



## GaienWest Inc.

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### Company Description

#### Company Set-up

For overseas companies setting up operations in Japan, there are a multitude of decisions to be made. Our team can guide you through the forms of Japanese corporates that exist and ensuring you have the best operational, tax efficient and cost effective structures in line with your global compliance needs. Our support includes ensuring you have the requisite sponsors resident in Japan and ensuring your bank accounts are able to be opened quickly and efficiently.

#### Corporate Secretarial Services

Once the company is up and running our bilingual team ensures meeting all the regulatory, legal and tax requirements. We provide all of the board minutes, shareholder meeting obligations, and retain all of the annual statutory documents required securely. Please enquire if you need nominee directors for resident or banking requirements.

#### Representation

Our bilingual bicultural team is able to help your company scale up in Japan, from initial representation, to hiring and supporting your initial growth, before incorporation through to supporting your representative requirements for corporates and bank services. In Japan having a physical presence is often a requirement from your customers and partners—it's a sign of your commitment to Japan and your long-term intentions of growing in Japan with them. We are a cost effective foot on the ground as you evaluate your initial steps before recruiting your own staff.

Our experience in Japan setting up business in a variety of industries for large and small corporates from a multitude of countries enables us to provide advisory and consulting services on a strategic and operational basis, on a short and long-term basis.

#### Office

For our clients taking some of our services, we provide desk and office support on an interim basis. With our partners we can help you find your ideal office in your preferred location here in Tokyo. Our real estate partner can prepare a multiple of suitable office spaces within your defined budget and if you are not available to visit Tokyo at the time we can process these visits remotely.

#### Bookkeeping

From large companies to start-ups we are equipped to support GL work. Whilst we generally use Japanese language online accounting systems, we can support English entries. We support your time limitations and are able to provide burst support as needed. AP/AR reconciliation is all part of our bookkeeping service.

#### Reporting

We are well able to support your local and international reporting requirements. From daily update requirements to monthly and quarterly reports, let us know what is your preferred process and we adjust accordingly. Aged reports, cash-flow reports, FS reports are all parts of our standard capabilities, define the content and we can work to your schedule.

#### Tax support

Our BPO tax partner's can help you with all of your process requirements covering Company tax in Japan. If we are supporting you on a monthly or quarterly basis then we have most of the data required to prepare all statutory filings, for both local and central government. Our team can prepare all documents necessary for asset, withholding and consumption tax processing during the year. Both local and central government filings need to be done when there is any change in the corporate status. Of course these documents are all in Japanese and our bilingual team can walk you through all of these requirements.

The Japanese tax calendar requires various filings throughout the year. For companies, this involves both being responsible for your individual team-members and the company as a corporate tax body. For individual team-members, withholding taxes and local taxes need to be processed on a monthly basis. For a company, the aggregation of employee taxes need to be made with any professional vendors working for the company and paid on time. Yearly tax filings are required to be submitted within two months of the company's financial year end.

#### Business Visa

The team can work with you to ensure all of your non-Japanese employees receive excellent support in English as they gather the needed documents for applying for a visa to work in Japan. Whilst the process might seem hard, we can smooth the process for getting a Japan visa.

#### Payroll and HR Services

Our back office team of HR and payroll experts is able to support bilingually all of your team's employment related questions as well as preparing all Social Insurance and labour Insurance submissions. Monthly salary calculations, salary slip

preparation and monthly local tax and year-end tax obligations are all part of this service. For customers in need of hiring, interviews and onboarding, the team can work with your HQ and prepare all the necessary job descriptions, job ad placements, recruitment, contract localization, rules of employment and Company rules.

## Company Details

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**Head Office**

Japan

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**Main Business**

Company setup, corporate secretarial services, etc.

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**President**

中田 聡美

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**Number of Employees**

1 - 10

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**URL**

<https://gaienwest.jp/>

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## Offices

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**Main Office**

5-29-11 Sendagaya, Shibuya-ku  
Tokyo, Japan, 1510051

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