

Division and submission documents of category
Intra-company Transferee

Sort	Category 1	Category 2	Category 3	Category 4
(belonging organization)	<p>(1)The company which is listed on the Japanese securities exchange (2)The mutual insurance company (3)The local public entity of Japan or foreign countries (4)The independent administrative institution (5)The government-affiliated corporation, the authorization corporation (6)The public interest corporation of the country and the local public entity authorization of Japan (7)The public corporation which is listed in the Corporate Tax Law separate table No.1 (8)On the table of each highly-skilled foreign professional's departmental order Article 1 Paragraph 1 issue, the company where is listed for column a, or b in a clause of the addition particularly (9)The companies which meet a constant condition</p>	<p>(1)Among the legal record totals lists such as withholding slips of the earned income for the previous year the withholding taxes amount of a tax of the withholding slip total list of the earned income is a group or the individual whom there is 10 million yen or more (2)The organization which receives approval of the use proposal of the residence report online system</p>	<p>The group or an individual (except the Category 2 whom the legal record total table of withholding slips of the earned income of the staff for the previous year was submitted to</p> <p align="center">法定調書会計表が提出された団体・個人 (カテゴリー-2を除く)</p>	<p>The group or the individual who corresponds to none</p>
Submission documents	<p>[Common] The documents which are common in all categories</p>			
<p>1.Application for certificate of Eligibility -One</p>				
<p>2.The ID photo (4cm in height X 3cm in width) -One It should be same style of Passport photo.</p>				
<p>3.A return envelope It is need to stick a stamp (for the simple registered mail) on a fixed form envelope clearly stating an address. -One</p>				
<p>4.The document which proves that the group or the individual in Japan corresponds to one of the categories mentioned above. -Appropriately</p>				
<p>Category 1 : Document (copying) proving that it is listed on the copy of quarterly journal or the Japanese securities exchange, The document (copying) which prove that received permission of the establishment from the superintendent in charge government office The document which proves that it is an object company (innovation creation company) on the table of each highly-skilled foreign professionals departmental order Article 1 Paragraph 1 issue (An example: the copy of subsidy grant decision notification) The document which proves that it is "the companies meeting a constant condition" mentioned above (An example: the proof of the authorization copy)</p>				
<p>Category 2 : The legal record totals list such as withholding slips of the earned income of the staff for the previous year. (copying of the thing with the receptionist mark) The document which proves that it is subjected company, obtaining approval of the use proposal of the residence report online system.</p>				
<p>Category 3: The legal record totals list such as withholding slips of the earned income of the staff for the previous year. (copying of the thing with the receptionist mark)</p>				
Category 1	Category 2	Category 3	Category 4	
<p>About Category 1 and 2, other document submission principles are unnecessary.</p>				
<p>5.Any of the following document (during activity contents, a period, a position and a reward.) which clarifies the content of the activity of the applicant</p>				
<p>(1)In the case of a transfer not to differ in a corporation</p>				
<p>(a) Copy of transfer letter missive -One</p>				
<p>(b) Copy of written appointments -One</p>				
<p>(2)In the case of a transfer to differ in a corporation</p>				
<p>The document (working conditions notification.) which shows working conditions issued based on Labor Standards Law Article 15 Paragraph 1 and law enforcement regulations Article 5 by a worker clearly -One</p>				
<p>(3)In the case of the person who does not correspond to the workers such as an executive.</p>				
<p>(a)The Copy of meeting minutes of articles of association to determine executive compensation in the case of a company, or the general meeting of stockholders that decided executive compensation. (if it is reward Committee in the company, it is the meeting minutes of the committee) -One copy</p>				
<p>(b)In the case of the group except the company, the document of the belonging group clarifying the amount of position (charge duties), period and paid reward -One copy</p>				
<p>6.Any of the following document indicating the relations of an office and the office after the transfer which worked before a transfer</p>				
<p>(a)In the case of the transfer in the same corporation</p>				
<p>As for the entry certificates of the branch of the foreign corporation, the document that the corporation concerned makes an announcement on having an office in Japan</p>				
<p>(b)In the case of the transfer to the Japanese subsidiary</p>				
<p>The document which clarifies the Japanese subsidiary concerned and the investment relations with the foreign corporation of the origin transfer -One</p>				
<p>(3)In the case of the transfer to the foreign corporation having an office in Japan</p>				
<p>(a)The document that the foreign corporations such as the entry certificates of the branch of the foreign corporation concerned make an announcement on having an office in Japan. -One</p>				
<p>(b)The document which clarifies the capital ties with the foreign corporation concerned and the corporation of the origin of transfer. -One</p>				
<p>7.The document which proves the career of the applicant</p>				
<p>(a)The resume that is stated in the organization which engaged in associated duties and contents and a period clearly -One</p>				
<p>(b)The document of the foreign organization where applicant worked at just before the transfer that showed the duties,contents, which engaged in the past one year and a position, a reward clearly (when there is the period when an applicant resided in Japan with the residence status of the transfer in the company just before a transfer within one year, it includes the Japanese organization which worked during the period concerned.) -One</p>				
<p>8.Any of the following document which clarifies business outline</p>				
<p>(a)The guide book which are history, executives, an organization, the business outline (It includes the main business partners and business results.) such as the offices were listed in detail -One</p>				
<p>(b)The document which follows (a), such as other company mentioned above</p>				
<p>(c)Entry certificate -One</p>				
Category 3		Category 4		
<p>9. The copy of financial statements of the latest year -One</p>				
<p>9. The copy of financial statements of the latest year In the case of a new business, it is a business plan -One</p>				
<p>10. Any of the following document which clarifies the reason why it is not available to submit the legal record total table of withholding slips of the earned income of the staff for the previous year</p>				
<p>(1)In the case of an organization receiving the exemption of withholding taxes The document which makes an announcement on not needing the withholding taxes of exemption certificate, and others for the withholding taxes of the foreign corporation. -One copy.</p>				
<p>(2)In the case of an organization except (1) mentioned above</p>				
<p>(a)Copy of report book of establishment such as salary payment office -One copy.</p>				
<p>(b)Any of the following document</p>				
<p>b1) The amount of income tax collection check such as earned income, the retirement income for latest three months (one copying of the thing with the receipt date mark)</p>				
<p>b2)The case which the organization catches the exception of the deadline, receiving the approval document to clarify -One copy.</p>				