

# **FY2025 Application Guideline for Overseas Financial Corporation Establishment and Support Subsidy Program**

## **1. Purpose of Program**

The Tokyo Metropolitan Government (hereinafter referred to as “TMG”.) is promoting initiatives with the aim of becoming “Asian innovation finance hub to realize a sustainable society”. To achieve that end, it is vital to encourage asset management businesses that fulfill the roles of helping the people achieve stable asset formation and supplying risk money to growth industries as well as Fintech corporations that provide innovative financial services by utilizing cutting-edge technologies, and to revitalize Tokyo’s financial industries.

Therefore, for the purpose of supporting the entry into Tokyo and the development of business activities by overseas financial corporations, this program provides subsidies to such overseas financial corporations to cover part of the costs incurred.

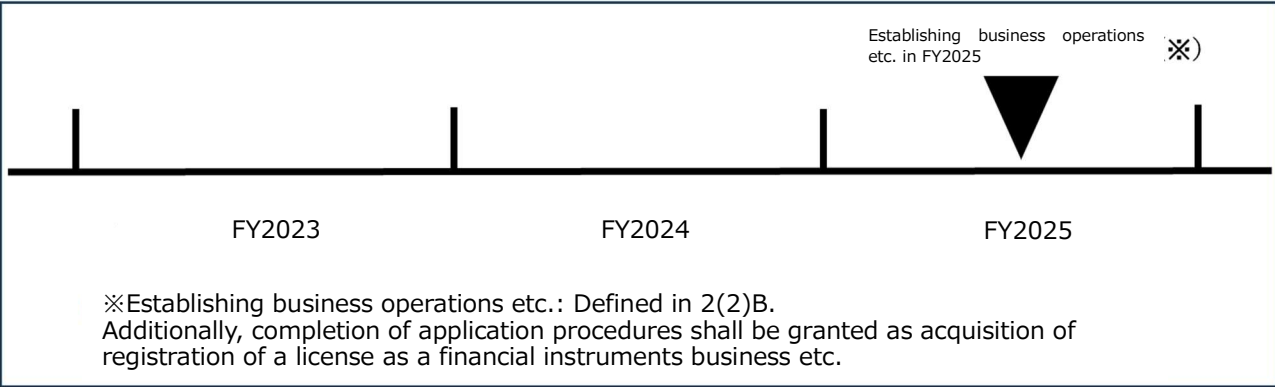
- I Overseas financial corporations  
Corporations engaged in asset management businesses or FinTech businesses, established based on foreign laws
- II Japanese corporations etc.  
Japanese corporations or Japanese branch offices established by overseas financial corporations
- III Overseas Financial Corporation Business Operations Establishment Subsidy Program  
The subsidy program to cover a part of costs incurred to establish business operations for overseas financial corporations that establish business operations in Tokyo, which has been revised into Overseas Financial Corporation Establishment and Support Subsidy Program
- IV Subsidy Program to Support Business Foundation for Overseas Financial Corporations  
The subsidy program with the aim of developing businesses for the overseas financial corporations that have just been established in Tokyo, which has been abolished at the end of FY2024.

## **2 Parties Eligible for Subsidies**

(1) Parties who satisfy either of the following matters shall be eligible for subsidies:

### **A. Parties eligible for first-year subsidies**

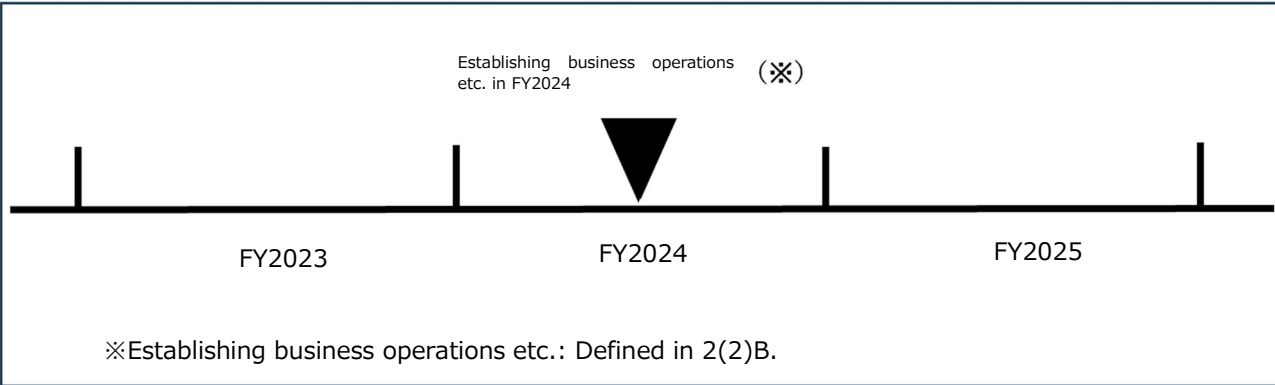
Japanese corporations etc. established by overseas financial corporations in Tokyo in the same fiscal year when the overseas financial corporation (asset management businesses and FinTech corporations) submits the application for the subsidy are eligible for subsidies under this Subsidy Program. However, if registration of a license as a financial instruments business, etc. is required to start the principal business, the party is eligible if it has initiated the application procedures for such license (meaning prior consultation with the government or municipal office with jurisdiction over the procedures).



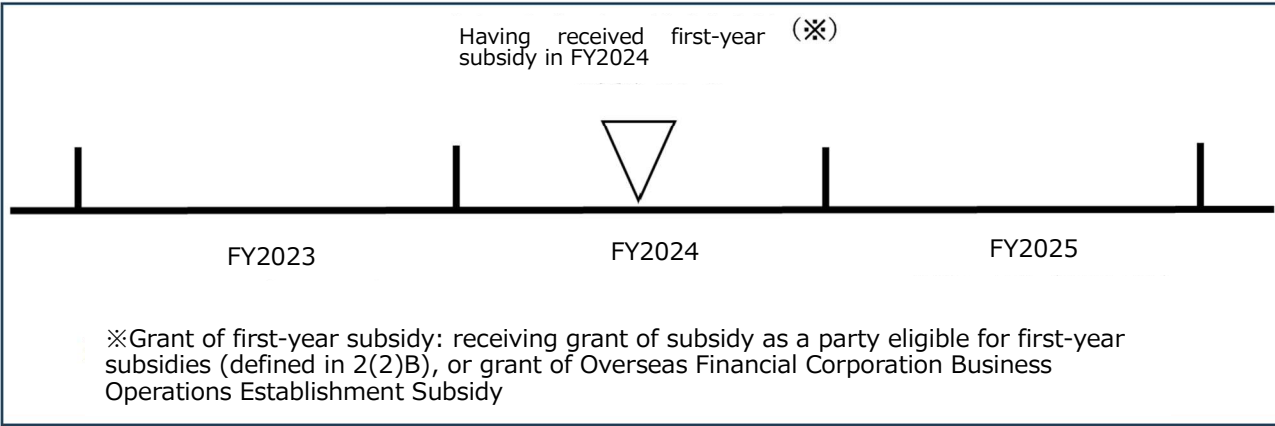
**B. Parties eligible for second-year subsidies**

Japanese corporations etc. established by overseas financial corporations in Tokyo in the fiscal year prior to the fiscal year when the overseas financial corporation submits the application for the subsidy.

However, the Japanese corporations that have received Overseas Financial Corporation Business Operations Establishment Subsidy shall be regarded as the Japanese corporations that have received Overseas Financial Corporation Business Operations Establishment Subsidy in the fiscal year prior to the fiscal year when the overseas financial corporation submits the application for the subsidy.



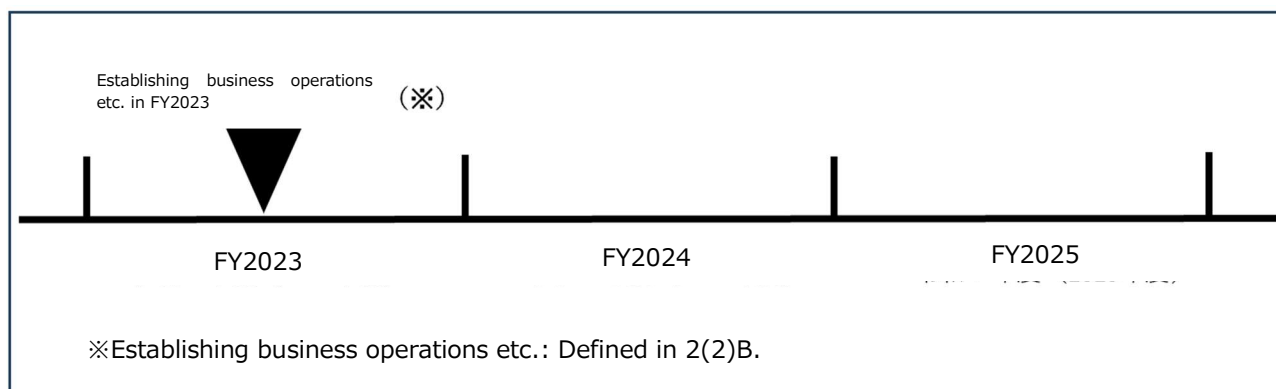
Or



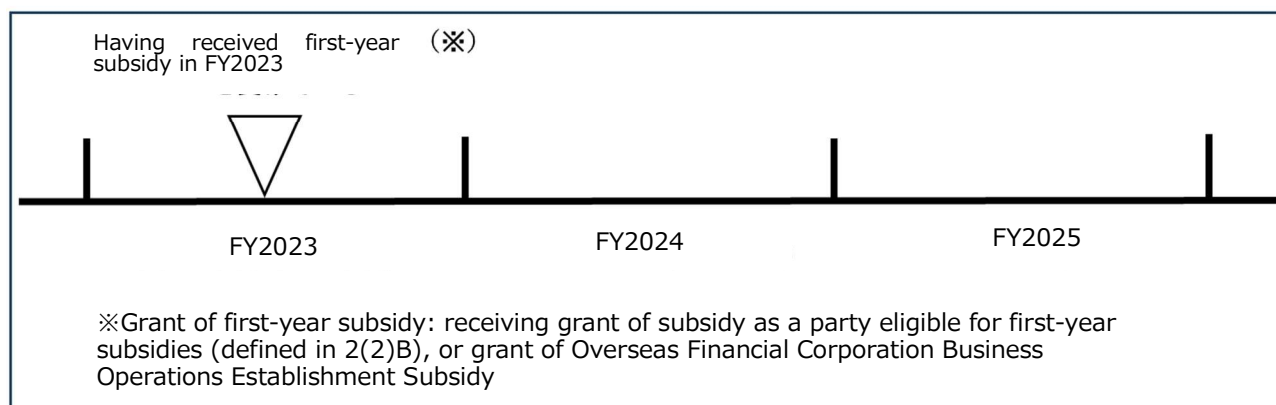
C. Parties eligible for third-year subsidies.

Japanese corporations etc. established by overseas financial corporations in Tokyo in the fiscal year prior to the first preceding fiscal year when the overseas financial corporation submits the application for the subsidy.

However, the Japanese corporations that have received Overseas Financial Corporation Business Operations Establishment Subsidy shall be regarded as the Japanese corporations that have received Overseas Financial Corporation Business Operations Establishment Subsidy in the fiscal year prior to the first preceding fiscal year when the overseas financial corporation submits the application for the subsidy.



Or



(2) Japanese corporations, etc. that are eligible for subsidies are required to fulfill all the following requirements:

- A. The overseas financial corporation must contact and confirm with Business Development Center Tokyo and consult with the Tokyo Metropolitan Government and Business Development Center Tokyo before finalizing plans to establish business operations within a specified period of time.
- B. The said overseas financial corporation must have established business operations in Japan for the first time. However, the said overseas financial corporation must complete application of the license in case where registration of financial license is required.

**Establishment of business operations**

must fulfill all the following criteria of ① to ④:

- ① Securing a facility to be used as the place of exclusive business operations;
- ② Registration for the establishment of an incorporated company or office of an overseas company (registration of business office in case of establishing branch)
- ③ Securing the employees who will be engaged in full-time employment for the operation of the business
- ④ Start the operation of the main business (having acquired registration in case where registration of financial license is required).

C. The primary businesses conducted by the Japanese corporation, etc. must carry the following functions.

- ① Asset management business operator

Base of asset management operations of securities etc. or sales and marketing base, etc. that is recognized by the Tokyo Metropolitan Government as having the potential to contribute significantly to the revitalization of Tokyo's economy.

- ② Fintech corporation

A research and development base or sales and marketing base, etc. that is related to the provision of innovative financial services using IT technology, and that is recognized by the Tokyo Metropolitan Government as having the potential to contribute significantly to the revitalization of Tokyo's economy

D. To have one or more Employees (personnel who is covered by employment insurance) in full-time employment at the Japanese corporation, etc.

E. To have an investment amount ratio of 1/3 or more from an overseas financial corporation.

(3) In addition to the aforementioned items, the overseas financial corporation and Japanese corporation, etc. must fulfill all the following requirements:

- ① No facts in violation of any laws or ordinances, etc.
- ② No delinquent taxes.
- ③ No matters in violation of the terms of any contracts made with public offices, etc
- ④ No possibility of threatening public safety or well-being.
- ⑤ No business objectives for political, religious, or election campaign related activities.
- ⑥ No person belonging to organized crime groups, and falling under an organized crime group member, etc. among the representatives, executives, employees, or other members of the corporation.
- ⑦ No facts that the Tokyo Metropolitan Government deems unsuitable as a company eligible for subsidy in past businesses or under other circumstances.

### **3 Expenses Eligible for Subsidy**

(1) Expenses eligible for subsidy.

The following items shall be the expenses eligible for subsidy. However, these exclude fees equivalent to consumption tax, payments to governmental offices, and other fees that do not come under provision of services, as well as expenses that are eligible for

other public subsidies or grants. Additionally, the details on each expense shall be as shown in 3 (3).

A. Parties eligible for first-year subsidies

The following expenses for which the parties eligible for first-year subsidies have received provision of services etc. and are paid by the parties eligible for first-year subsidies or the overseas financial corporation that established the parties eligible for first-year subsidies:

- Initial costs for office occupancy
- Fees incurred in consultation with experts
- Costs for purchase of appliances and fixtures etc.
- Personnel recruitment costs

In addition to the above-mentioned, the following costs shall be also included for asset management business operators that have acquired registration of financial license.

- Association membership fees and annual membership fees
- Compliance support business expenses
- Operation outsourcing fees and system related expenses etc. (excluding fund payment)

B. Parties eligible for second-year subsidies or parties eligible for third-year subsidies

The following expenses for which the parties eligible for second-year subsidies and the parties eligible for third-year subsidies have received provision of services etc. and are paid by the parties eligible for second-year subsidies or parties eligible for third-year subsidies:

- Office rents
- Consulting fees for experts, etc.
- Costs for purchase of appliances and fixtures etc. (limited to the cases where the parties have received the grant for appliances and fixtures etc. in this subsidy or Overseas Financial Corporation Business Operations Establishment Subsidy Program once or less.)
- Personnel recruitment costs

In addition to the above-mentioned, the following costs shall be also included for asset management business operators that have acquired registration of financial license.

- Association membership fees and annual membership fees
- Compliance support business expenses
- Operation outsourcing fees and system related expenses etc. (excluding fund payment)

(2) Period Eligible for Subsidies

The expenses eligible for subsidies in the preceding paragraph shall fulfill the

following criteria:

A. Parties eligible for first-year subsidies

The expenses for which the parties eligible for first-year subsidies have received provision of services etc. and are paid by the parties eligible for first-year subsidies or the overseas financial corporation that established the parties eligible for first-year subsidies during either of the following periods of time:

① Carrying out preliminary consultation in FY2025

From the day when preliminary consultation is carried out to reporting actual expenses.

② Carrying out preliminary consultation in FY2024

From April 1 of FY2025 to reporting actual expenses on subsidies.

B. Parties eligible for second-year subsidies, parties eligible for third-year subsidies

The expenses for which the parties eligible for second-year subsidies or parties eligible for third-year subsidies have received provision of services etc. and are paid by the parties eligible for second-year subsidies or parties eligible for third-year from April 1 of the fiscal year when application for subsidies is submitted to reporting actual expenses on subsidies.

**【Reference】 Expenses Eligible for Subsidies**

	Parties eligible for first-year subsidies	Parties eligible for second-year subsidies and parties eligible for third-year
Initial costs for office occupancy	○	×
Office rents	×	○
Consulting fees for experts etc.	○	×
Consulting fees for specialized organizations etc.	×	○
Costs for purchasing appliances and fixtures etc.	△ Grant of subsidies available up to the second fiscal year including Overseas Financial Corporation Business Operations Establishment Subsidy	
Personnel recruitment costs	○	
Association membership fees and annual membership fees	△ Limited to the companies that have acquired registration of financial license	
Compliance support business expenses	△ Limited to the companies that have acquired registration of financial license	
Operation outsourcing fees and system related expenses etc.	△ Limited to the companies that have acquired registration of financial license	

(3) Details of Expenses Eligible for Subsidies

Details of each expense eligible for subsidies shall be as follows:

A. Initial costs for office occupancy

When securing offices in Tokyo that are necessary for executing the primary business and other costs necessary to be paid upon office occupancy including key money and admission fees etc., and non-refundable costs that must be paid will be paid.

## B. Office rents

Office rents in Tokyo necessary for executing the primary business. The office must be used as the place of exclusive business operations and be expected to be continuously rented.

### «Precautions»

- Shared offices shall be eligible for subsidies, but only the rents for the place of exclusive business operations by grant applicants shall be eligible for subsidies.

### 【Example cases not eligible for subsidies】

- Rents by used one single time, such as conference rooms, event spaces and apartments rented on a weekly basis etc.
- Virtual offices (in case of receiving postal items sent by renting the name of location in Tokyo)
- Office rents subleased to third parties
- Caution money, key money, deposit, commissions and renewal fees etc.
- Heating and light expenses, fire-insurance premium, and earthquake insurance premium

## C. Consulting fees for experts

Fees paid to experts (lawyers, administrative scriveners, tax accountants, licensed social insurance consultants, etc.) for services such as acquisition of registration of financial license and consultation on legal/tax matters and drafting and submission of materials required in case of requesting the said experts to provide the said services upon commencement of the primary businesses.

## D. Consulting fees for specialized organizations etc.

Fees paid to receive advice and instructions on growth of the companies and solving problems from outsourcing specialized organizations etc. upon executing the primary businesses. Commissions etc. of the services received from counselors in professions and exclusive consulting companies etc. will be eligible for subsidy coverage.

### «Cautions»

- Applicants must submit “minutes of proceedings” and “reports” prepared by specialized organizations etc. where the names of such specialized organizations etc., the date of consultation, the time required for consultation, details for advice and instructions and measures in the future etc. can be confirmed.

### 【Example cases not eligible for subsidies】

- Costs related to settlement and taxation businesses normally necessary upon executing business
- Commissions for preparing documents etc. related to application for subsidies etc.
- Routine expenses relating to advisory contracts
- Revenue stamps and registration and license tax

## E. Coasts for purchasing appliances and fixtures etc.

Costs for purchasing appliances and fixtures etc. required for establishing and utilizing the offices in Tokyo and executing the primary business including desks,

chairs, PCs, business machines or software etc. Additionally, such appliances and fixtures must work in a single piece.

«Precautions»

- Appliances and fixtures whose unit cost per unit is 10,000 YEN to less than 300,000 YEN including tax shall be eligible
- The expenses capable of collectively processing accounting operations as delivery costs and assembly costs etc., and purchase costs shall be eligible for subsidy coverage.

【Example cases not eligible for subsidies】

- Purchase costs of used products
- Items to be rented or leased by third parties
- Costs to purchase appliances and fixtures etc. whose lease term expired
- Equipment attaching to structures (air conditioner, boiler, outdoor lighting system etc.), real estates
- Art objects, foliage plants etc.
- Office supplies, daily consumables, foodstuffs etc.

#### F. Personnel recruitment costs

Fees paid to a fee-charging employment placement business provider for the introduction and employment of personnel during the establishment of business operations. Payments made to the said fee-charging employment placement businesses are eligible for subsidy coverage.

Additionally, the personnel introduced by the fee-charging employment placement business provider must work full-time for one year or more at the place of business in question.

- In case of use of a fee-charging employment placement business provider in Japan

A fee-charging employment placement business provider as defined in Paragraph 1, Article 30 of the Employment Security Act.

- In case of use of a fee-charging employment placement business provider overseas

A fee-charging employment placement business provider for which notification/permission/declaration, etc. have been accepted by the national/local government, etc. of the said business provider.

However, with regard to the parties eligible for the second-year subsidies, or the parties eligible for the third-year subsidies, only the case of use a fee-charging employment placement business provider in Japan shall be eligible for subsidy coverage.

#### G. Association (\*) membership fees and annual membership fees

Admission fees and annual membership fees upon joining association. However, the upper limit of the payments eligible for subsidy coverage shall be 500,000 yen.

(\*) Which refers to self-regulatory organizations under Financial Instruments and Exchange Act).



#### H. Compliance business support expenses

When requesting compliance business to business operators, payments paid to the said business operators.

#### I. Operation outsourcing fees and system related expenses etc.

The following items shall be eligible for subsidy coverage.

① Operation outsourcing business fees etc.

The middle office and back-office outsourcing business fees or system license fees used for executing the said business.

② System related expenses

System license fees to distributing market information etc. for securities as applicable or evaluating securities possessed etc.

#### 4 Currency that the subsidy will be granted in

The subsidy shall be paid out in Japanese yen.

In cases where the expenses that are eligible for subsidy are paid in a foreign currency, please convert the amount to Japanese yen before submitting an application for the subsidy. In such cases, the exchange rate applied shall be the middle price of the telegraphic transfer rate (foreign exchange posted rates) of a designated financial institution of Tokyo (Mizuho Bank) on the date of payment of the expenses eligible for subsidy, or a date deemed suitable by the Tokyo Metropolitan Government (figures below 1 yen are rounded off to the nearest whole number.

### 4 Subsidy Rate and Maximum Subsidy

#### (1) Subsidy rate

No more than 50% of the total expenses recognized as expenses eligible for subsidy.

※Figures less than 1,000 yen are rounded off to the nearest 1,000 yen

#### (2) Maximum subsidy

##### A. Parties eligible for first-year subsidies

① Asset management businesses that must register license for financial instrument business etc. for executing the primary business and have acquired such registration.

12,500,000 yen

② Asset management businesses other than the above-mentioned ① and FinTech corporations

7,500,000 yen

##### B. Parties eligible for second-year subsidies, parties eligible for third-year subsidies

① Asset management businesses that must register license for financial instrument business etc. for executing the primary business and have acquired such registration

20,000,000 yen

③ Asset management businesses other than the above-mentioned ① and FinTech corporation

15,000,000 yen

※The subsidy amount shall be the added sum of 50% of the respective expenses eligible for subsidies mentioned in 3 (3) and a fraction less than one thousand yen that is rounded down.

※According to the situations of budget balance at the time of application for grant, please note that your request may not be able to be met.

## 5 Flow of Processes Leading Up to the Granting of Subsidy

The following is the flow of procedures, etc. leading up to the granting of subsidy.

### (1) Parties eligible for first-year subsidies

A. Contact and confirmation with Business Development Center TOKYO, and advanced consultation with the Tokyo Metropolitan Government※ 1

〈in principle, by September 30, 2025〉

B. Establishment of business operations

C. (In the same fiscal year after the establishment of business operations) submission of application※ 2

〈in principle, by October 31, 2025〉

D. Decision on the subsidy grant

E. Report on actual expenses ※ 3

〈promptly report after receiving notification of decision on the subsidy grant〉

F. Payment of subsidy

※ 1 See “**6. Preliminary Consultation**” for the details of preliminary consultations.

※ 2 See “**7. Subsidy Application**” for details of subsidy application.

※ 3 See “**9 Report on Actual Expenses**” for the details of reporting actual expenses.

### (2) Parties eligible for second-year subsidies, parties eligible for third-year subsidies

A. Contact and confirmation with Business Development Center TOKYO, and advanced consultation with the Tokyo Metropolitan Government※ 1

〈in principle, by September 30, 2025〉

B. Submission of application※ 2

〈in principle, by October 31, 2025〉

C. Decision on the subsidy grant

D. Report on actual expenses ※ 3

〈immediately after being notified of the decision to grant the subsidy〉

E. Payment of subsidy

※ 1 See “**6. Preliminary consultation**” for the details of preliminary consultation.

※ 2 See “**7. Subsidy Application**” for details of subsidy application.

※ 3 See “**9 Report on Actual Expenses**” for the details of reporting actual expenses.

## 6 Preliminary consultation

( 1 ) Parties eligible for first-year subsidies

For overseas financial corporations that intend to establish parties eligible for first year subsidies must proceed the following procedures from A to C. However, in the case the overseas financial corporations already completed preliminary consultation in Overseas Financial Corporation Business Operations Establishment Subsidy, such overseas financial corporations need not carry out the following procedures from A to C.

- A. Before the preliminary consultation with the Tokyo Metropolitan Government and Business Development Center TOKYO, please contact and confirm with Business Development Center TOKYO first concerning the application procedures for the subsidy, the business contents of the said overseas corporation, and the plans for the business operations that are scheduled to be established, then complete “Business Overview” (Form 1).
- B. Submit “Business Overview” (Form 1) to the Tokyo Metropolitan Government and arrange for the date and time of the preliminary consultation. (The consultation will take place online.)
- C. During the preliminary consultation, explain about the business contents of the said overseas corporation and the plans for the business operations that are scheduled to be established, etc. to the Tokyo Metropolitan Government. Consultants from Business Development Center TOKYO will also be present during this preliminary consultation. Please also prepare materials that provide information about the business contents and other details.

( 2 ) Parties eligible for second-year subsidies, parties eligible for third-year subsidies

Parties eligible for second-year subsidies and parties eligible for third-year subsidies must proceed the following procedures from A to C.

- A. Before the preliminary consultation with the Tokyo Metropolitan Government and Business Development Center TOKYO, please contact and confirm with Business Development Center TOKYO first concerning the application procedures for the subsidy, the business contents of the said overseas corporation, then complete “Business Overview” (Form 1).
- B. Submit “Business Overview” (Form 1) to the Tokyo Metropolitan Government and arrange for the date and time of the preliminary consultation. (The consultation will take place online.)
- C. During the preliminary consultation, explain about the said plans for the business operations etc. to the Tokyo Metropolitan Government. Consultants from Business Development Center TOKYO will also be present during this preliminary consultation.

## **7 Subsidy Application**

- ( 1 ) The Japanese corporation, which is the party eligible for subsidy, is required to submit the subsidy application. Subsidy application is accepted at any time, by October 31, 2025, in principle.

- (2) When submitting a subsidy application, please submit the application documents listed in “List of Documents to be Submitted to the Tokyo Metropolitan Government (Attachment)” to the following office.

Additionally, if the documents submitted have been drawn up in a language other than Japanese or English, please attach a translation in Japanese or English.

【Office for submission】

Attraction of Companies, Section for International Financial City Promotion,  
General Affairs Division, Bureau of Industrial and Labor Affairs, Tokyo Metropolitan  
Government

TMG No. 1 Building,

2-8-1 Nishishinjuku, Tokyo 163-8001, Japan

- (3) Subsidy application is restricted to one application for each overseas corporation.
- (4) At the point in time when the subsidy application is submitted, the overseas corporation is deemed to have understood and accepted these Guidelines and “the Grant Outline for Overseas Financial Corporation Establishment and Support Subsidy Program”.
- (5) Application documents and other materials submitted will not be returned.

## **8 Decision to Grant Subsidy**

- (1) In the case where it is deemed that the application has been properly filed and that it is appropriate to grant the subsidy, the subsidy will be granted, and the application shall be notified accordingly.
- (2) Upon granting of the subsidy, some requirements may be added for the applicant.

## **9 Report on Actual Expenses**

- (1) In principle, submit a report on the actual expenses of the business within FY2025.
- (2) Upon submitting a report on the actual expenses of the business, submit the application documents listed in “List of Documents to be Submitted to TMG (attached)” to [Destination of Submission] in (3), “7 Subsidy Application”.
- (3) Based on the submitted report on the actual expenses of the business, TMG conducts an examination and an on-site inspection as required, determine the amount that is deemed appropriate to be granted, and notify the applicant with “Notification on Determination to Grant Amount” (Form 7).

## **10 Subsidy Grant**

- (1) In principle, submit a “Request for Payment” (Form 8) to [Destination of Submission] in “7 Subsidy Application” (2) within FY2025.
- (2) The office rented by the subsidies must not be subleased to third parties. Additionally, the appliances and fixtures etc. acquired by the subsidies must not be used, transferred, exchanged, loaned, offered as collateral or disposed contrary to the purpose of the subsidy grant, without the approval of the Governor until the end of

the following two fiscal years after the end of the fiscal year of the subsidy grant.

## **11 Duties After the Subsidy is Paid Out**

The following duties shall be placed on the recipient of the subsidy by the end of the following two fiscal years after the end of the fiscal year of the establishment of business operations (until the last day of the second fiscal year after the fiscal year of the subsidy grant).

### **A. Duty to ensure continuation of business operations**

During the above-mentioned period, the recipient must ensure continuation of business operations.

### **B. Duty to report on business activities**

Business reports concerning each fiscal year within the above-mentioned period shall be submitted in the form of the Business Activity Report (Form 9) by June 30 of the fiscal year following each fiscal year.

### **C. Notification on Changes**

In the case where changes are made to any of the items listed below during the above-mentioned period, the recipient shall submit the Notification on Changes (Form 10) immediately after the change has taken effect.

- ① A change to the name of the recipient
- ② A change to the location of the recipient
- ③ A change to the representative of the representative of the recipient (representative in Japan in case of a branch office)
- ④ An event arises that results in failure to fulfill other requirements to grant the subsidy.

## **12 Rescission of Decision to Grant Subsidy and Return of the Subsidy**

### **(1) Rescission of decision to grant subsidy**

In the case where any of the following apply to the recipient, all or part of the decision to grant the subsidy may be rescinded.

In the case where the decision to grant the subsidy is rescinded, in principle, the recipient shall be required to return the subsidy.

- ① In the case where fraudulent information is given or other improper means are taken to receive the subsidy.
- ② In the case where conditions given upon granting the subsidy, or any laws or ordinances are violated
- ③ In the case where it becomes impossible to fulfill the grant requirements by the end of the following two fiscal years after the fiscal year of decision to grant the subsidy (by the last day of the second fiscal year after the fiscal year of decision to grant the subsidy).
- ④ In the case where the duty to ensure continuation of business operations has been violated.
- ⑤ When other instructions set forth based on these Guidelines have been violated.

(2) Return of the subsidy

In the case where all or part of the decision to grant the subsidy is rescinded, the recipient must return the subsidy that has already been paid out, according to the range of the subsidy that has been rescinded. Additionally, in such cases, in principle, the penalty for violation of the requirements shall be added to the amount that must be returned.

### **13 Others**

- (1) Various forms to be submitted to the Tokyo Metropolitan Government and to be notified from the Tokyo Metropolitan Government are available in Japanese and English versions.
- (2) The Tokyo Metropolitan Government or Business Development Center TOKYO may conduct an on-site inspection to check on the situations of the business and other matters, before and after reporting actual expenses.
- (3) The company name, name of representative, contents and amount of subsidy, and other information concerning the recipient may be disclosed.
- (4) The Tokyo Metropolitan Government shall not be liable for any and all damages, loss or cost caused by the changes or discontinuation of the procedures specified in these requirements and this guideline.

## List of Documents to be Submitted to the Tokyo Metropolitan Government

### 1 During Preliminary Consultation

	Category	Remarks
	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
Common		
<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 in the case where the applicant is a Japanese corporation	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"/>	<ul style="list-style-type: none"> <li>• (In the case where the applicant is a party eligible for first-year subsidy) documents that can confirm the business performance of the overseas corporation in the past two years</li> <li>• (In the case where the applicant is a party eligible for second-year subsidy, a party eligible for third-year subsidy) documents that can confirm the business performance after establishing business operations</li> </ul>	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"/>	• (In the case where the applicant is a party eligible for second-year subsidy, a party eligible for third-year subsidy) documents that can confirm that there is no tax delinquency.	Certificate of tax payment “3-3” 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 of license registration etc.
	<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	
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	Lease of agreement etc.
Office rents			
	<input type="checkbox"/>	Documents that can confirm the contents of real estate properties/lease period/rents/payment conditions etc.	Lease of 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 incurred in consultation with specialized organizations etc.			
	<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.
	<input type="checkbox"/>	(In case of having received grant for expenses to purchase appliances and fixtures etc. in the past) documents that clarify that such expenses have been granted	Copy of payment establishment notification for the subsidy
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.

※ In the case where the documents are prepared in a language other than Japanese or



English, please attach a translation in Japanese or English.

- ※ Certificates, etc. issued by public offices must be the ones issued within three months from the date of application of the subsidy.
- ※ Changes must not be made in Forms (from Form 1 to 3) of TMG in other than entry columns.

### 3 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 incurred in consultation with specialized organizations etc.		
<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-	Outsourcing agreement

		office business (※ 2) is outsourced, or system license agreement is made	/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.

- ※ In the case where the documents are prepared in a language other than Japanese or English, please attach a translation in Japanese or English.
- ※ Certificates, etc. issued by public offices must be the ones issued within three months from the date of application of the subsidy.
- ※ Changes must not be made in Form (Form 6) of the Tokyo Metropolitan Government in other than entry columns.
- ※ In the case where there is no change in the attachments that were submitted at the time of application for granting subsidies the applicant may omit submission of such attachments.