

**Subsidies to promote industrial siting within the
City of Nagoya by foreign-affiliated entities:
Application Essentials**

Application deadline: n/a (Applications are always accepted)

Submissions: Industry Development Division, Industry Department, Civic & Economic Affairs Bureau, City of Nagoya

To encourage foreign-affiliated entities to establish a new place of business within Nagoya, the City of Nagoya will subsidize a portion of set-up costs in Nagoya for such entities. This guide informs foreign-affiliated entities how they can best utilize the subsidy program to benefit from establishing a place of business in Nagoya.

Target entities: Foreign-affiliated entities that meet ALL of the following requirements

1. Foreign-affiliated entities with no place of business in Nagoya City (at present) but intend to establish a place of business within the city.
2. Foreign-affiliated entities that the Mayor of the City of Nagoya does not recognize as inappropriate to receive such subsidies.

Terms:

- a) *“Place of business”* - Business/administrative office, factory/plant/workshop, research facility, development facility (e.g. systems development) that is essential to business activities AND approved as such by the Mayor of the City of Nagoya. Excludes retail stores, food & beverage outlets, foreign representative offices, etc.
- b) *“Foreign-affiliated entity”* - Incorporated entity with at least 1/3 of the issued number of shares; or, 1/3 of invested capital attributed to foreign investors (excluding shares held or capital invested by the entity itself) as stipulated by *Article 26* of the *“Foreign Exchange and Foreign Trade Law”*.

Subsidy Details:

	Entities establishing a place of business in Japan for the first time	Entities already possessing a place of business in Japan, outside of the City of Nagoya
Target Expenses	<ol style="list-style-type: none"> 1. Market research & local adaptation costs, etc. 2. Costs of translation & interpretation 3. Licensing & registration costs (includes remuneration for administrative scrivener, etc) 4. Recruitment costs 5. Other expenses deemed appropriate by the Mayor 	<ol style="list-style-type: none"> 1. Market research & local adaptation costs, etc 2. Licensing & registration costs (includes remuneration for administrative scrivener, etc) 1. Recruitment costs 2. Other expenses deemed appropriate by the Mayor
Subsidy Amount	50 % of target expenses	50% of target expenses
Max. Subsidy Amount	¥1,500,000	¥1,000,000

Terms:

- a) *“Target Expenses”* - Expenses incurred in Japan during a one-year period from one year prior to the day of establishment of a place of business until the day of establishment, excluding national consumption tax, local consumption tax, and government charges. However, the period for recruitment costs is extended from one year prior to the day of establishment until one month after the day of establishment.

Application Procedures:

1. As a general rule, the following documents are to be prepared and submitted by the day leases are signed or construction begins. (Please complete applications in Japanese).
 - i. Application for Issuance of Subsidies (Form No. 1)
 - ii. Business Summary (Form No. 2) and Articles of Association
 - iii. Facilities Plan Outline (Form No. 3)
 - iv. Contents of Business Plan (Form No. 4)
 - v. Commercial Register Certification concerning corporations
 - vi. Balance sheets, profit/loss statements, operations reports, or similar documents (previous 3 accounting years)
 - vii. Any other documents deemed necessary by the Mayor of the City of Nagoya
2. In the event that the application is deemed appropriate and the provision of a subsidy is decided upon, the successful applicant(s) will be notified. Please submit the following forms and record of performance within three months of the day of establishment of a place of business.
 - i. Record of Performance of Subsidized Activity (Form No. 7)
 - ii. Report on Subsidized Establishment of Office Space, etc. (Form No. 8)
 - iii. Map of the location of the newly established office space, etc.
 - iv. Copy of lease contract for office space, etc. (with verification of content)
 - v. Copies of contracts for target expenses for subsidization (or invoices if there are no contracts) and copies of receipts (with verification of content)
 - vi. Any other documents deemed necessary by the Mayor of the City of Nagoya
3. After the content of the above documents has been reviewed, a decision on the subsidy amount will be made within the confines of the budget and the applicant will be notified. After notification, please submit the Request for Issuance of Subsidies (Form No. 9).

Important Notes (3):

1. Subsidized offices cannot be transferred, exchanged, leased or used in ways other than their intended purpose, for a five-year period starting from the financial year of the year after subsidies were issued, except in cases recognized as necessary by the Mayor of the City of Nagoya.
2. The subsidized amount will be required to be refunded to the City in cases where subsidies have been received resulting from illicit means (e.g. falsification of applications, etc.); and in cases where subsidized offices have ceased operations temporarily or permanently within 5 years of the fiscal year after they were issued.
3. Subsidy details above are in accordance with the Nagoya City Industrial Siting Promotion Subsidies Guidelines.

Contact details:

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