

# Questions regarding the Designation of the Corporate Number

This document is to be checked only by every corporation or the like which was designated the Corporate Number based on the notification under the tax law submitted to the tax office.

Since such notification under the tax law can be submitted by a branch or place of business, it will be grateful if you could check with the "Flow Chart for Confirmation" below 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. In case of ②-③ of the result, please fill out the back page, "Response Form" as required and return it using the enclosed envelop. (You do not have to submit the Response Form in the case of ①.)

## Flow Chart for Confirmation

Check the relevant box of each Q1 through Q4 in order and reach one of the confirmation results, ① through ⑧.

<p><b>Q1</b></p> <p>Which is your organization's category?</p>	<input type="checkbox"/> <b>Association or the like without juridical personality*</b> <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 type="checkbox"/> <b>Corporation other than registered corporations for incorporation*</b> <small>* "Corporation other than registered corporations for incorporation" means approved regional bond organization, foreign institution, foreign corporation or the like.</small>	<input type="checkbox"/> <b>Corporation registered for incorporation</b> <input type="checkbox"/> <b>National government organ</b> <input type="checkbox"/> <b>Local public entity</b> <input type="checkbox"/> <b>Partnership (*1)</b> <input type="checkbox"/> <b>Silent partnership (*2)</b> <input type="checkbox"/> <b>Limited liability partnership</b> <input type="checkbox"/> <b>Investment limited partnership</b> <input type="checkbox"/> <b>Sole proprietor</b> <small>(*1)"Partnership" refers to a partnership based on the partnership contract as described in Article 667 of the Civil Code.                  (*2)"Silent partnership" refers to a partnership based on the silent partnership contract as described in Article 535 of the Commercial Code.</small>	
<p><b>Q2</b></p> <p>Which is your organization located in or out of Japan?  <small>* "Head office or the like" refers to the address of the head office or principal place of business.</small></p>	<input type="checkbox"/> <b>In Japan</b> Head office or the like* is located in Japan	<input type="checkbox"/> <b>Outside Japan</b> Head office or the like is located outside Japan	<input type="checkbox"/> <b>In Japan</b> Head office or the like* is located in Japan	<input type="checkbox"/> <b>Outside Japan</b> Head office or the like is located outside Japan
<p><b>Q3</b></p> <p>Is the information included in the Notification of Corporate Number about your head office or the like?*</p>	<input type="checkbox"/> <b>Head office</b> Only head office or the like's information is described.	<input type="checkbox"/> <b>Office branches</b> Some information related to other than the head office is described.	<input type="checkbox"/> <b>Head office</b> Only head office or the like's information is described.	<input type="checkbox"/> <b>Office branches</b> Some information related to other than the head office is described.
<p><b>Q4</b></p> <p>Is the information printed free of errors?</p>	<input type="checkbox"/> <b>No</b> There is no incorrect information described.	<input type="checkbox"/> <b>Yes</b> There is some incorrect information described.		

<b>Confirmation Result</b>	<input type="checkbox"/> ①	<input type="checkbox"/> ②	<input type="checkbox"/> ③	<input type="checkbox"/> ④	<input type="checkbox"/> ⑤	<input type="checkbox"/> ⑥	<input type="checkbox"/> ⑦	<input type="checkbox"/> ⑧
<b>Item(s) to enter in the Response Form</b>	No need to submit	①	① ②	① ③	①	① ②	① ③	① ②
In case of ②~⑧, please enter the resulting number in the field ①, the "Result of the Flow Chart for Confirmation" of the back page, "Response Form," and fill in the applicable fields corresponding to the result of the flow chart.								

### Attention

- In case of ③, ⑥ or ⑧, the notified Corporate Number may be revoked if it is confirmed that you are designated more than one Corporate Number or you are not supposed to be designated.
- In case of ⑤ or ⑦, the i) trade name or name, ii) address of the head office or principal 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 furigana (Japanese pronunciation).

**In case of ②~⑧ of the result, proceed to the back page, "Response Form."**

Please refer to the guidelines for answering the questions described in the enclosed "Notice of Corporate Number" to fill it out.

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

**(Note) This is an English translation of the Response Form.  
Please return the Japanese Response Form.**

# Response Form

**1** Fields with bold lines are required. (in the case of **2** through **8**)

Result of the Flow Chart for Confirmation * Enter one of the numbers from <b>2</b> to <b>8</b> .		Corporate Number (13digits)											
				* Enter the Corporate Number described in the Notification of Corporate Number enclosed.									
If any information described in the Notification of Corporate Number is incorrect	Incorrect information	<input type="checkbox"/> Name <input type="checkbox"/> Address *Check the box and provide correct information accurately in the section below.											
	Correct information	(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.  ● Date on which the Notification of Change was/will be submitted to a tax office [Year/Month/Day]											
Name of representative or administrator		Contact				Prepared by : (Tel :        -        -        )							

**2** Fill in if your confirmation result is **3**, **6** or **8**. \*The notified Corporate Number (the Corporate Number entered in **1**) may be revoked.

Corporate Number (13digits) 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.									
Fill in if the result is <b>3</b> • <b>6</b>	Trade name or name of the head office or the like										
	Address of the head office or the like	(〒        -        )									
Fill in if the result is <b>8</b>	Category Check the box of your category.	<input type="checkbox"/> Corporation registered for incorporation <input type="checkbox"/> National government organ <input type="checkbox"/> Local public entity <input type="checkbox"/> Partnership <input type="checkbox"/> Silent partnership <input type="checkbox"/> Limited liability partnership <input type="checkbox"/> Investment limited partnership <input type="checkbox"/> Sole proprietor * In "Corporate Number of the head office or the like" above, 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."									

**3** 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)									
Address of the office or business office in Japan  * If there is more than one office, please enter the address of one principal office.	<input type="checkbox"/> There is an office in Japan	(〒        -        )									
	<input type="checkbox"/> There is no office in Japan	(Tel        -        -        ) *If there is no branch or office in Japan, please enter the contact address of your tax representative.									
Registration for the establishment of office or business office in Japan	<input type="checkbox"/> Registered	Corporate Registration Number (12digits)									
	<input type="checkbox"/> Not registered			* If registered, enter the "Corporate Registration Number" above.							
(Note) A 12-digit Corporate Registration Number is a number provided by the Legal Affairs Bureau, 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) printed on the Notification of Corporate Number.											

Thank you for your kind cooperation.  
Please return this Response Form using the enclosed envelop.