

§ 1 法人情報 — Company Information

Japanese	Reading	English	Req	Tip / Notes
法人名	Hōjin-meī	Company name (legal entity name)	✓	Must exactly match the company name register...
フリガナ	Furigana	Company name reading (katakana)	✓	Write the katakana reading of your name. For...
法人番号	Hōjin bangō	Corporate Number (13-digit)	✓	Assigned after company registration. Lookup ...
本店所在地	Honten shozaichi	Registered head office address	✓	Must match the address in your company regis...
電話番号	Denwa bangō	Company phone number	✓	Japanese mobile number preferred. Some forms...
事業内容	Jigyō naiyō	Business description / Nature of bu...	✓	What your company does. Must match what's in...
資本金	Shihon-kin	Paid-in capital	✓	Business Manager visa requires ¥5M minimum (...)

§ 2 代表者情報 — Representative Director Information

Japanese	Reading	English	Req	Tip / Notes
代表取締役	Daihyō torishimar...	Representative Director (CEO)	✓	The person authorized to sign on behalf of t...
氏名	Shimei	Representative's full name	✓	Write in katakana for foreign names. Some fo...
フリガナ	Furigana	Representative's name reading (kata...	✓	Write the katakana reading of your name. For...
生年月日	Seinengappi	Date of birth	✓	Format: 年(year) 月(month) 日(day). Use Japanes...
住所	Jūsho	Representative's home address	✓	Write in kanji if possible. Ward office staf...
電話番号	Denwa bangō	Representative's phone number	✓	Japanese mobile number preferred. Some forms...
在留カード番号	Zairyū kado bangō	Residence Card number	✓	Alphanumeric code on the front of your Resid...
在留資格	Zairyū shikaku	Residence status / Visa type	✓	Should be 経営・管理 (Business Manager)

§ 3 取引担当者情報 — Transaction Officer (if different from representative)

Japanese	Reading	English	Req	Tip / Notes
取引担当者	Torihiki tantōsha	Person in charge of transactions / ...		Person who will actually operate the account...
氏名	Shimei	Transaction officer's name		Write in katakana for foreign names. Some fo...
生年月日	Seinengappi	Date of birth		Format: 年(year) 月(month) 日(day). Use Japanes...
住所	Jūsho	Transaction officer's address		Write in kanji if possible. Ward office staf...

§ 4 実質的支配者 — Ultimate Beneficial Owner (AML requirement)

Japanese	Reading	English	Req	Tip / Notes
実質的支配者	Jittaiteki shihai...	Ultimate Beneficial Owner (UBO)	✓	Any individual holding 25%+ of shares or vot...
氏名	Shimei	Beneficial owner's name	✓	Write in katakana for foreign names. Some fo...
住所	Jūsho	Beneficial owner's address	✓	Write in kanji if possible. Ward office staf...
生年月日	Seinengappi	Date of birth	✓	Format: 年(year) 月(month) 日(day). Use Japanes...
国籍・地域	Kokuseki / Chiiki	Nationality / Region	✓	Write your country of nationality. For Taiwa...

§ 5 口座情報 — Account Details

Japanese	Reading	English	Req	Tip / Notes
口座の種類	Kōza no shurui	Type of account	✓	普通預金 for general use; 当座預金 if you need to is...
利用目的	Riyō mokuteki	Purpose of account use	✓	Be specific: 事業資金の管理, 取引先への支払い, 売上の入金 etc.
暗証番号	Anshō bangō	PIN (4-digit personal identificatio...	✓	Choose a 4-digit PIN for your cash card. Avo...

§ 6 届出印 — Corporate Seal (Banking Seal)

Japanese	Reading	English	Req	Tip / Notes
印	In	Seal (inkan / hanko)	✓	Corporate banking seal required — signatures...

Useful Phrases — Print & bring to the ward office

STATING YOUR PURPOSE

法人口座を開設したいのですが

Hōjin kōza wo kaisetsu shitai no desu ga  
I'd like to open a corporate bank account

EXPLAINING YOUR COMPANY IS NEW

先月会社を設立したばかりです

Sengetsu kaisha wo setsuritsu shita bakari desu  
I just incorporated my company last month

EXPLAINING YOUR VISA TYPE

経営・管理ビザで日本に住んでいます

Keiei kanri biza de nihon ni sunde imasu  
I'm living in Japan on a Business Manager visa

ASKING ABOUT REQUIRED DOCUMENTS

法人口座の開設に必要な書類を教えてください

Hōjin kōza no kaisetsu ni hitsuyō na shorui wo oshiete kudasai  
Could you tell me what documents are needed to open a corporate account?

ASKING ABOUT THE SCREENING PROCESS

審査にはどのくらい時間がかかりますか？

Shinsa ni wa dono kurai jikan ga kakarimasu ka?  
How long does the screening process take?

ASKING ABOUT ONLINE BANKING

法人インターネットバンキングの申込をお願いします

Hōjin intānetto bankingu no mōshikomi mo onegai shimasu  
I'd also like to apply for corporate online banking

AFTER REJECTION — ASKING WHY

不承認の理由を教えてくださいませんか？

Fu-shōnin no riyū wo oshiete itadakemasu ka?  
Could you tell me the reason for the rejection?

SCHEDULING AN APPOINTMENT

法人口座開設の予約を取りたいのですが

Hōjin kōza kaisetsu no yoyaku wo toritai no desu ga  
I'd like to make an appointment for corporate account opening