## **Your Webinar Experience**

#### **Housekeeping Notes**

O1 Presentation slides will be shared.

NO Q&A session is at the end.

Use the **CHAT** function to ask us your questions.

Give us your feedback through the form!





## Understanding Japan's Labour Law and Employment Regulations (EN)

**Presenter: Kayoko Tahara & Shizuko Kuroda** 

Organiser: BIPO | Make Life Easier.

## Speaker





Deputy General Manager, Japan

- Over 20 years of experience in global companies in various industries in Japan with more than 10+ years as HR professional. Implementation of global HR system such as payroll, leave & attendance, evaluation and recruitment system, etc.
- Expertise consists of People management, Employment Law, Employee Relations,
  Organisational development, Compensations and Benefits, Payroll and HR operations, HR
  consulting and Solutions and Global/Regional PMO as implementation of HR system.



#### Shizuko Kuroda

HR Manager as Certificate Labour and Social Security Attorney, Japan

- Having experience working at a Labour and Social Security Attorney Office and have dealt with clients' labour issues in addition to payroll and social insurance procedures.
- Involved in reviewing the regulations(Handbook, Terms and Conditions) and updating internal rules in HR departments in industries such as IT, retail, and educational institutions.
- Holding a certification of Labour and Social Security Attorney.

# Contents

- **01.** BIPO Introduction
- **02.** Objectives
- **03.** Introduction to Japan
- **04.** Employment Laws & Regulations
  - What is Labour Standard Law in Japan
  - Dispatch Law for EOR in Japan
  - Working Hours
  - Flex Time & WFH
  - Over Time
  - Leave Type 1 & 2
  - Termination
  - Severance/Retirement Allowance
  - Minimum Wage
  - Statutory Contribution
  - Public Holiday
- **05.** Visa for Expat

## BIPO Introduction

#### **About Us**

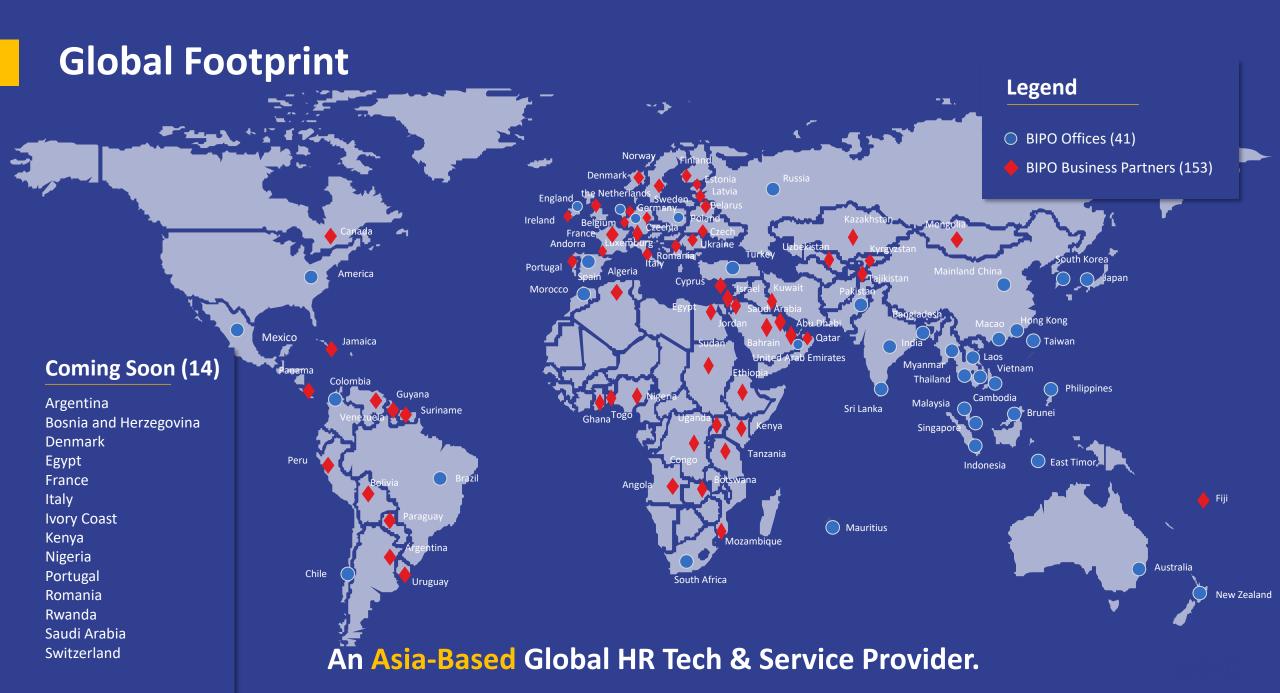
Established in 2010 and headquartered in Singapore, BIPO is a **global payroll and people** solutions provider.

Trusted by companies across **150+ global markets**, we offer a total workforce solution that includes our Human Capital Management (HCM) suite, Global Payroll Outsourcing (GPO) and Employer of Record (EOR) service.

At BIPO, we understand the power of technology in building the best-in-class solutions. That's why we leverage our award-winning HR Management System (HRMS), Athena BI, Global Payroll Outsourcing and Employer of Record technology platform to deliver customised services and scalable solutions that automate HR processes, simplify workflows, and generate actionable insights.

40+ 3,300+ 460,000+
Global Offices Clients Users





#### **Awards & Accolades**







#### Gold

- Best Employee Experience Platform Hong Kong
- Best HR Management System (Enterprise) Malaysia
- Best HR Management System (SMB) Malaysia
- Best Attendance Automation System Malaysia



#### Centuro INT-X Awards – UK

Most Inspirational Global Expansion



#### **Human Capital & Performance Awards 2022 - Indonesia**

- Best HC Technology Strategy (System Provider Industries)
- Best Overseas Strategy (System Provider Industries)



#### HRM Asia Readers' Choice Awards 2022 Best HR Tech

- Cloud Solution Gold
- Time & Attendance Management System Gold
- Human Resource Information System Silver
- Payroll Solution Silver



#### **Best of the Best Awards – Indonesia**

• HR Tech - HR Outsourcing



#### **Scale Up Your Business with BIPO**



#### **Globalisation**

- Global Payroll Outsourcing
- Employer of Record (EOR)
- Enterprises Going-Global
- Enterprises Global Mobility Solutions



#### Digitalisation

- BIPO HRMS
   Cloud and mobile-based platform
- Supports the Employee Lifecycle from onboarding to off-boarding
- Payroll and Reporting
  - > Payslips
  - > Attendance
  - > Leave Management
  - > Multi-language
  - > Multi Statutory Compliance



#### Compliance

- Employment practices and labour regulations
- Payroll, Statutory Benefits & Tax Submission
- Visa & Work Permit applications
- Data security and privacy
  - > ISO 27001 certification
  - > Hosted on AWS and Ali Cloud



#### **About BIPO**

- Supported by a professional team of experienced local talents, BIPO's service network **Enterprises and SMEs** scale with ease, with or without a local HR.
- Our integrated, one-stop HR service model offers comprehensive solutions for businesses from global recruitment options, outsourced HR functions, local HR legal consulting to HR compliance management. Stay compliant, achieve efficiency and simplify overseas deployment and global mobility process with cost control.

#### **Without Overseas Business Entity Established**



Employer of Record (EOR)



HR Compliance Consultancy



Dedicated local support and communication



Work Permit Application

#### With Overseas Business Entity Established



Local salary computation



HR Compliance Consultancy



Dedicated local support and communication



Work Permit Application

## **Objectives**

### **Objectives**

- Understand the Japan's Labour Law & Employment Regulations
- Understand the principle of Statutory Contribution and the implications to company
- Gain knowledge on the procedures and implication for foreign work permits and visa



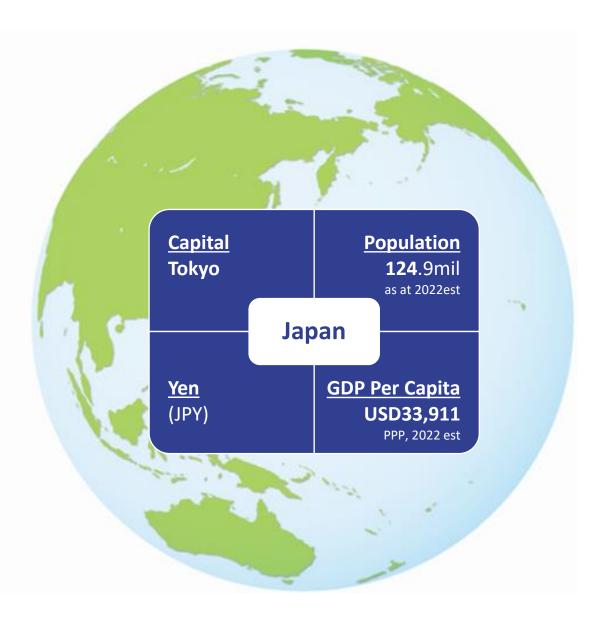
## Introduction to Japan

### **About Japan**

Japan, the world's third largest economy, is an island nation surrounded by the sea, and about 75% of its land is mountainous. It has four distinct seasons, and beautiful nature can be enjoyed throughout the year. It is also known throughout the world for its technological advances and economic strength too.

Similar to other developed countries, the service sector in Japan is the largest contributor to its economy, characterised by many long-established businesses (called "Shinise"). Exports accounted for 18% of GDP in 2022.

The unemployment rate is relatively low at 2.4%, which also indicates a low rate of company-initiated dismissal in Japanese business organisations. Japan's labour workforce comprises 124.9 million people as of 2022.





## **Overview - Business Culture in Japan**

Japan is a country that attaches great importance to observing the rules, cooperation/sympathy, trust/credibility. In business, we also place greater importance on compliance and integrity, quality/service accuracy as well as above. In addition, Japan is called a country of high-context communication, so cooperation/synchronisation is especially important within the organization and also in human relationships.

However, in recent years, there have been occasions where direct communication is required due to the shift of generations, globalisation of business, the Internet, and diversity.

Furthermore, currently, a post-retirement continuous employment system is adapted in all companies. As the senior population grows, the retirement age also rises, in 2025, the retirement age will be legislated to 65 years old.

Туре	Features	Countries
High context culture (Culture with low language dependence and mutual understanding)	Work: Focus on teamwork and relationships. Communication: Prefer not direct expressions. Responding to change: Respecting tradition, small changes (focusing on the past)	Mainly Japan and Asian countries
Low context culture (Culture that is highly language- dependent and requires explanation)	Work: Task-oriented, achieving individual goals. Communication: Many direct expressions. Responding to change: Major changes (focusing on the present and future)	Mainly Western countries



## How to Establish the New Legal Entity in Japan?

If self-procedures are difficult to establish a company, request to do each qualified specialise. In addition, in order to open a corporate bank account for a newly established company, the registered representative director's residence address must be in Japan (registered as a resident).\*

Since March 2019, the banking rules have changed, and if the representative director lives overseas, it is no longer possible to open a corporate bank account in Japan.

	Preparation	Contents	Submission	Agency
1	Preparation for new legal entity	Company name, Business purpose, Head office location, Capital, etc.	Advance preparation	
2	Create articles of incorporation and be certified	Created the articles of incorporation with the contents decided in 1 and receive certification	Notary public office	Lawyer/Qualified administrative scrivener
3	Company establishment registration	Articles of incorporation and other documents prepared in 2	Legal Affaires Bureau(registration)	Lawyer/Qualified administrative scrivener
4	Tax related procedures	Notification of company establishment related documents, and first tax return document	Tax office (local tax, corporate tax, income tax)	Tax consultant
5	Labour insurance/Social insurance	Procedures after hiring one employee	Labour Standards Inspection office, Pension Office, Health Insurance Office	Qualified social insurance labour consultant



## Labour Laws & Employment Regulations

## What is Labour Standard Law in Japan?

The Labour Standards Law is a Japanese law that sets the minimum standards for working conditions, and was enacted in 1947 based on Article 27, Paragraph 2 of the Japanese Constitution. This law is a unified worker protection law. Therefore, even if there is an agreement between the employer and the worker, working conditions below the contents of the Labour Standards Law will be invalid. In addition, the following major laws must be stipulated in the work regulations of the company.

Major Labour Laws	Specifications	
Labour Standards Act	It was enacted in 1947 based on the Constitution of Japan and has been revised many times.  To protect the rights of employees, it is a law that sets the minimum standards for working conditions of employees such as labour contracts, wages, working hours, holidays and annual paid leave, accident compensation, and work regulations.	
Labour Contract Act	This law is relatively new and was passed in 2007. In this, basic rules are stipulated regarding the labour contract concluded between the company and the employee when the company hires the employee.	
Industrial Safety and Health Act	It is a law concerning employee's safety and hygiene that ensures the well-being and health of employees, to promote a comfortable working environment. Furthermore, health examinations for employees are legally stipulated, and companies are required to conduct annual health examinations for employees.	
Equal Employment Act  It is a law concerning ensuring equal opportunities and treatment for men and women in the field of employment. It is stipulated treated unfavourably in the place of employment depending on your gender.		
Part-time Labour Act	This is a law concerning the improvement of employment management for part-time workers. Appropriate working conditions and conversion to full-time workers are stipulated even for part-time workers.	
Childcare/ Nursing Care Leave Act	It is a law to promote the welfare of employees to balance childcare/nursing care with work. Restrictions on overtime work, implementation of short working hours, and disadvantageous treatment of employees such as dismissal and demotion are prohibited. In October 2022, a major revision was made, creating the "Postpartum Papa Leave" and making it possible to take childcare leave in instalments. Both of these changes will encourage men to take childcare leave, and companies must strive to create an environment that makes it easier for both parents to take childcare leave.	
Minimum Wage Act	The minimum wage that businesses pay to employees is set by region. There are penalties for salaries below the minimum wage. (Fine of 500,000 yen or less) The law aims to stabilise workers' livelihoods and improve the labour force.	
About Fines for Penalties	Penalties are stipulated in each article, but the heaviest punishment is "imprisonment of 1 to 10 years, or a fine of 200,000 to 3,000,000 yen".	



#### Dispatch Law for EOR in Japan

Japan's EOR (Employer of Record) is governed by the Temporary Staffing Labour Law, which regulates the dispatch of temporary workers to companies. This law applies to staffing agencies that provide temporary workers to other companies on a temporary basis. Temporary staffing agencies are required to obtain a license from the Ministry of Health, Labour and Welfare in order to legally dispatch workers.

Dispatch Law Attention Notes	
Daily dispatch	Contract period should be at least 31 days is required
Dual dispatch	Dispatching dispatched staff to another company is not allowed by law.
Limitations on the duration of dispatch contracts	Up to 3 years, over 3 years requires switching to direct employment.
Prohibition of identifying dispatched workers at the time of acceptance of dispatch	Basically, the company accepting the dispatched worker cannot choose the dispatched worker. However, it is possible with Temp-to-Perm (converted to permanent employment), but only for a period of six months.
Prohibition on accepting dispatched workers within one year of leaving employment	Employees who left the company within a year cannot be accepted as temporary employees and must be hired directly by a PT or other company.
Prohibited Dispatching Work	
Prohibited Dispatching Work  Construction work related / forestry work related	Construction, Civil engineering work, or dangerous work.
	Construction, Civil engineering work, or dangerous work.  Regular dispatching is prohibited because there is a dedicated system for only port transport work by port transport association.
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### **Company Regulations - Working Hours**

The Labour Standards Law stipulates rules such as regular work, breaks, and holidays (legal holidays), and even if overtime pay is paid, it is necessary to conclude a labour-management agreement (36 agreements) in advance. If you do not have 36 agreements, you are prohibited from working more than the legal working hours or working on holidays.

Туре	Definition	
Working Hours	An employer shall not have a worker work more than 8 hours per day and 40 hours per week. Excluding rest periods.	
Break	An employer shall provide workers with at least 45 minutes of rest periods during working hours exceed 6 hours, and at least 1 hours during working hours exceed 8 hours.	
Days Off	A day off means a day that includes no working duty, as stipulated in working contract. An employer shall provide workers with at least one day off per week or 4 days off in 4 weeks.	



### **Company Regulations - Flex Time & WFH**

Flex time, also known as flexible working hours, is becoming increasingly popular in Japan. Flex time allows employees to adjust their work schedules to better fit their personal needs, while still meeting their job responsibilities.

Working from home in Japan has become increasingly common, especially since the COVID-19 pandemic. But even when working from home, it's important to follow company regulations. This includes being punctual, communicating clearly, and maintaining a professional attitude.

Туре	Definition	
Flex Time	Company need to specify the Flex Time working rule in the company regulations.  For example: Working hour from 9am to 6pm, 1 hr break, total 8 hrs per day.(160 hrs per month)	
	Flex time rule - Core time 11am to 3pm *Employees must be working during this time. Employees must adjust their own work hours so that the actual number of hours worked per month is 160 hours.	
WFH (Working from Home)	Company need to specify the WFH working rule in the company regulations. For example, have them apply in advance through an attendance management system. Also, the rules for commuting and transportation expenses should be clarified.	



#### **Company Regulations - Over Time**

The company should be require the employee to overtime or work on a holiday, the company must submit the 36 agreement to the relevant Labour Standards Inspection Office prior in advance. And, the 36 Agreement, which stipulates overtime hours and working on holidays, must be concluded between the company and the employee, regardless of the number of employees, and in reality all companies must be submitted to the Labour Standards Inspection Office.

Without a 36 Agreement, companies cannot require employees to work overtime or on holidays.\*36 Agreement is a law concerning "overtime and holiday work" stipulated in Article 36 of the Labour Standards Law, and the labour-management agreement regarding overtime is called 36 agreement.

	Overtime Type	Over Time Definition	Increase Rate
1	Overtime work	8 hours or more per day or 40hours or more per week	25%
2	Legal holiday work	Legal holidays set by the company (eg: Sunday)	35%
3	Midnight work	Between 10 pm and 5 am the next morning	25%
4	Overtime work + Midnight work	1 + 3	25% + 25% = 50%
5	Legal holiday work + Midnight work	2+3	35% + 25% = 60%
6	Non-legal holiday work	Non-legal holiday work (eg: Saturday)	0%
7	Non-legal holiday work + Overtime work	<b>6</b> + <b>1</b>	0% + 25% = 25%
8	Overtime in excess of 60 hours per month	Hours in excess of 60 hours	50%

- If there are two days off a week (Saturdays and Sundays), one will be a legal holiday and one will be a non-legal holiday.
- Not eligible for overtime 1: All persons registered in the company's registered copy, such as the president and officers.
- Not eligible for overtime 2: Position of manager/supervisor (in a position of Mg or higher, role and responsibly that exceeds regulations such as working hours, breaks, holidays, etc.) However, midnight work allowance is applicable.

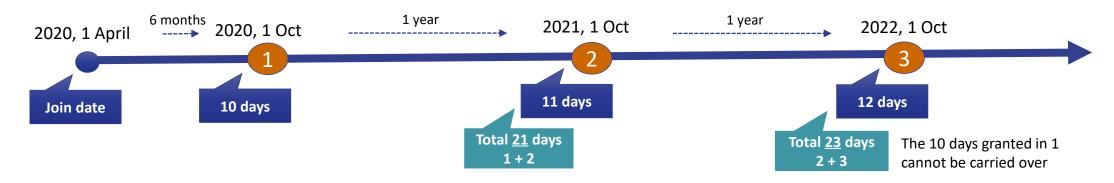


## **Company Regulations - Leave Types 1**

The legally required annual paid leave must be granted to all full-time workers who have been employed for 6 months after hiring + 80% or more attendance. In addition, the Labour Standards Law was amended in April 2019, and employers are obliged to take paid leave for 5 days a year for workers who are granted 10 days or more of paid leave a year. The following are the minimum legal requirements. There is no problem in granting more days than the following.

Service Years	6 month	1 year 6 month	2 years 6 month	3 years 6 month	4 years 6 month	5 years 6 month	6 years 6 month or more
Granted	10 days	11 days	12 days	14 days	16 days	18 days	20 days

The annual paid statute of limitations is set at 2 years, and annual paid leave that was not taken in the previous year can be carried over to the next year. The 10 days granted on October 1, 2020 will expire as of October 1, 2022, assuming no paid holidays were used. In addition, the maximum number of years that can be carried over is legally set at 20 days, so the maximum number of days that can be held on paid leave is 40 days. However, it is also possible to switch the extinguished paid leave to "special leave" as a company rule.



<sup>\*</sup>Part-time workers who work less than 4 days a week and have less than 30 hours of regular work per week, another rule for granting paid leave is stipulated.



## **Company Regulations - Leave Types 2**

Legally, the following leave types must be granted upon request from the employee. Additionally, staff dismissal, reduction of salary, demotion due to taking the following leave are prohibited. However, each applicable employee is subjected to conditions such as 6 months or more of joining the company (or 1 year or more covered by social insurance) before being entitled to the following leave.

\*As for maternity leave, it is prohibited by law for an employee to work less than 8 weeks after giving birth. (Employees may work for more than 6 weeks after giving birth only with a doctor's permission.)

Type of Leave	Definition	Note
Childbirth Leave	6 weeks before childbirth (14 weeks for twins), 8 weeks after childbirth	Unpaid leave / Benefits are paid by social insurance
Childcare Leave	Until the child is 1 year old (up to 2 years old depending on the conditions)	Unpaid leave / Benefits are paid by social insurance
Nursing Care Leave	Up to 93 days	Unpaid leave / Benefits are paid by social insurance
Injury and Illness Leave  Up to 1 year and 6 months when taking a leave due to illness or injury due to reasons other the		Unpaid leave / Benefits are paid by social insurance
Menstrual Leave	Female only	Paid leave or unpaid leave by company rule
Saiban-in Leave (Court Leave)	If you are selected as a lay judge	Paid leave or unpaid leave by company rule

Additionally, it is common for companies to set policies for special paid holidays such as "Sick Leave," "Weddings and Funerals leave," "Summer Leave," "Volunteer Leave", and "Refresh Leave" as part of the welfare programme for employees. (Special leave may be determined at the company's discretion.)



#### **Company Regulations - Termination**

The Labour Standards Law of Japan is very strict against dismissal as it can be deemed to be an abuse of rights. If the dismissal does not meet the requirements of "objectively reasonable grounds" and "reasonable under socially accepted conventions," it will be invalid, i.e., the dismissal will not be legally recognised.

The Labour Standards Law and the Labour Contract Law are designed to protect employees from unfair treatment. Therefore, the rules regarding dismissal are also designed to protect the employee. If the company have established the regulations (the company rule, Handbook, terms and conditions, etc) it is necessary to state in advance in it the cases in which ordinary dismissal is to be carried out.

Туре	Definition	Note
Ordinary dismissal	Based on the Labour Standards Law and the Labour Contract Law. Reasons for dismissal require objective rationality and reasonable in social terms.	A notice of dismissal 30 days or more in advance is required. (or 30 days' salary payment) However, the reason for dismissal may be invalid unless it is a "reasonable reason for dismissal by anyone".
Disciplinary dismissal	When the order in the company is significantly disturbed.	A notice of dismissal 30 days or more in advance is required. (or salary payment for 30 days) However, it is necessary to specify the reason for disciplinary dismissal in the company regulations.
Restructuring	Dismissal for the purpose of business continuity of the company.  1. Necessity of personnel reduction  2. Efforts to avoid dismissal  3. Rationality of selection  4. Discussion between labour and management	In the case of a worker's "Restructuring" due to business continuity of the company, in principle, it is necessary to meet the four conditions and notify the Labour Standards Inspection Office in advance.

If it becomes necessary to dismiss an employee, only the employee (e.g. HR) belonging to the company or a lawyer as a third party can be present at the discussion. Others are not legally permitted.

<sup>\*</sup>If the probationary period is less than 14 days, neither notice nor termination allowance is required under Article 21 of the Labour Standards Law (However, reasonable and socially acceptable reasons are required for dismissal.)

#### **Company Regulations - Severance/Retirement Allowance**

Severance/Retirement pay is not legally required, so it is not necessary for the company to have it as a system. Therefore, when introducing it, it can be introduced as a company-specific system. Many companies have also introduced it as part of their benefits.

In addition, when introducing a Severance/Retirement allowance system, it is necessary to create a Severance/Retirement allowance provision in the work regulations. The following is an example of a retirement allowance system.

Туре	Definition
Normal Retirement Allowance plan *Internally in company	Set by service years. Example: For employees who have worked for 3 years or more, multiply the length of service by the monthly salary (3 years x 300,000 yen = 900,000 yen), etc. Calculation methods vary from company to company.
Defined Contribution Plan (DC) *Financial industry	the company decides the amount of the premium that will be the source of retirement allowance in advance and contributes it to employees every month. Employees select their own products from the financial products lined up in DC and manage their premiums. Companies contribute a fixed amount of premium each month, but retirement allowances vary depending on the management of individual employees.
Defined Benefit Plan (DB) *Financial industry	This is a corporate pension system in which the "benefit amount" received by employees is promised in advance. If the company is responsible for the operation and the operation result is bad, the company will make up for the shortfall.
Cash Balance(CB) *Financial industry	The "cash balance plan" means that the company contributes the premium and the company is responsible.  This benefit is classified as a defined benefit type, which has the characteristics of both "defined benefit type/DB" and "defined contribution type/CB".



## Minimum Wage

The minimum wage in Japan varies from region to region. It is revised every October. Please refer below (Ministry of Health, Labour and Welfare)

Kanto Region	Hourly (yen)	Kansai Region	Hourly (yen)
Tokyo	1072	Osaka	1023
Kanagawa	1071	Hyogo	960
Saitama	987	Kyoto	968
Chiba	984	Nara	896
Gunma	895	Shiga	927
Tochigi	913	Wakayama	889

Source: Kanto & Kansai region as of Oct 2022



#### **Statutory Contribution**

Social insurance security in Japan is a system that provides protection for employees and their families against risks such as illness, injury, disability, and old age by law. The social insurance system in Japan is made up of four main programs as below.

Employers and employees contribute to these programs through payroll deductions. The amount of the contribution depends on the employee's salary and the specific program.

Туре	Definition
Health insurance	All employees in Japan are required to enroll in a health insurance program. This provides coverage for medical expenses, such as doctor visits, hospital stays, and prescription drugs.
Pension insurance	Employees in Japan are also required to enroll in a pension insurance program. This provides retirement benefits, disability benefits, and survivor benefits.
Unemployment insurance	Employees who lose their jobs due to no fault of their own are eligible for unemployment benefits through the unemployment insurance program.
Workers' compensation insurance	This provides benefits for employees who are injured or become ill as a result of their work.

Note: We have two kind of Health Insurance Association available in Japan which is Kyokai Kenpo (協会けんぽ) and Kenko Hoken Kumiai (健康保険組合)

- Kyokai Kenpo(協会けんぽ) is a national health insurance program that companies of all sizes, regardless of industry, are eligible to join. In addition, premium rates vary by region.
- Kenko Hoken Kumiai (健康保険組合) enrolment conditions vary depending on the industry and the size of the company. The difference from the Kyokai Kenpo is the difference in premiums and the availability of benefits unique to the Kenko Hoken Kumiai (e.g. more subsidies for health checkups, free flu vaccines, etc.). Since there are various conditions and examinations to join, it is not always possible to join, and it takes about six months or more for the examination to be completed.
- \* Start-ups and less then 20 employees companies can only enrol in the "Kyokai Kenpo"



## **Public Holidays**

There are 16 national holidays in Japan each year. National holidays are defined by the Law Concerning National Holidays. If a national holiday falls on a Sunday, the holiday will be observed on the nearest weekday after the holiday. This is a so-called "substitute holiday".

Date	祝日名	English
01 Jan	元旦	New Year's Day
Jan. Second Monday of the Month	成人の日	Coming of age Day
11 Feb	建国記念日	National Foundation Day
23 Feb	天皇誕生日	Emperor's Birthday
20 or 21 Mar	春分の日	Vernal Equinox Day
29 Apr	昭和の日	Showa Day
03 May	憲法記念日	Constitution Memorial Day
04 May	みどりの日	Greenery Day

Date	祝日名	English
05 May	こどもの日	Children's Day
Jul, Third Monday of the Month	海の日	Marine Day
11 Aug	山の日	Mountain Day
Sep. Third Monday of the Month	敬老の日	Respect for the Aged Day
22 or 23 Sep	秋分の日	Autumnal Equinox Day
Oct. Second Monday of the Month	スポーツの日	Sports Day
03 Nov	文化の日	Culture Day
23 Nov	勤労感謝の日	Labour Thanksgiving Day



## Visa for Expat

#### **Work Permit**

There are several different visa categories in Japan, each with its own set of requirements and qualifications. Here are some of the most common visa categories.

The specific requirements for each visa category may vary depending on the individual's circumstances and qualifications, also for work visa is also depending on sponsor company size. The duration of the examination depends on the Immigration Bureau and is not clearly defined. (Usually 2-3 months). It's important to carefully review the requirements for each visa category before applying to ensure that you meet the necessary criteria.

Visa Type	Definition
Work visa	This is the most common type of visa for foreign nationals who plan to work in Japan. There are several subcategories of work visas, including specialist in humanities/international services, engineer, researcher, instructor, and more.
Student visa	This type of visa is for foreign nationals who plan to study at a Japanese university or language school. *If students want to part time, must apply separately for "specified activity" status to qualify for part-time job. International students are limited to 28 hours/week.
Dependent visa	This visa is for the spouse or child of a Japanese national or permanent resident in Japan. *no limited to work in Japan
Family Visa	This visa is for the spouse or child of a person who holds a work visa or a student visa. *If want to part time, must apply separately for "specified activity" status to qualify for part-time job. International students are limited to 28 hours/week.
Permanent resident visa	This visa allows foreign nationals to live and work in Japan on a permanent basis.
Investor/business manager visa	This visa is for foreign nationals who plan to start a business in Japan or invest in an existing business.
Cultural activities visa	This visa is for foreign nationals who plan to engage in cultural activities in Japan, such as traditional arts, music, or dance.



### **Useful Information**

Useful Information	Website
About Japan - MOFA	https://www.mofa.go.jp/j_info/japan/general/index.html
Legal Affairs Bureau - Business Registration	https://houmukyoku.moj.go.jp/homu/touki2.html
Ministry of Foreign Affairs of Japan - MOFA	https://www.mofa.go.jp/index.html
Investing in Japan - JETRO	https://www.jetro.go.jp/en/invest/
Japanese Law Translation - MOJ	https://www.japaneselawtranslation.go.jp/ja/laws/view/3567
Japan Tourism	https://www.japan.travel/en/
Visa Application (MOFA)	https://www.mofa.go.jp/j_info/visit/visa/index.html









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#### Shizuko Kuroda

HR Manager as Certificate Labour and Social Security Attorney, Japan



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