

1 - Employment Adjustment Subsidy (“Koyo-Chosei-Jyoseikin”)

1. Have you already joined the Labor Insurance Programs (Worker’s Accident Compensation Insurance Program and/or the Employment Insurance Program)?
(Note: Labor Insurance is different from the Social Insurance Programs, e.g., Health/Employee Pension Insurances.)
2. What is the Date business was (will be) suspended?
3. What Date was business started in Japan?
4. Which of the following best describes your business type? (To determine whether it is a small/mid-sized company or a large company.)
 - A) Manufacturing/Construction/Transportation
 - B) Wholesale
 - C) Service
 - D) Retail
5. What is the amount of capital or total contribution, and the number of employees?
6. How did Covid-19 impact your business activities? (Examples may be branch office or shop closure.)
7. For the application process, the following materials are required, so please ensure these are available upon request:
 - A) A copy of the Declaration of Labor Insurance Contributions (“Nendo-Koshin”) filed with the Labor Bureau in 2020;
 - B) Wage Ledgers (a list of the wages of all employees, and the number of employees in each month);
 - C) The Roster of all employees;
 - D) Attendance Record, including start/finish/break times, of each month.

2 - Sustainability Subsidy (“Jizokuka-Kyufukin”)

1. Can it be confirmed that the business has a history of income since at least 2019?
2. Have the Business Activities/Sales fallen 50%+ for any one month since January 2020 through the month of application in 2020, due to Pandemic?
3. Does the entity have capital? If so, was the Capital Fund or Total Contribution under ¥1 Billion, as of April 1, 2020?
4. If not, in #3 above, did the entity have 2,000 or Fewer Employees, as of April 1, 2020?
5. For the application process, the following materials are required, so please ensure these are available upon request:
 - A) All Tax Return Documents, including a Business Summary Report, that were filed in the most recent fiscal year;
 - B) Income Statement of the target month;
 - C) Copy of the Company's Bankbook "Tsucho".

3 - Rent Assistance Subsidy (“Yachin-Shien-Kyufukin”)

1. Can it be confirmed that the business has a history of income since at least 2019?
2. Have the Business Activities/Sales fallen by 50%+ in any month from May 2020 through December 2020, compared to the same month in the last fiscal year?
3. Have the Business Activities/Sales fallen by 30%+ for any three consecutive months due to the pandemic from May 2020 through December 2020?
4. Does the entity have capital? If so, was the Capital Fund or Total Contribution under ¥1 Billion, as of April 1, 2020?
5. If not, in #3 above, did the entity have 2,000 or Fewer Employees, as of April 1, 2020?
6. For the application process, the following materials are required, so please ensure these are available upon request:
 - A) Signed Letter of Consent designated by the government;
 - B) All Tax Return Documents, including a Business Summary Report, for the most recent fiscal year;
 - C) Copy of the Income Statement of the target month;
 - D) Copy of the Company's Bankbook "Tsucho";
 - E) Copy of the Notice from the Tax Office (for Tax Returns via e-Tax);
 - F) Copy of the rent receipts for the most recent 3 months;
 - G) Copy of the related Lease Agreement.