

(*This English version is for reference only.)

List of Documents to be Submitted to the Tokyo Metropolitan Government For first-year subsidies

1 Preliminary Consultation

Category	Remarks
<input type="checkbox"/> Business Overview (Form 1※)	Attach materials that provide detailed information about the contents of the business, etc.

※Application can be made in English version.

2 Upon submission of subsidy application

【Subsidy application documents】

Category	Remarks
<input type="checkbox"/> Subsidy Application Form (Form 2※)	
<input type="checkbox"/> Pledge (Form 3※)	

※Application can be made in English version.

【Attachments】

Category	Remarks
<input type="checkbox"/> Documents that can confirm the representative, registered address, and shareholders the applicant	
<input type="checkbox"/> •Documents that can confirm the latest Assets Under Management for asset management firms •Documents that can confirm the latest corporate valuation for Fintech companies.	
<input type="checkbox"/> Documents that can confirm the business performance of the overseas corporation in the past two years	Financial statements, etc.
<input type="checkbox"/> Documents that can confirm the business plans for the applicant concerning each fiscal year, from FY2025 to FY2027	
<input type="checkbox"/> Documents that serve as grounds for the sum of money filed for the application	Bills/receipts/bank account statements/receipts of tax withheld from income etc.
<input type="checkbox"/> Other documents deemed necessary by TMG	

※ In the case where the documents are prepared in a language other than Japanese or English, please attach a translation in Japanese or English.

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3 Establishment of business operations

【Subsidy application documents】

Category	Remarks
<input type="checkbox"/> Report on Completion of Business Operations Establishment (Form 13※)	
<input type="checkbox"/> Consent Form (Form 14※)	

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【Attachments】

Category	Remarks
<input type="checkbox"/> Documents that can confirm the name of the representative of the applicant (representative in Japan in the case of a branch office)	Certified copy of commercial registration, etc.
<input type="checkbox"/> Documents that can confirm the location of the applicant	Certified copy of commercial registration, etc.
<input type="checkbox"/> Documents that can confirm the shareholder composition from an overseas financial corporation of the applicant	Registry of main shareholders, and the articles of incorporation etc.
<input type="checkbox"/> Documents that enable the authentication of the seal, etc. used by the applicant	Certificate of seal impression, etc.
<input type="checkbox"/> Documents that can confirm the requirements at the time of establishment of business operations	Certified copy of commercial registration, etc. /lease agreement Employment agreement/ notice of acquisition of employment insurance qualification Certification of license registration etc.
<input type="checkbox"/> Other documents deemed necessary by TMG	

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4 Report of Actual Expenses

【Documents for subsidy application】

Category	Remarks
<input type="checkbox"/> Report on Actual Expenses (Form 6※)	

※Application can be made in English version.

【Attachments】

Category	Remarks
Initial costs for office occupancy	
<input type="checkbox"/> Documents that can confirm offices etc. are secured in relation to the said expenses eligible for the subsidy.	License agreement etc.
Office rents	
<input type="checkbox"/> Documents that can confirm the contents of real estate properties/lease period/rents/payment conditions etc.	License agreement etc.
Expenses incurred in consultation with experts	
<input type="checkbox"/> Documents that can confirm the contents, frequency, period, and results etc. of the consultations etc.	Outsourcing agreement /meeting minutes/reports etc.
Expenses to purchase appliances and fixtures etc.	
<input type="checkbox"/> Documents that can confirm the functions and unit price etc. of the articles purchased.	Purchase order/delivery notice/product manual etc.
Expenses incurred in personnel recruitment	
<input type="checkbox"/> Documents that can confirm the employment of employees in full time, in relation to the said expenses	Employment agreement etc.
<input type="checkbox"/> (In cases where a fee-charging employment placement business provider overseas is used) documents that can confirm that notification/permission/declaration by the said business operator have been accepted by the national/local government of the said business.	
Association membership fees and annual membership fees	
<input type="checkbox"/> Documents that clarify joining of association. Documents that clarify association membership fees/annual membership fees.	Certification of association membership/bills/receipts etc.
Compliance support business expenses	
<input type="checkbox"/> Documents and materials that clarify that compliance business is outsourced.	Outsourcing agreement /reports etc.
<input type="checkbox"/> (Monthly fees, annual fees) documents that clarify costs for fixed-fee contract	Bills etc.
Operation outsourcing fees and system related expenses etc. (excluding fund payment)	
<input type="checkbox"/> Documents that clarify that middle office business/back-office business (※ 2) is outsourced, or system license agreement is made	Outsourcing agreement /reports/license agreement etc.
<input type="checkbox"/> Documents that clarify the license agreement for the system etc. to distribute market information etc. as applicable.	License agreement etc.

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