

## Business Process Solutions

Wide range of solutions and hands-on support for finance related matters

Business Process Solutions takes a holistic approach to serving clients - our diverse and inclusive teams assist in the following 5 service areas:



### Finance Accounting and Reporting

- Monthly Bookkeeping - Monthly bookkeeping by J-GAAP, corresponds Japanese tax requirements. Including "Qualified Invoice System"
- Fixed Assets Registration - Fixed assets registration through monthly bookkeeping, corresponds to Japanese tax law
- GAAP Reconciliations - Reconciliation between local GAAP to J-GAAP compiles with Japanese tax requirement
- Corporate Tax Compliances - Preparation and filing of corporate tax reporting to fulfill Japanese tax obligations
- Financial Statements Preparation - Preparation of Balance Sheet, Income Statement, Statement of Shareholders' Equity, Account details ("Kenjo-Uchigake-Sho"), Company Profile ("Kaisha Gaikyosho"), Notes to Non-consolidated Financial Statements and supplementary schedules which basically cover all the attachment for tax return
- Withholding Tax Return (Statutory report) preparation and filing - Preparation and filing of general information return ("Hoteichosho Gokeihyo") along with individual forms named "Shiharai Chosho". Also, assist to collect and store Individual Number ("My Number")
- Depreciable asset tax return preparation and filing - Preparation and filing of Depreciable asset tax return is possible whether we handle monthly bookkeeping or not
- Company Reporting - Preparation of consolidated financial statements or group reporting packages in accordance with group requirements



### Cash Management

- Monthly payment through web banking - we proceed monthly payment using online bank account
- Opening Japanese bank account - Assisting you to open a bank account in Japan
- Seal Management - Store company's various seals including bank seal and affix your seal on documents instead of company (We have a seal workflow to prevent from using seals without your permission)



### Tax Agent and Administration

- Election/dismissal of Tax Agent - Preparation and filing of Notification about election/dismissal of Tax Agent for Japanese Consumption Tax
- Tax payment - Payments of taxes, penalty and interest (if necessary), including e-mail communications for fund request
- Overseas remittance and repatriation - Remittance and repatriation of tax refund via online banking
- Post liquidation - Supporting during the rehabilitation period (up to 5 years) after company liquidation



### Payroll and Social securities

- Payroll - Calculations and payments for monthly salary, bonus, gross-up and retirement. Also, calculations of Year-end tax adjustment called “Nenmatsu Chosei”
- Social Security Return - Preparation and filing of Annual social security return
- Labor Laws and Social Security related services - Assisting social security entrance/termination procedures and submitting applications for Japan Pension Service, Labor Standards Inspection Office, Public Employment Security Office



### Business Process Reengineering and Implementation

- Reconstruct your accounting procedures through our process visualization solutions
- Analyzing current processes, identifying issues, designing should-be processes
- Assisting implementation and replacement of your accounting software
- Project management support for various internal projects
- Contract Personnel Service - dispatching highly skilled professionals on-site who can assume specific functions/roles in the finance and accounting departments

#### Deloitte Tohmatsu Tax Co.

Kei Maeda , Partner  
 Yasutomo Nakanishi , Partner  
 Arata Ueda , Partner

Marunouchi Nijubashi Building, 3-2-3 Marunouchi, Chiyoda-ku, Tokyo, Japan  
 Tel +81 3 6213 3800  
 email : [tax.cs@tohmatsu.co.jp](mailto:tax.cs@tohmatsu.co.jp)  
 Corporate Info.: [www.deloitte.com/jp/en/tax](http://www.deloitte.com/jp/en/tax)  
 Tax Services: [www.deloitte.com/jp/tax/s/en](http://www.deloitte.com/jp/tax/s/en)  
 BPS Service: [www.deloitte.com/jp/en/bps](http://www.deloitte.com/jp/en/bps)



Deloitte Tohmatsu Group (Deloitte Japan) is a collective term that refers to Deloitte Tohmatsu LLC, which is the Member of Deloitte Asia Pacific Limited and of the Deloitte Network in Japan, and firms affiliated with Deloitte Tohmatsu LLC that include Deloitte Touche Tohmatsu LLC, Deloitte Tohmatsu Risk Advisory LLC, Deloitte Tohmatsu Consulting LLC, Deloitte Tohmatsu Financial Advisory LLC, Deloitte Tohmatsu Tax Co., DT Legal Japan, and Deloitte Tohmatsu Group LLC. Deloitte Tohmatsu Group is known as one of the largest professional services groups in Japan. Through the firms in the Group, Deloitte Tohmatsu Group provides audit & assurance, risk advisory, consulting, financial advisory, tax, legal and related services in accordance with applicable laws and regulations. With approximately 20,000 people in about 30 cities throughout Japan, Deloitte Tohmatsu Group serves a number of clients including multinational enterprises and major Japanese businesses. For more information, please visit the Group’s website at [www.deloitte.com/jp](http://www.deloitte.com/jp).

Deloitte refers to one or more of Deloitte Touche Tohmatsu Limited (“DTTL”), its global network of member firms, and their related entities (collectively, the “Deloitte organization”). DTTL (also referred to as “Deloitte Global”) and each of its member firms and related entities are legally separate and independent entities, which cannot obligate or bind each other in respect of third parties. DTTL and each DTTL member firm and related entity is liable only for its own acts and omissions, and not those of each other. DTTL does not provide services to clients. Please see [www.deloitte.com/about](http://www.deloitte.com/about) to learn more.

Deloitte Asia Pacific Limited is a company limited by guarantee and a member firm of DTTL. Members of Deloitte Asia Pacific Limited and their related entities, each of which is a separate and independent legal entity, provide services from more than 100 cities across the region, including Auckland, Bangkok, Beijing, Bengaluru, Hanoi, Hong Kong, Jakarta, Kuala Lumpur, Manila, Melbourne, Mumbai, New Delhi, Osaka, Seoul, Shanghai, Singapore, Sydney, Taipei and Tokyo.

Deloitte provides industry-leading audit and assurance, tax and legal, consulting, financial advisory, and risk advisory services to nearly 90% of the Fortune Global 500® and thousands of private companies. Our people deliver measurable and lasting results that help reinforce public trust in capital markets, enable clients to transform and thrive, and lead the way toward a stronger economy, a more equitable society, and a sustainable world. Building on its 175-plus year history, Deloitte spans more than 150 countries and territories. Learn how Deloitte’s more than 450,000 people worldwide make an impact that matters at [www.deloitte.com](http://www.deloitte.com).

This communication contains general information only, and none of Deloitte Touche Tohmatsu Limited (“DTTL”), its global network of member firms, or their related entities (collectively, the “Deloitte organization”) is, by means of this communication, rendering professional advice or services. Before making any decision or taking any action that may affect your finances or your business, you should consult a qualified professional adviser. No representations, warranties or undertakings (express or implied) are given as to the accuracy or completeness of the information in this communication, and none of DTTL, its member firms, related entities, employees or agents shall be liable or responsible for any loss or damage whatsoever arising directly or indirectly in connection with any person relying on this communication. DTTL and each of its member firms, and their related entities, are legally separate and independent entities.

Member of  
**Deloitte Touche Tohmatsu Limited**

© 2024. For information, contact Deloitte Tohmatsu Group.



**IS 669126 / ISO 27001**



**BCMS 764479 / ISO 22301**

IS/BCMSそれぞれの認証範囲はこちらをご覧ください  
<http://www.bsigroup.com/clientDirectory>