

List of Basic Documents Required for (New) E Visa Applications

These documents must be submitted in English. Please prepare English translations of documents originally written in Japanese, such as contract agreements. Please consult with us if such preparations are difficult.

1. Applicable to both E1 and E2 Companies

(1) Company-related Documents

1.	Corporate Relationship Chart	<ul style="list-style-type: none"> • A detailed group structure that outlines the relationship and capitalization of each stakeholder from the local company registering the new E visa to the ultimate parent company in Japan. • Also indicate each party's shareholding ratio.
2.	Shareholder Register	<ul style="list-style-type: none"> • Stock ledger for the local company registering the new E visa and the stakeholders indicated above. • Besides the local company registering for the new E visa, submission is omitted if it is listed in the status of affiliated companies in the annual securities report (submission will be required upon request from the embassy).
3.	Organization Chart	<ul style="list-style-type: none"> • Organization chart of the local subsidiary/branch (total of two pages: one page for the entire U.S. company and one page for the section the applicant will work in) • Must include applicant information. • Must include employee's full name and title in English.
4.	Certificate of Capital Remittance	<ul style="list-style-type: none"> • Copy of Application for Remittance of the Capital. • Certificate of receipt is also acceptable. In this case, submit a copy of the Bank Statement of the Capital.
5.	Business Plan	<ul style="list-style-type: none"> • Chart showing sales, profits, and employment (local hiring) for the next five years. • In the case of E1 Company, include the amount of trade between Japan and the U.S. as well.
6.	DS156E Part1.2	<ul style="list-style-type: none"> • Fill in forms designated by the state department.

*Applicable only if the ultimate parent company in Japan is unlisted.

7.	Certificate of Incorporation	<ul style="list-style-type: none"> • For companies • Copy of Certificate of Incorporation (Certificate of Formation for LLCs) • Issued by the state government at the time of incorporation. Some states do not issue Certificates of Incorporation. In such cases, Incorporation of Local Subsidiary must be submitted.
8.	Certificate of Incorporation of Local Subsidiary	<ul style="list-style-type: none"> • <u>Only required for local branches</u> • <u>Copy</u> • <u>Issued by the state government at the time of branch office incorporation.</u>
9.	Business License	<ul style="list-style-type: none"> • <u>Only required for branches.</u> • <u>Copy</u> • <u>Issued by state government</u>
10.	Organization Chart	<ul style="list-style-type: none"> • <u>Only required for branches</u> • <u>Must show the relationship between the branch in the U.S. and the parent company</u>
11.	Articles of Incorporation	<ul style="list-style-type: none"> • Copy of Articles of Incorporation • Prepared by a U.S. attorney at the time of the company's establishment. • Some states do not require Articles of Incorporation. For such states, submit Certificate of Incorporation of Local Subsidiary.

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12.	Local Subsidiary By-Laws	<ul style="list-style-type: none"> • Copy of by-laws (Copy of Operating Agreement for LLCs) • Prepared by a U.S. attorney at the time of the company's establishment. • Some states do not require By-Laws
13.	Minutes of the First Meeting of the Board of Directors	<ul style="list-style-type: none"> • Copy of minutes of the first meeting of the Board of Directors, Consent of Sole Director In Lieu of Organizational Meeting, Unanimous Written Consent of Directors, etc. • Prepared by a U.S. attorney at time of the company's establishment. • If the company was acquired, submit minutes of meetings pertaining to the acquisition
14.	Proof that the stockholder of the parent company in Japan is a Japanese entity/citizen	<ul style="list-style-type: none"> • "Determination of family corporation" on the corporate tax return (include English translation) • Copy of passport and the like if the stockholder is an individual <p>aries by case; please contact Greenfield for details</p>

(2) Application Forms for Individuals

15.	Support Letter	be prepared by Greenfield
16.	DS-156E Part3	be prepared by Greenfield
17.	Copy of Passport *Original to be submitted at the time of interview	<ul style="list-style-type: none"> • Applicable to all applicants • A photocopy is acceptable at the time of application submission (only a currently valid passport is acceptable) • A currently valid passport and expired passport(s) valid within the past 10 years. Unnecessary if the expired passport was lost
18.	Color Photograph	<ul style="list-style-type: none"> • One for each applicant • 50mm×50mm in size. One color photograph with a white background taken within the last six months. The head must be between 25mm and 35mm high, and the applicant must be facing the camera directly.
19.	Family Register (including English translation)	<ul style="list-style-type: none"> • Applicable if family member(s) are accompanying the applicant.
20.	Confirmation Page	<ul style="list-style-type: none"> • Applicable to all applicants • Provide details separately • Complete after submission of DS-160 electronic signature
21.	Interview Appointment Confirmation Form *to be submitted at the time of interview	<ul style="list-style-type: none"> • Applicable to all applicants between 14 and 80 years old at the time of application
22.	Copy of I-797	<ul style="list-style-type: none"> • Applicable if the status of residence in the U.S. is changed or extended.

2. E1 Company Only

23.	Evidence of Trade	<ul style="list-style-type: none"> • Summary sheet of transactions conducted over the last six months: summary sheets must include date (date of invoice), invoice, bill of lading/air cargo invoice, and a brief description of transaction amount (each transaction must be summarized clearly). • Copy of documents proving each transaction included in the summary sheet: submit invoice, bill of lading/air cargo invoice, and proof of payment (can be substituted with bank balance) as a set for each transaction. If there are several transactions, select two or three of the highest value transactions for each month. Please consult Greenfield regarding any questions.
24.	Circular Chart	<ul style="list-style-type: none"> • Circular chart showing the composition of trades by exporting country and importing country. • Circular chart of the percentage of trade between Japan and the U.S. and third countries other than Japan and the U.S. from the perspective of the local company registering a new E visa.

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25.	Financial Statements OR <u>Income Tax Returns</u>	<ul style="list-style-type: none"> • Copies of balance sheets and income statements for local subsidiary/branch audited documents are acceptable. Must be in English. • Documents for the past three years (new companies may provide as much as there is) • If the company has subsidiary(ies), submit individually, rather than consolidated statements • For federal corporate tax returns, a copy of the U.S. Corporation Income Tax Return (Form 1120) from page 1 to Schedule L for the most recent three years filed with the IRS. (for a new company, as much as there is) <p>* Form 1065 for General Partnerships</p>
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3. E2 Company Only

26.	Proof of Investment	<ul style="list-style-type: none"> • Copy of land sales contract and receipt, plant construction contract and certificate of proof of deposit, machinery purchase contract and receipt, etc. • For acquired companies, copy of purchase agreement, certificate of remittance of payment price, and receipt from seller. • Consult with Greenfield as other items to be submitted will vary depending on the investment.
27.	Financial Statements OR <u>Income Tax Returns</u>	<ul style="list-style-type: none"> • Copy of balance sheets and income statements for local subsidiary/branch • Unaudited documents are acceptable. Must be in English. • Documents for the most recent year (applicable if the ultimate parent company in Japan is listed. Note that most recent three years will be required if unlisted. See 30. below) • If the company has subsidiary(ies), submit individually, rather than consolidated statements • For federal corporate tax returns, a copy of the U.S. Corporation Income Tax Return (Form 1120) filed with the IRS, from page 1 through Schedule L. • Documents for the most recent year (applicable if the ultimate parent company in Japan is listed. Note that most recent three years will be required if unlisted. See 30. below) <p>* Form 1065 for General Partnerships</p>
28.	Newspaper and Magazine Articles	<ul style="list-style-type: none"> • Copy of articles in U.S. newspapers covering the establishment of local subsidiary/branch
29.	Company website or other contents of the local subsidiary and branch	<ul style="list-style-type: none"> • Indicate the website URL on the submission form. • Photos of business premises, investment targets, etc.

*Applicable only if the ultimate parent company in Japan is unlisted.

30.	Copy of Office Lease Agreement or Purchase Agreement	<ul style="list-style-type: none"> • Copy of Office Lease Agreement or Purchase Agreement • Main contract is also required for sub leases.
31.	Financial Statements OR Income Tax Returns	<ul style="list-style-type: none"> • Copy of balance sheets and income statements for local subsidiary/branch audited documents are acceptable. Must be in English. • Documents for the past three years (new companies may provide as much as there is) • If the company has subsidiary(ies), submit individually, rather than consolidated statements • For federal corporate tax returns, a copy of the U.S. Corporation Income Tax Return (Form 1120) filed with the IRS, from page 1 through Schedule L. (for a new company, as much as there is) <p>* Form 1065 for General Partnerships</p>

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32.	Copy of Tax Withholding Statement	<ul style="list-style-type: none">• Copy of Form W-2 for the most recent year• Copy of Form 941 is also acceptable (however, W-2 must be submitted upon request)
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