.

Please **Contact Us** for more information about our **Japan Incorporation Service**.

7. Japan Resident Nominee Director Service

It is often beneficial to appoint an individual who resides in Japan to act as a director of the local Japan entity.

JTAX's, **Japan Nominee Resident Director Service** provides qualified Japan resident individuals to act in the following roles:

- Japan Nominee Representative Directors for Kabushiki Kaisha ["KK"].
- Japan Nominee Executive Managers for Godo Kaisha ["GK"].
- Japan Nominee Branch Managers for the Japan Branches of foreign companies in Japan.
- Japan Nominee Representatives for the Japan Representative Offices of foreign companies in Japan.

Please **Contact Us** for more information about our **Japan Resident Nominee Director Service**.

8. Japan Registered Address Service & Japan Virtual Office Service

JTAX offers a full range of Japan registered address and Japan Virtual Office solutions to its clients in Japan.

At a minimum, establishing a company in Japan requires a local legal registered address. Beyond satisfying this minimum legal requirement, JTAX can assist with virtual offices and serviced offices.

Please **Contact Us** for more information about our Japan Registered Address and Japan Virtual Office Service

9. Due Diligence, Valuation, and Deal Integration Services

JTAX can assist clients with **Due Diligence, Valuation, and Deal Integration Services** in Japan.

Our services can be provided separately or as an integrated package. JTAX is able to work with a client's home country advisors and can also provide introductions to other Japan based specialists (law firms, actuaries, etc.)

Key components of JTAX's offerings include:

- **Due Diligence:** Our clients often require a timely due diligence prior to making a purchase in Japan. JTAX can interview management to obtain a better understanding of the local business and also review accounts, tax filings, and other records to ensure that the local entity is in compliance.
- **Valuation:** In addition to valuations undertaken to support commercial transactions, JTAX is able to assist clients with valuations for statutory, legal, and accounting purposes.
- **Deal Integration:** Once a Japan merger or acquisition has been completed, JTAX is able to assist with the integration of critical functions in order to avoid interruption to the business and realize the original value proposition. This may include assistance with payroll, benefits, HR, tax, and accounting functions.

Please **Contact Us** for more information about our **Japan Due diligence, Valuation, and Deal Integration Services**.

10. Japan Outsourcing Services

JTAX's Japan Outsourcing Services shift the important basic functions associated with running a company in Japan (tax, accounting, payroll, etc.) to our team of qualified professionals.

Our team has more than 20 years' experience providing outsourcing solutions and our clients have ranged from publicly listed companies to the Japan operations of foreign start-ups.

Our key outsourcing services include:

- Tax Services - including corporate income tax returns, and consumption tax (VAT) returns.
- Finance Function – including accounting, expense Payment / bank account management.
- Payroll & HR
- Work Visa
- Nominee Directors

Please [Contact Us](#) for more information about our Japan Outsourcing Services.

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To learn more about how JTAX can help your company succeed in Japan, please contact one of our Japan-based professionals.

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