

Questions regarding the Designation of the Corporate Number

This "Questions regarding the Designation of the Corporate Number" is sent to every corporation or the like which was designated the Corporate Number based on the notification under the tax law, such as the Notification of Commencement of Profit-making Business, submitted to the tax office.

Since such notification under the tax law can be submitted by a branch or place of business, the National Tax Agency would like to make sure if only one Corporate Number is assigned to a corporation, as well as if the Notification of Corporate Number contains only head office's information. It will therefore be grateful if you could check with the "Flow Chart for Confirmation" below. In case of ②~⑨ of the result, please fill out the spreadsheet, "Response Form" as required and return it using the enclosed envelop. (You do not have to complete the Response Form in the case of ①.)



Flow Chart for Confirmation

Check the relevant box of each Q1 through Q5 in order and reach one of the confirmation results, ① through ⑨.

<p>Q1</p> <p>Which best describes your organization's situation?</p>	<input checked="" type="checkbox"/> The liquidation* has not been completed or the liquidation was completed on or after October 5, 2015. <small>* "The liquidation" refers to the completion of liquidation, dissolution due to merger or others equivalent to these. Any corporations in operation should tick "The liquidation has not been completed."</small>		<input checked="" type="checkbox"/> The liquidation is completed on or before October 4, 2015. <small>Organizations which terminated their operation before the implementation date (October 5, 2015) of the Act on the Use of Numbers to Identify a Specific Individual in the Administrative Procedure and have completed the liquidation should tick this box.</small>						
<p>Q2</p> <p>Which is your organization's category?</p>	<input checked="" type="checkbox"/> Association or the like without juridical personality* <small>* "Association or the like without juridical personality" refers to an association or foundation which is not incorporated but its representative or administrator is determined. In general, voluntary organizations, including PTAs, councils, commissions, and management associations are considered as an association without juridical personality.</small>		<input checked="" type="checkbox"/> Corporation other than registered corporations for incorporation* <small>* Approved regional bond organization, foreign corporation or the like</small>						
<p>Q3</p> <p>Which is your organization located in or out of Japan?</p> <p><small>* "Head office or the like" refers to the address of the head office or principle place of business.</small></p>	<input checked="" type="checkbox"/> In Japan <small>Head office or the like* is located in Japan</small>	<input checked="" type="checkbox"/> Outside Japan <small>Head office or the like is located outside Japan</small>	<input checked="" type="checkbox"/> In Japan <small>Head office or the like is located in Japan</small>	<input checked="" type="checkbox"/> Outside Japan <small>Head office or the like is located outside Japan</small>					
<p>Q4</p> <p>Is the information included in the Notification of Corporate Number about your head office?</p>	<input checked="" type="checkbox"/> Head office <small>Only head office or the like's information is described.</small>	<input checked="" type="checkbox"/> Office branches <small>Some information related to other than the head office is described.</small>	<input checked="" type="checkbox"/> Head office <small>Only head office or the like's information is described.</small>	<input checked="" type="checkbox"/> Office branches <small>Some information related to other than the head office is described.</small>					
<p>Q5</p> <p>Is the information printed free of errors?</p>	<input checked="" type="checkbox"/> No <small>There is no incorrect information described.</small>	<input checked="" type="checkbox"/> Yes <small>There is some incorrect information described.</small>							
<p>Confirmation Result</p>	<input checked="" type="checkbox"/> ①	<input checked="" type="checkbox"/> ②	<input checked="" type="checkbox"/> ③ <small>(Note 1)</small>	<input checked="" type="checkbox"/> ④	<input checked="" type="checkbox"/> ⑤ <small>(Note 2)</small>	<input checked="" type="checkbox"/> ⑥ <small>(Note 1)</small>	<input checked="" type="checkbox"/> ⑦ <small>(Note 2)</small>	<input checked="" type="checkbox"/> ⑧ <small>(Note 1)</small>	<input checked="" type="checkbox"/> ⑨ <small>(Note 1)</small>
<p>Item(s) to enter in the Response Form</p>	No need to submit	①	①・②	①・③	①	①・②	①・③	①・④	①
<small>In case of ②~⑨, please enter the resulting number in the field ①, the "Result of the Flow Chart for Confirmation" of the spreadsheet, "Response Form," and fill in the applicable fields corresponding to the result of the flow chart.</small>									

(Note 1) In case of ③, ⑥, ⑧ or ⑨, the notified Corporate Number may be revoked.

(Note 2) In case of ⑤ or ⑦, the i) trade name or name, ii) address of the head office or principle place of business and iii) Corporate Number will be published without consent in accordance with the provisions of the Act on the Use of Numbers to Identify a Specific Individual in the Administrative Procedure.

Note that the trade name or name to be published will include their rubies.

In case of ②~⑨ of the result, proceed to the spreadsheet, "Response Form."

Carefully read the guidelines for answering the questions on the back page and fill it out.

This document is sent as administrative guidance, and its responsible person is the Commissioner of the National Tax Agency.

Guidelines for Answering the Questions regarding the Designation of the Corporate Number

Fill in the relevant items of ① through ④ below depending on your result (②~⑨) of "Flow Chart for Confirmation." (You do not have to complete the Response Form in the case of ①.)

1 Fields with bold lines are required (if your confirmation result is ② through ⑨.)

- In "**Result of the Flow Chart for Confirmation**," enter one confirmation result number.
- In "**Corporate Number**," enter the Corporate Number described in the enclosed Notification of Corporate Number.
- In "**If any information described in the Notification of Corporate Number is incorrect**," check the box of the type of incorrect information and enter correct information below. If no incorrect information, leave it blank.
- In "**Date of incorporation (establishment)**," enter the date on which the head office or principle place of business or the like was incorporated (established).
If your confirmation result is ④ or ⑦, enter the date on which the office or business office was established in Japan.
- In "**Date on which the liquidation or the like was completed**," enter the date on which the liquidation was completed only if your confirmation result is ⑨.
- In "**Name of representative or administrator**," enter the name of the representative or administrator and his/her telephone number, and affix a seal.
If your confirmation result is ④ or ⑦, enter the name of the representative or administrator in Japan and his/her telephone number, and affix a seal. If there is no representative or administrator in Japan, enter the name of the representative or administrator and his/her telephone number in your home country.

2 Fill in if your confirmation result is ③ or ⑥.

- In "**Corporate number (13 digits) of the head office or the like**," enter the Corporate Number designated to the head office or the like.
If your confirmation result is ③ or ⑥, the notified Corporate Number (the Corporate Number entered in ①) may be revoked.

3 Fill in if your confirmation result is ④ or ⑦.

- In "**Address of the office or business office in Japan**," enter the address of the office or business office in Japan. If there is more than one office or business office in Japan, enter the principle office's.
- In "**Registration for the establishment of business office in Japan**," check the box "Registered" if the establishment of the office or business office is registered in Japan. Check the box "Not registered" if no such registration.
If "Registered," enter "Corporate Registration Number (12 digits)*" in the right column.
* A 12-digit Corporate Registration Number is a number provided by the registry office that has jurisdiction over registration, and the number is described in the certificate of registered information or the abstract of registered information in the form of "0000-00-000000."
Note that this number differs from the "Corporate Number (13 digits)" described in the Notification of Corporate Number.

4 Fill in if your confirmation result is ⑧.

- In "**Corporate Number (13 digits) of the head office or the like**," enter the Corporate Number only if the category is a "Corporation registered for incorporation" or "National government organ or local public entity."
In case of ⑧, the Corporate Number notified will be revoked after it is confirmed that the organization is not eligible for it.

(Note) The name and address described in the Notification of Corporate Number are based on the information submitted to a tax office. If the name or address differs from the actual one, you need to submit a Notification of Change to the tax office.

- Enter the date in the Response Form if you already submitted or will submit a Notification of Change to the tax office.

Sections to make entries in the Response Form

回答紙 (文書)

1 太枠内は必須記入項目です。(確認結果が④から⑨の場合に記入してください。)

確認フローチャートの結果 法人番号 (13桁)

2 確認結果が④又は⑦の場合に記入してください。

3 確認結果が⑧又は⑨の場合に記入してください。

4 確認結果が⑧の場合に記入してください。

ご協力ありがとうございました。

Attention

- In case of ③, ⑥, ⑧ or ⑨, the National Tax Agency may notify that your Corporate Number is revoked if it is confirmed that you are designated more than one Corporate Number or you are not supposed to be designated.
- If your confirmation result is ⑤ or ⑦, the i) trade name or name, ii) address of the head office or principle place of business and iii) Corporate Number will be published without consent in accordance with the provisions of the Act on the Use of Numbers to Identify a Specific Individual in the Administrative Procedure.
Note that the trade name or name to be published will include their rubies.

(Note) Please return this Response Form.

回答用紙

Response Form

Fields with bold lines are required. (in the case of ② through ⑨)

1 太枠内は必須記入項目です。(確認結果が②から⑨の全ての場合に記入してください)

確認フローチャートの結果		法人番号 (13桁)		Corporate Number (13 digits)	
※ ②~⑨のいずれかを記入してください。		※ 法人番号は、同封の法人番号指定通知書に印字されている法人番号をご記入ください。		* Enter the Corporate Number described in the Notification of Corporate Number enclosed.	
Result of the Flow Chart for Confirmation * Enter one of the numbers from ② to ⑨.	誤りのある情報	<input type="checkbox"/> 名称 <input type="checkbox"/> 所在地 <input type="checkbox"/> その他ヤ <input type="checkbox"/> Name <input type="checkbox"/> Address <input type="checkbox"/> Others			
	正しい情報	※ <input type="checkbox"/> (チェック欄)に✓印を付して、下欄に正しい情報を正確にご記入ください。 * Check the box and provide correct information accurately in the section below.			
If any information described in the Notification of Corporate Number is incorrect	法人番号指定通知書に印字された情報に誤りがある場合	● Date on which the Notification of Change was/will be submitted to a tax office 【 Year / Month / Day 】 (Note) The name and address described in the Notification of Corporate Number are based on the information submitted to a tax office. If the described name or address differs from the actual one, you need to submit a Notification of Change to the tax office.			
	正しい情報	● 税務署への異動届出書の提出(予定)年月日【 年 月 日 】 (注) 法人番号指定通知書に印字された名称や所在地は税務署に提出された届出情報に基づいています。そのため、実際の名称や所在地と異なる場合は、税務署に異動届出書の提出が必要です。			
Date of incorporation (establishment)	設立(開設)年月日	年	月	日	(フリガナ)
Date on which the liquidation or the like was completed	清算の結了等の年月日	年	月	日	代表者又は管理人氏名
					Name of representative or administrator
					連絡先
					記入者名
					Tel

2 確認結果が③又は⑥の場合に記入してください。 Fill in if your confirmation result is ③ or ⑥.

本店等の法人番号 (13桁)	Corporate Number (13 digits) of the head office or the like * You can leave it blank if no Corporate Number is designated to the head office or the like or if the head office's Corporate Number is unknown.				
本店等の商号又は名称	※ 本店等に法人番号が指定されていない場合又は本店の法人番号が不明の場合は、空欄のまま差し支えありません。				
本店等の所在地	〒	Postal code	Tel		
	* If your confirmation result is ③ or ⑥, the notified Corporate Number (the Corporate Number entered in ①) may be revoked.				

※確認結果が③又は⑥の場合は、通知した法人番号(①必須記入項目に記入された法人番号)を撤回することがあります。

3 確認結果が④又は⑦の場合に記入してください。 Fill in if your confirmation result is ④ or ⑦.

Address of the head office outside Japan		* Enter the address outside Japan (e.g. country, state, town, street number)	
国外の本店所在地	※ 日本国外にある本国所在地をご記入ください。例)〇〇国〇〇州〇〇街〇〇番地		
Address of the office or business office in Japan	日本国内における事務所又は営業所の所在地	〒	Postal code
	* If there is no branch or office in Japan, please enter "There is no office in Japan" and enter the contact address of your tax representative.		
Registration for the establishment of office or business office in Japan	日本国内における営業所の設置登記	<input type="checkbox"/> 有 <input type="checkbox"/> 無	会社法人等番号(12桁)
	* [有]の場合は右欄に「会社法人等番号」をご記入ください。		Corporate Registration Number (12 digits)

* If registered, enter the "Corporate Registration Number" in the right column.

4 確認結果が⑧の場合に記入してください。 Fill in if your confirmation result is ⑧.

Category	法人区分	<input type="checkbox"/> 設立登記法人 <input type="checkbox"/> 国の機関、地方公共団体 <input type="checkbox"/> 民法上の組合 <input type="checkbox"/> Corporation registered for incorporation <input type="checkbox"/> 投資事業有限責任組合 <input type="checkbox"/> 有限責任事業組合 <input type="checkbox"/> 個人事業主 <input type="checkbox"/> National government organ, local public entity <input type="checkbox"/> Partnership <input type="checkbox"/> Silent partnership <input type="checkbox"/> Investment limited partnership <input type="checkbox"/> Limited liability partnership <input type="checkbox"/> Sole proprietor			
	* 該当する法人区分に✓印を付してください。 ※ 「設立登記法人」に該当する場合は貴法人の本店等の法人番号を、また「国の機関」所掌する国の機関又は地方公共団体の法人番号を下欄「本店等の法人番号」に				
Corporate Number (13 digits) of the head office or the like		* Check the box of your category. * In "Corporate Number of the head office or the like" below, enter the Corporate Number of the head office or the like if you are a "corporation registered for incorporation," and enter the Corporate Number of the national government organ or local public entity that has jurisdiction over your organization if you are a "national government organ" or "local public entity."			

* In case of ⑧, the Corporate Number notified (the Corporate Number entered in ①) will be revoked after it is confirmed that the organization is not eligible for it.

ご協力ありがとうございます