



Updates on Japan's Labour Law and Employment Regulations (EN)

27 June 2024 | 4:00 GMT+8

Presenter: Kayoko Tahara & Shizuko Kuroda

Organizer: **BIPO** | Make Life Easier.

Speakers



Kayoko Tahara

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

Consulting 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. Overview of Japan Labour Law/Employment Regulations

- Working Hours (OT/exceed 60h per month/Flex Time/Work style reform)
 - Leave Type
 - Employment Contracts
 - Minimum Wage
-

05. Change of Labour Law (2022-2024)

- Expansion of social insurance coverage
- My Number card and Health Insurance card
- Continued employment until the age of 65
- Fixed amount tax reduction (special tax rule only for Jun-Dec 2024)

n1

BIPO Introduction

About BIPO



HR Digitalisation

- 23 payroll engines in APAC
- Client Service Experience Platform with HRMS Payment related – Leave, Time & Attendance, Claims



Global Payroll Outsource/EOR

- **GPO** services across 63 countries
- Global expertise, local deployment of **Payroll Outsourcing** services



HR Analytics

AI driven dashboard for tracking **Business Diagnoses** and **Predicting Potential Issues/Risks**

Recognised by Peers



Gartner®



BIPO | Make Life Easier.

- Global Headquarter in Singapore
- R&D and Innovation Hub in Singapore
- 40+ offices worldwide
- 1,000+ employees
- 3,600+ clients
- 560,000+ Users
- ISO27001: Information Security Management System certification
- Hosted on Amazon Web Services (AWS)/AliCloud

Belonging | Integrity | Professionalism | Openness

BIPO

Our Traction: Asia-based with Extensive Global Footprint



Our Expertise & Product Lines

BIPO's technology-enabled **total HR solutions** streamline the employee lifecycle from onboarding to offboarding. Our integrated suite of cutting-edge HR and payroll solutions empower companies to navigate today's world of work.

Total HR Solutions for your Global Workforce

Human Capital Management Solutions (SaaS)

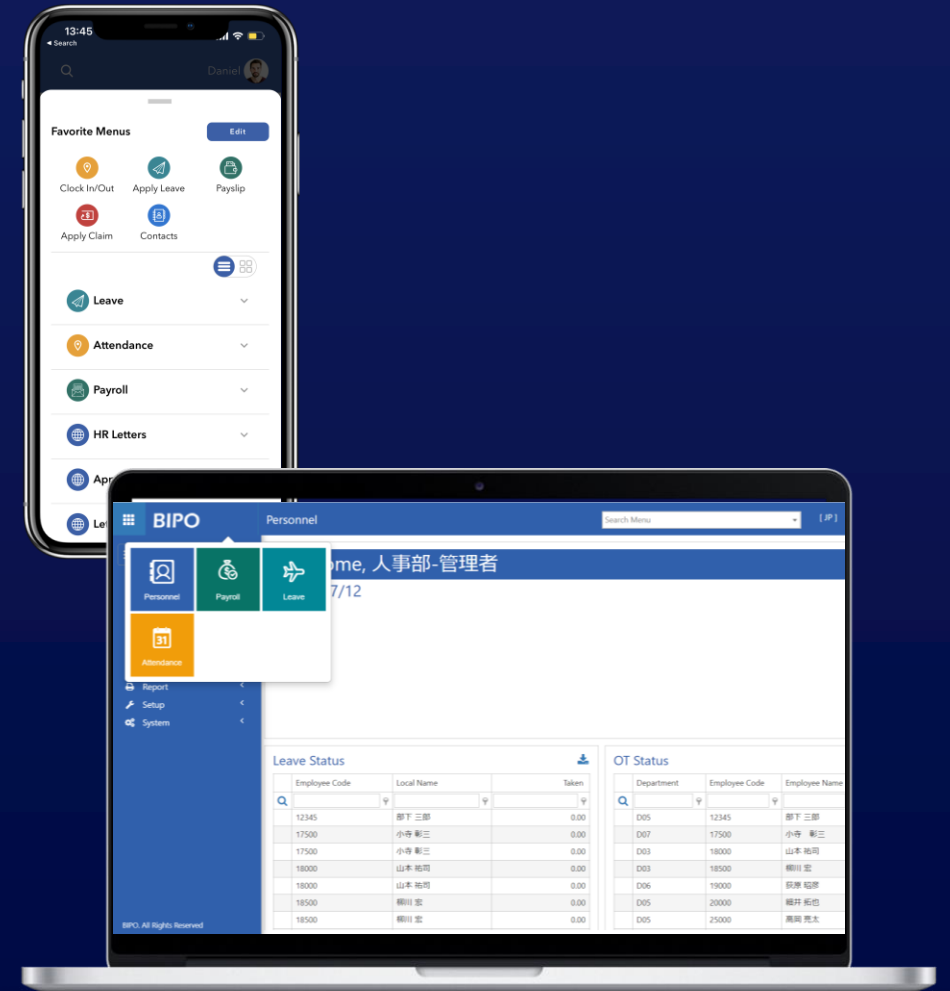
- [BIPO HRMS](#)
- [Athena BI](#)

Global Payroll Outsourcing

Multi-currency salary payments with [BIPO Butter](#)

Employer of Record (EOR)

Hire and manage talents in 160+ global markets With [BIPO Butter](#)



Security & Compliance



Attested by:



- SOC 1 – Type 2
- SOC 2 – Type 1 & 2

BIPO Service

Cybersecurity Penetration Testing
Report

Version: Final

10 August 2022
Testing period: 24 May 2022 – 15 June 2022
Private and Confidential

Performed by:



TOP10



ISO-27001

Information Security
Management System Certification

HR Expo Spring 2024 !!



Kayoko Tahara (She/Her) • あなた
General Manager, BIPO Japan
1ヶ月前 • 編集済み •

🌸🌞 @BIPO at Tokyo HR Expo Spring 2024 Recap! 🌞🌸

Looking back on the incredible Tokyo HR Expo Spring 2024, I wanted to share a few key takeaways that made the event truly remarkable:

1. The demand for bilingual HRMS and GPO services on a global scale was evident. As one of the few exhibitors offering these comprehensive solutions, we were thrilled to engage with interested individuals who visited our booth. The enthusiasm and interest shown by attendees reaffirmed the value of our offerings.
2. It was fantastic to connect with individuals who visited our booth after being introduced by the event organizer. Their efforts in facilitating meaningful connections and fostering collaborations within the HR community were highly appreciated.
3. The Expo served as a platform to showcase our expertise and establish ourselves as trusted partners in the HR industry.

I'm immensely grateful for the opportunity to be a part of this event and connect with inspiring professionals. Let's continue the conversation and explore how our HRMS, GPO and other HR services can contribute to the success of your organization on a global scale.

BIPO #TokyoHRExpo2024 #HRMS #PayrollOutsourcing #EOR
#GlobalWorkforce #HRIndustry





Objectives

Objectives

- Introduction to Japan

- Overview of Japan Labour Law/Employment Regulations

- Change of Labour Law (2022 - 2024)



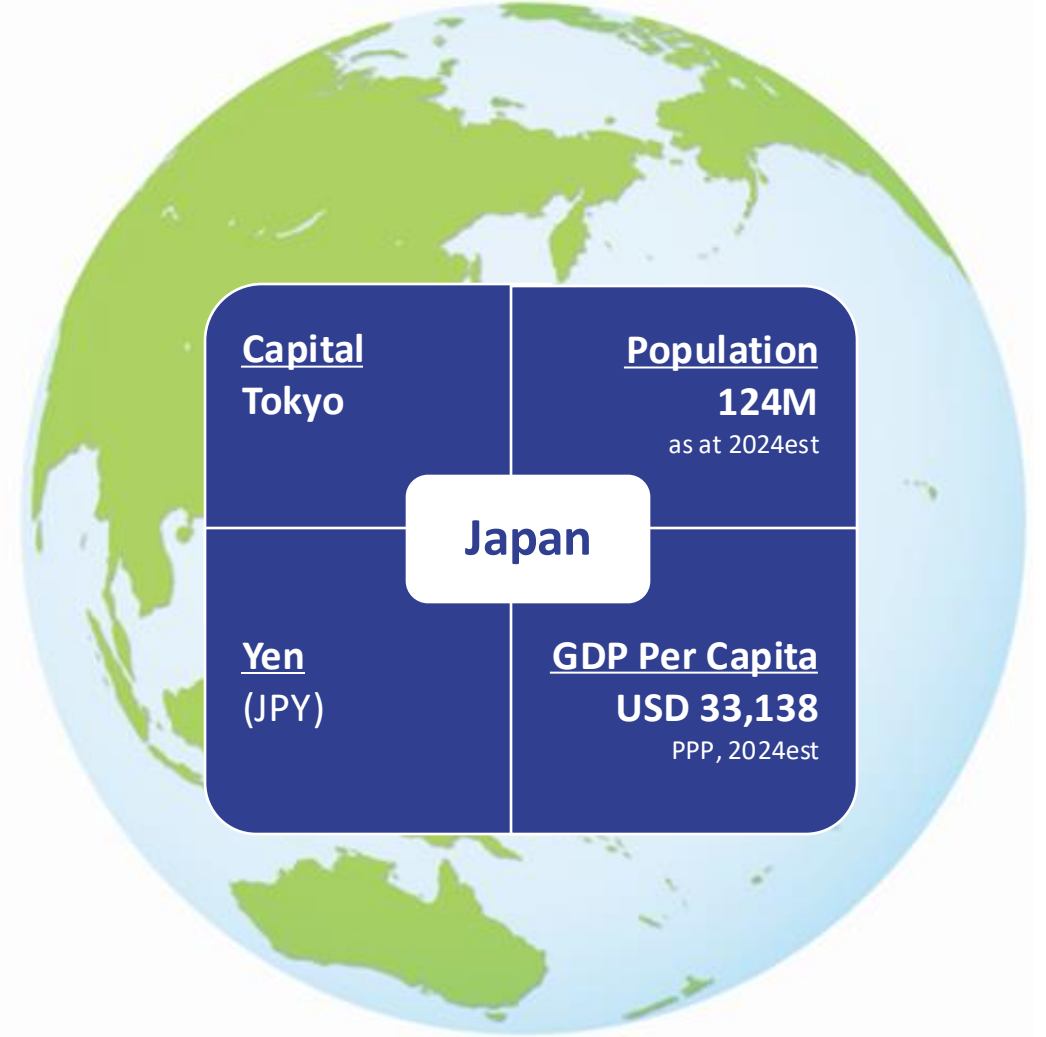
Introduction to Japan

About Japan

Japan 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.

The unemployment rate is relatively low at 2.5%, which also indicates a low rate of company-initiated dismissal in Japanese business organisations. Japan's labour workforce comprises 124 million people as of 2024.

Now that COVID is over, many tourists have returned to Japan. we have four seasons in Japan, so the same place looks different depending on the seasons. Please come visit to Japan and experience it for yourself !!





Overview of Japan Labour Law and Employment Regulations

Labour 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 that you must not be 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".

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.

Type	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.

Working Hours - 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	⑥ + ①	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.

Working Hours - 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.

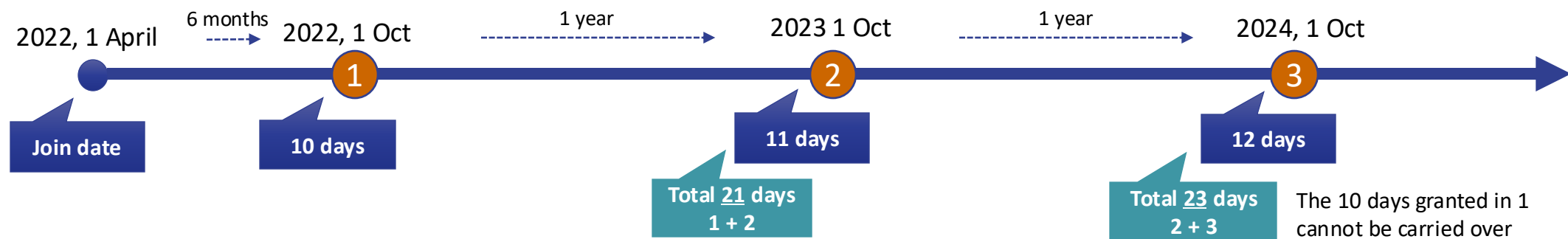
Type	Definition
Flex Time	<p>When a company adopts a flextime system, it must clearly state this in its employment regulations and have the employees sign a labor-management agreement.</p> <ul style="list-style-type: none">• Flextime allows employees to choose their own start and finish times.• Any hours worked beyond the designated working hours during the settlement period (usually one month) are paid as overtime. <p>Flex time rule ; Core time —the period during the day when all employees are required to work. (It is optional to set core time)</p>
WFH (Working from Home)	<p>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.</p>

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, 2022 will expire as of October 1, 2024, 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.



***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 required by law that for an employee to take 8 weeks of rest after giving birth. (Employees may work after 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 of absence due to illness or injury due to reasons other than work	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.)

Employment Contract

In Japan, an employment contract is generally called a "Notice of Working Conditions."

This "Notice of Working Conditions" must clearly state the necessary conditions for joining the company.

From April 2024, the rules on what must be included in an employment contract have been further clarified and tightened. These are called "items that must be included." Employers must provide employees with a "Notice of Working Conditions" that lists these must-include items. For employees with fixed-term contracts, it must state whether the contract is likely to be renewed or not.

* However, if the company's work rules cover the above content, it may be possible to simplify it.

No.	Items that absolutely must be stated	Note
1	Labor contract period	Is it permanent employment? Is it fixed-term employment? If it is fixed-term employment, clearly indicate the period. (Also indicate whether or not there is a possibility of contract renewal.)
2	Work place/Office address	Company office address, and other office addresses if there is a possibility of relocation
3	Job Description / Title (Whether he/she is a supervisor or not)	Clearly state the roles and responsibilities, and also state whether or not there is a supervisor.
4	Clock in / out time	Enter the scheduled working hours per day, whether or not there is flextime, etc.
5	Wages(Overtime pay rate)	Base salary and other allowances and about Overtime Pay.(if the base includes 300T, clearly indicate the breakdown of the base and 300T.)
6	Leave (Holidays/Vacation)	Specify company holidays (Saturdays, Sundays, holidays, New Year's holidays, etc.) and the company's vacation system (paid, unpaid, special paid vacation, etc.)
7	Rules for shift work	If there are shifts, please specify it.
8	Matters related to retirement, resignation, dismissal	The retirement age and the conditions for whether or not the contract will be renewed will be clearly stated.
9	Others	If the company has any unique benefits, such as a retirement pension system or bonus system, this should be clearly stated.

Minimum Wage

The minimum wage in Japan varies from region to region. It is revised every October.

This was announced by the Ministry of Health, Labor and Welfare in October 2023. The following is only a partial list, so if you would like to check each region in Japan, please see the link below.

Kanto Region	Hourly (yen)	Kansai Region	Hourly (yen)
Tokyo	1113	Osaka	1064
Kanagawa	1112	Hyogo	1001
Saitama	1028	Kyoto	1008
Chiba	1026	Nara	936
Gunma	935	Shiga	967
Tochigi	954	Wakayama	929

Source: https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/koyou_roudou/roudoukijun/minimumichiran/index.html



Change of Labour Law (2022-2024)

Tips of Statutory Contribution in Japan

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.

*only can join social insurance if you are "belonging to a company." Self-employed individuals cannot join, so you must apply for "National Health and National Pension" at the local municipality where you live.

Type	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 than 20 employees companies can only enrol in the "Kyokai Kenpo"

Expansion of Social Insurance Coverage

Changes from October 2024

Until now, only companies with 101 or more employees were eligible, but from October 2024, this will be expanded to companies with 51 or more employees.

The scope of social insurance coverage will be expanded to **part-time, short-term and temporary employees** according to their working hours and income, and employees who meet the following conditions will be required to enroll in social insurance.

★All of the following conditions must be met.

Subject to social insurance coverage of part-timer, etc.	Note
The weekly scheduled working hours are 20 hours or more.	Basically, the hours are determined based on the "Notice of Working Conditions." However, if the actual working hours exceed 20 hours per week for more than two months, the person is considered eligible to join.
The monthly wage is 88,000 yen or more.	
The employment is scheduled to last more than two months.	Those who are expected to renew their contract for two months or more are also eligible to join.
Not a student (not a daytime student)	Night school students (those who do not attend school during the day) can work full-time during the day, so they are eligible to join.



*Companies that are eligible to join but do not are subject to penalties of up to six months in prison or a fine of up to 500,000 yen.

My Number Card & Health Insurance Card

From October 2024, the issuance of "health insurance cards" will be discontinued and will be replaced by "My Number card."

"My Number" will be automatically issued to everyone living in Japan, including foreigners, by each city, ward, town, or village. Individuals must request the issuance of their "card" from their city, ward, town, or village.

*As this is a personal ID card, the individual person must apply for it themselves. Therefore, they cannot request the issuance of their card from their company's HR department or vendor.

Type	Definition	
My Number Card	<p>The My Number Card is a photo ID card that was introduced in Japan in 2016. In recent years, it has been linked to various Japanese systems.</p> <ul style="list-style-type: none">This My Number card can be used as a health insurance card. It can also be used to issue some official documents.The "My Number" card, which replaces the health insurance card, is issued to all registered residents of Japan (including foreigners), and individuals must apply for the card at the municipality where they reside.	<div>Please obtain a "My Number Card" from your local municipality.</div> <div><p>The image shows the front and back of a My Number Card. The front (labeled 【おもて面】) features a photo of a woman, her name (花子), and the My Number (1234 5678 9012). The back (labeled 【うら面】) shows the My Number and a QR code.</p></div>
Health Insurance Card	<p>"Health insurance card" issued by "health insurance"</p> <ul style="list-style-type: none">Used when going to the hospital, the patient is responsible for 30% of the hospital fees.From October 2024, the issuance of health insurance cards from "health insurance" will be discontinued as they will be integrated with the My Number Card.	<div><p>The image shows a Health Insurance Card (健康保険被保険者証) issued by the National Health Insurance Association (全国健康保険協会). It includes the cardholder's name (花子), date of birth (平成元年10月1日), and the association's name (株式会社).</p></div> <div>It will no longer be available from October 2024!!</div>

Continued employment until the age of 65

What will change in the Act on Stabilization of Employment of Older Persons from April 2025?

The Act on Stabilization of Employment of Older Persons provides for a transitional measure to gradually raise the applicable age for the continued employment system.

This continued employment system was permitted to run from April 1, 2013 to March 31, 2025, with the establishment of criteria through labor-management agreements to gradually limit the scope of those eligible for the system.

This transitional measure will end at the end of March 2025. From April 2025, a system of continued employment until age 65 will be mandatory, and all employees who wish to continue working beyond the retirement age will need to be employed until age 65.

Although, please note that this system does not require the extension of the retirement age to age 65. It is sufficient to introduce either "raising the retirement age to age 65," "abolishing the retirement age system," or "introducing a system of continued employment until age 65 (reemployment system/work extension system)," so if a system of continued employment until age 65 is established, there is no need to raise the retirement age to age 65.

However, you need to be careful here. If you continue to be employed as a "fixed-term contract employee" from the age of 60 to 65, the "indefinite contract conversion rule" applies. However, if you are re-employed after retirement, you can avoid the "indefinite contract conversion rule" by submitting a "special application." For details, please see the URL below.

<https://muki.mhlw.go.jp/point/SMLleaflet.pdf>



Flat-rate Tax Reduction

(One-Time Fixed Amount Tax Reduction /Special tax rule only for Jun-Dec 2024)

Tax breaks for 2024 only have been in place since June.

The tax reduction is calculated based on last year's information, but employees have until June 1 to notify the company of any changes in their dependents. Payroll officer in the company should pay special attention to the amount of the employee's tax reduction. **This is because If he/she don't correctly account for the tax abatement, he/she could be penalized.**

BIPO JP will promptly respond to sudden rule changes and strive to systematize them.

Notes
Each employee will receive a reduction of 30,000 yen in income tax and 10,000 yen in resident tax in 2024. This is a tax reduction measure for monthly income tax until this year.
Not only the employee himself/herself, but also dependent children and relatives (sharing the same livelihood) with an annual income of 1.03 million yen or less are eligible for the tax reduction.
Those with an annual income of over 20 million yen were not eligible. The tax will be reduced initially, but will be adjusted at the end of the year.
Any amount not deducted through the fixed amount tax reduction will be paid as an adjustment.

THANKS



Fill in the form to receive the webinar deck!
<https://bit.ly/bipowebinar-feedback>



Kayoko TAHARA

General Manager, Japan

✉ : kayoko.tahara@biposervice.com

in : <https://www.linkedin.com/in/kayoko-tahara-b8b537191/>



Shizuko KURODA

HR Manager as Certificate Labour and Social Security
Attorney, Japan

✉ : shizuko.kuroda@biposervice.com





Appendix

Tips 1 : 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

Tips 2 : 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

When you are ready 1-4, BIPO JP will assist you from this stage 5.

Tips 3 : 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.