起業準備活動計画確認申請書

Startup Preparation Activity Plan Confirmation Application

年　　月　　日

Year　Month Day

（あて先）京都府知事

To: Governor of Kyoto Prefecture

申請者　 国籍・地域

Applicant Nationality

住　所

Address

連絡先

Phone Number

E-mail address

氏　名

Applicant’s Name

署名( )

Signature

　外国人起業活動促進事業に関する告示（平成30年経済産業省告示第256号。以下「告示」という。）第５の４に規定する確認を受けたいので、次のとおり申請します。

I would like to submit the following application because I wish to receive the Confirmation stipulated in Article 5, paragraph (4) of the Notification on the Project to Promote Startup Businesses by Foreign Nationals (Ministry of Economy, Trade and Industry Notification No. 256 of 2018; hereinafter “the Notification”).

なお、起業準備活動を行うに当たっては、告示、京都府外国人起業活動促進事業実施要綱、その他の関係法令等を遵守するとともに、これに基づく京都府又は京都府から要請を受けた専門家の指示に従います。

I will comply with the Notification, the Guidelines for the Kyoto Prefectural Government Project to Promote Startup Businesses by Foreign Nationals and other related laws/ordinances when implementing my new business. At the same time, I will follow instructions of the Kyoto Prefectural Government or specialists claimed by the Kyoto Prefectural Government based on the Guidelines.

＜提出書類Documents to be Submitted＞

|  |  |  |
| --- | --- | --- |
|  | 添付書類Attached Documents | チェックcheck |
| １ | 起業準備活動計画書（様式第１号の２）Startup Preparation Activity Plan (Form 1-2) |  |
| ２ | 履歴書（様式第１号の３）Resume (Form 1-3) |  |
| ３ | 誓約書（様式第１号の４）Letter of Commitment（Form 1-4） |  |
| ４ | 上陸後又は在留資格の変更後１年間の申請者の住居を明らかにする書類（賃貸借契約書の写し等)Documents that verify the applicant’s address for the one year after arrival in Japan or change of status of residence (e.g., copy of a house rental agreement) |  |
| ５ | 上陸後又は在留資格の変更後１年間の申請者の滞在費、帰国費用を明らかにする書類（申請者の預金通帳の写し等）Documents that clarify the applicant's living expenses for one year after landing in Japan or changing the status of residence, and expenses for returning to the applicant’s home country. (e.g., a copy of the applicant's bankbook, etc.) |  |
| ６ | 告示第５の６(1)⑤イ、ロ、ハ、ニのいずれかに該当するとして申請する場合、そのことを立証する資料(申請者の在学証明書、申請者の在職証明書等)Documents that prove that the applicant is fulfilling either one of the criteria under the Notification, Article 5, paragraph (6) (i) (v) イ,ロ,ハ, or ニ (e.g. graduation certificate, certificate of employment, company registration) |  |
| ７ | 国家戦略特別区域外国人創業活動促進事業の活用実績がある場合、在留資格認定証明書の写し又は特区自治体が発行した創業活動確認証明書の写しA photocopy of the Certificate of Eligibility issued by the Immigration Bureau or a photocopy of the Certificate of Confirmation of Business Startup Activities issued by the local government of the National Strategic Special Zone (if the applicants have experience in using the Program to Promote Startup Businesses by Foreign Nationals in the National Strategic Special Zone). |  |
| ８ | 申請者の旅券の写し（顔写真、パスポート番号記載ページ）既に他の在留資格で本邦に在留している場合は加えて、在留カード両面の写しA photocopy of the applicant’s passport (pages containing applicant’s photo and passport number).If you are already residing in Japan, add a copy of both sides of your residence card in addition with the copy of your passport as described above. |  |
| ９ | その他知事が必要と認める書類Other documents deemed necessary by the Governor |  |

起業準備活動計画書

Startup Preparation Activity Plan

　　　年 　月　 日

 　 Year　Month Day

申請者氏名　Applicant’s Name

　　　　　　　　　　　　　　　　 　　 印

署名

Signature（　 　　　　　 　　 　）

**１．申請者の概要　Applicant’s Resume**

|  |
| --- |
| (1) 起業の動機及び将来の展望（京都府で起業する動機を含む）Reason(s) to start your business and future prospects (including the reasons to start a business in Kyoto Prefecture)  |
| (2) 事業における申請者の役職・役割Your position androle in your business |
| (3) 起業の背景となる資格，職歴，特殊技能，保有特許などList your qualifications, work experience, special skills, valid licenses, or anything else that will be a benefit to your startup business |
| (4) 同事業に共同で申請する方がいる場合はその申請者の氏名を記載してください。Please provide all the names of any partners in this business, if applicable. |
| (5) 起業の予定　※起業時に想定されるものを記載してくださいStartup Business Plan (please write a plan outlining expected business at the time of starting your business) |
| a 開業予定日Planned business start date | 　　　年　　　　月　　　　日Year: Month: Date:※法人登記日、開業届出日など(Date of Corporate Registration or Submission of Founding Notification, etc.) |
| b 対象事業Target Business |  |
| 業　種Industry |  |
| c 提供する商品・サービスProducts or Services to be Provided  |  |
| d 事業所開設場所Business Office Address | 京都府Kyoto Prefecture  |
| e 資本金（または自己資金）Capital Investments(or Self-Financing) | 千円Thousand(s) of Yen |  |
| f 株主構成（持分比率）Shareholder Composition (Ownership Ratio) | 株主名Name of Shareholder | 住所Address | 持分比率Ownership Ratio |
|  |  |  |
|  |  |  |
|  |  |  |
| 合計：Total |  |
| ｇ 役員※申請者以外Board Members (excluding the applicant) | 氏名：Name | 国籍：Nationality |
| 住所：Address | 役職：Position |
| ｈ 従業員数Number of Employees | 社員　　　名，パート･アルバイト　　　名，計　　　名Full Time: Part Time: Total:  |

**２．事業の概要 Business Outline**

|  |
| --- |
| (1) 実施する事業の概要（商品・サービスの概要）Outline of your business (planned products and services) |
|  |
| (2) 商品・サービスの販売・提供方法（販売先，販売方法，販売単価等）　　Outline of sales plan, and plan for providing products and services (sales channel, sales method, unit price, etc.)　　　　　　　　　　　　　 |
|  |
| (3) 製造元，仕入先，協力者，原価率及び原価の内訳Details of your expected manufacturer, supplier, partners, cost ratio and cost breakdown |
|  |
| (4) 必要となる経営資源（事業資金，事務所，設備，ライセンス，従業員等）Necessary management resources (for business capital, office, facilities, licenses, employees, etc.) |
|  |
| (5) 収益を上げることが可能な理由（革新的な技術・商品・サービス，ビジネスモデル等）Reasons why your business is capable of making profits (innovative technologies, products and services, and/or a business model, etc.) |
|  |

**３．起業準備活動の工程表　Scheduled Entrepreneur Activities**

申請日以降，起業準備活動の予定を記入してください。

（所持している資金，資金調達，投入する資金，事業所及び設備，従業員，販売先開拓，仕入先/取引先，販売商品・サービス，許認可の資格取得，法人登記など）

Please clearly state all scheduled entrepreneur activities, should your application be approved.

(Current capital, raising capital, capital to be invested, office and facilities, employees, development of sales channels, suppliers & customers, products and services to sell, acquiring permission and approval from related authorities, corporate registration, etc.)

|  |  |  |
| --- | --- | --- |
| \*Dates in (YY/MM) | 起業準備活動状況Scheduled activities | 必要経費Necessary Costs |
| 申請時点At the time of Application |  |  |
| 年　月（1月目） 　/ 　 (Month 1 ) |  |  |
| 年　月（2月目） 　/ 　 (Month 2 ) |  |  |
| 年　月（3月目） 　/ 　 (Month 3 ) |  |  |
| 年　月（4月目） 　/ 　 (Month 4 ) |  |  |
| 年　月（5月目） 　/ 　 (Month 5 ) |  |  |
| 年　月（6月目） 　/ 　 (Month 6 ) |  |  |

|  |  |  |
| --- | --- | --- |
| \*Dates in (YY/MM) | 起業準備活動状況Scheduled activities | 必要経費Necessary Costs |
| 年　月（7月目） 　/ 　 (Month 7 ) |  |  |
| 年　月（8月目） 　/ 　 (Month 8 ) |  |  |
| 年　月（9月目） 　/ 　 (Month 9 ) |  |  |
| 年　月（10月目） 　/ 　 (Month 10 ) |  |  |
| 年　月（11月目） 　/ 　 (Month 11 ) |  |  |
| 年　月（12月目） 　/ 　 (Month 12 )※在留資格変更申請時Status of residence change application period |  |  |

**４．利益計画 Expected Profits**

|  |  |  |
| --- | --- | --- |
| 法人設立（開業）予定日Planned Date of Incorporation | 　　　　年　　 月　 　日（予定） 　 / / (planned) | 単位：千円unit: thousand (s) of yen |
| 決算期（　月末）予定Planned Fiscal Year (the end of XX [month]) | 第1期Year 1 | 第2期Year2 | 第3期Year 3 |
| ａ売上高 Sales |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | その他 Others |  |  |  |
| ｂ売上原価（外注費など）Sales Costs(incl. subcontracting costs, etc.) |  |  |  |
| 　 | 　 |  |  |  |
| 　 | 　 |  |  |  |
| 　 | その他Others |  |  |  |
| ｃ売上総利益（ａ－ｂ）Gross Profit on Sales |  |  |  |
| ｄ販管費及び一般管理費Sales, general and administrative expenses, and general management expenses |  |  |  |
| 　 |  |  |  |  |
|  |  |  |  |  |
| 　 |  |  |  |  |
| 　 | その他Others |  |  |  |
| ｅ営業利益（ｃ－ｄ）Operating Profits |  |  |  |
| ｆ税引後利益Profit After Taxes |  |  |  |

**５．資金計画 Financing Plan**

法人設立（開業）予定日 年　　　　月　　　日（予定）

Planned date of incorporation: / / (planned)

 開業時の手持ち資金（現金預金残高） 　　　　　　　円（予定）

Capital in possession at the time of business launch (cash balance)　\ 　　　 (planned)

在留資格「経営・管理」変更申請時の手持ち資金 　　　　　　　円（予定）

Capital in possession at the time of application for the change in status of residence to "Business Manager"　\ 　　　 (planned)

単位：千円

Unit: thousand(s) of yen

|  |  |  |  |
| --- | --- | --- | --- |
| 決算期（　月末）予定Expected Fiscal Year (end of month) | 第1期Year 1 | 第2期Year2 | 第3期Year 3 |
| 資金使途Use of Capital | 不動産（土地，建物，敷金等）Real Estate (Land, Building, Security Deposit, etc.) |  |  |  |
| 設備（機器，備品等）Facility (Machinery, Equipment, etc.) |  |  |  |
| 借入金返済Repayment of Loan(s) |  |  |  |
| その他Others |  |  |  |
| 資金調達Raising Capital | 今期の利益Profits |  |  |  |
| 減価償却費Deprecation |  |  |  |
| 新規借入金New Loan(s) |  |  |  |
| 自己資金繰入Transfer of Personal Capital |  |  |  |
| その他Others |  |  |  |
| 差引（現金預金残高）Remaining Capital Balance (Cash Balance) |  |  |  |

**【参考】**

**Additional Information**

|  |  |  |  |
| --- | --- | --- | --- |
|  | 第1期Year 1 | 第2期Year2 | 第3期Year 3 |
| 従業員数（正社員）Number of Full Time Employees | 人数：　　　人Number:支払給与：　　千円Total Salaries: [in thousand(s) of yen] | 人数：　　　人Number:支払給与：　　千円Total Salaries: [in thousand(s) of yen] | 人数：　　　人Number:支払給与：　　千円Total Salaries: [in thousand(s) of yen] |
| 従業員数（パート ）Number of Part Time Employees | 人数：　　　人Number:支払給与：　　千円Total Salaries: [in thousand(s) of yen] | 人数：　　　人Number:支払給与：　　千円Total Salaries: [in thousand(s) of yen] | 人数：　　　人Number:支払給与：　　千円Total Salaries: [in thousand(s) of yen] |

|  |  |  |
| --- | --- | --- |
| **履　歴　書****Resume** | 年　　月　　日現在Date (YY/MM/DD):　　　/　　　/　　　 | 写真をはる位置Glue your photo here1.縦　36～40㎜ 横　24～30㎜  Length: 36～40㎜ Width: 24～30㎜2.本人単身胸から上Must be a photo from the chest up and only of the applicant 3.裏面のりづけ Apply glue to the back of the photo |
| フリガナReading (in katakana)　　 | 写真をはる位置Glue your photo here1. 縦　36～40㎜

 横　24～30㎜  Length: 36～40㎜ Width: 24～30㎜1. 本人単身胸から上

Must be a photo from the chest up and only of the applicant 1. 裏面のりづけ

Apply glue to the back of the photo |
| 氏　　名Name  |
| Date of Birth | 年Year |  | 　月Month |  | 日生（満Day  |  | 歳）Age |  |
| フリガナ　Reading (in katakana)　 | 電話Phone Number |
| 現住所　〒Current Address(in Japanese) |  |
|  |
| フリガナ　Reading (in katakana)（現住所以外に連絡を希望する場合のみ記入）(only if different from Current Address written above) | 電話Phone Number |
| 連絡先 〒Contact Address　 |  |
|  |

|  |  |  |
| --- | --- | --- |
| 年Year | 月Month | 学歴・職歴（各別にまとめて書く）Academic Background & Work Experience (separate into two sections) |
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記入上の注意　Note for Above

１．鉛筆以外の黒又は青の筆記具で記入。

Use a black or blue pen (pencils are not allowed).

２．数字はアラビア数字で、文字はくずさず正確に書く。

Numbers should be written in Arabic numerals. Please write clearly.

３．※印のところは、該当するものを○で囲む。

In sections marked with asterisk“※”, please circle one.

|  |  |  |
| --- | --- | --- |
| 年Year | 月Month | 学歴・職歴（各別にまとめて書く）Academic Background & Work Experience (separate into two sections) |
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|  |  |  |
| 年Year | 月Month | 免許・資格 Licenses & Qualifications |
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\*学歴・職歴，免許・資格について，そのことを立証する資料証明書類（申請者の在学証明書, 申請者の在職証明書等）を提出してください。

\* Please submit the following documents to prove your educational background, work history, license, and/or other qualifications.

|  |  |
| --- | --- |
| 特記事項 Special Notes | 扶養家族数 （配偶者を除く）Number of Dependents (not include spouse)人People |
|  |
| 配偶者 Spouse | 配偶者の扶養義務Are you obligated to support your spouse? |
| ※     有・無Yes / No | ※　有・無Yes / No |

誓　約　書

Letter of Commitment

1. 提出した申請書及び添付資料は、京都府が保管し、返却されないこと。

I understand that the Kyoto Prefectural Government shall store the submitted application form and documents, and that these shall not be returned to my possession.

1. 起業準備活動期間中は、京都府内で事業所を確保すること。

I shall secure a place of business in Kyoto within the new business implementation period.

1. 上陸後（他の在留資格で本邦に在留している申請者においては在留資格変更許可後）、起業準備活動を行う期間中において、京都府又は京都府から要請を受けた専門家から、進捗状況の確認（月１回以上の面接）及びその確認に必要な資料等（例えば通帳の写しなど資金状況が分かる書類）の提出の要請、説明を求める要請があれば速やかに応じること。

I shall promptly comply with requests by the Kyoto Prefectural Government or specialists claimed by the Kyoto Prefectural Government to confirm the state of my business (an interview at least once every month), submit documents necessary to confirm the financial situation of my business (such as a copy of my bankbook) or to explain the situation during the period in which I will implement the new business after arriving in Japan (or after permission to change my status of residence if I am residing in Japan with another type of status of residence.)

1. 起業準備活動計画確認証明書は、在留資格「特定活動」の取得を確約するものでないこと。

I understand that the Certificate of Confirmation of Startup Preparation Activity Plan is not a guarantee that I will acquire status of residence under “Designated Activities.”

1. 本件申請にあたり京都府に提出した個人情報を京都府が起業準備活動計画確認のために使用すること、また、京都府が経済産業省、出入国在留管理局等の行政機関への照会回答や連絡に使用すること。起業準備活動計画確認の範囲内において複製すること。

I understand that the Kyoto Prefectural Government will use the personal information submitted on this application to perform inquiry checks and make contact with various administrative bodies (e.g., the Ministry of Economy, Trade and Industry, Immigration Services Agency of Japan). Also, duplicate the personal information within the limits of confirmation of the startup preparation activity plan.

1. 京都府外国人起業活動促進事業実施要綱第６条の規定に基づき、起業準備活動計画確認が取り消された場合は、京都府又は京都府から要請を受けた専門家からの帰国指導に応じ、在留期間が満了するまでの間に帰国すること。また、帰国する際の資金については、自己資金又は本国の親族等からの送金等自己の責任において確保すること。

In the event the confirmation of the Startup Preparation Activity Plan is cancelled under the provisions in Article 6 of the Guidelines for the Kyoto Prefectural Government Project to Promote Startup Businesses by Foreign Nationals, I will comply with the guidance of Kyoto Prefecture or specialists claimed by the Kyoto Prefecture to return to my home country. Also, the funds for returning to my country should be secured at my own responsibility, such as by remittances from relatives from my home country.

1. 起業準備活動計画書の作成及び確認申請に際して、暴力団員又は京都府暴力団排除条例第２条第4号に掲げる者のいずれにも該当しないこと。また、京都府暴力団排除条例第２条第4号に掲げる者の該当の有無を確認するため、京都府から役員名簿等の提出を求められたときは、速やかに提出すること。

When preparing and applying for confirmation of the Startup Preparation Activity Plan, I do not fall under the definition of “Organized Crime Group Member” or of any of the persons listed in Article 2, item (ⅳ) of the Kyoto Prefectural Crime Group Exclusion Ordinance. In addition, in order to confirm the existence of the persons listed in Article 2, item (ⅳ) of the Kyoto Prefectural Crime Group Exclusion Ordinance, when Kyoto Prefecture requests the submission of a list of board members, etc. I will submit it promptly.

1. 起業準備活動計画書のほか、申請書及び関係書類の内容における技術的及び経営的営業秘密の保護について、あらかじめ法的保護を行うなど、申請者の責任で対応すること。

In addition to the Startup Preparation Activity Plan, the applicant is responsible for legally protecting confidential technical and business trade information in the application and related documents.

1. 申請者が実施する起業準備活動に関する責任及び起業準備活動を実施する際に発生した損益について、全て申請者に帰すること。また、申請者が実施する起業準備活動において、第三者に加えた損害は全て申請者が賠償すること。そのため、申請者が実施する起業準備活動に関する責任及び起業準備活動を実施する際に発生した損益について、京都府はその責めを負わない。また、申請者が実施する起業準備活動において第三者に加えた損害があっても、京都府はその損害の賠償の責めを負わない。

All responsibilities for the entrepreneurial preparation activities and businesses carried out by the applicant and all the profits and losses generated when carrying out the entrepreneurial preparation activities and businesses shall be attributed to the applicant. In addition, in the entrepreneurial preparation activities and businesses carried out by the applicant, the applicant shall be responsible for all damages caused to third parties. Therefore, Kyoto Prefecture will not be liable for the responsibility related to entrepreneurial preparation activities and businesses ran by the applicant and the profit and loss incurred when operating entrepreneurial preparation activities and businesses. Moreover, in the event that there is a damage caused to a third party in the entrepreneurial preparation activities and businesses carried out by the applicant, Kyoto Prefecture will not be liable for compensation of such damage.

以上に同意し、承諾のうえ、申請します。

By submitting my application, I have read and agree to all the above conditions.

氏　名

Applicant’s Name:

署名（　　　　　　　　　　　　　　　　　　　　　　　　　　　　）

 　　Signature: