



## KTI Incubation Office: Application Guidelines

The KTI Incubation Office, which consists of the Business Support Center and the International Business Promotion Office, is a facility provided by the Kitakyushu Trade and Investment One-Stop Service Center (commonly called the KTI Center along with the City of Kitakyushu, the Kitakyushu Office of JETRO, and the Kitakyushu Foreign Trade Association as members of affiliated organizations).

The Kitakyushu Foreign Trade Association is responsible for the administrative operation of the Center.

### Facility Types

#### 1. Business Support Center (hereinafter referred to as BSC)

##### (1) Objectives of the BSC

The primary objectives are to provide support for the activities of foreign public organizations and foreign-affiliated corporations trying to launch international businesses in Kitakyushu City and to promote the city's commerce and Japan investment.

##### (2) Target Tenants

Targeted tenants include foreign public organizations and/or foreign-affiliated corporations which are aligned with the objectives of the BSC and are or will be based in Kitakyushu

##### (3) Tenancy Requirements

Foreign public organizations and/or foreign-affiliated corporations which qualify as target tenants as defined in (2) above must also meet the following criteria:

- 1) Foreign-affiliated corporations must have a foreign capital ratio over 33%.
- 2) No associated individuals, such as representatives, investors, executives, or full-time tenants, must have directly or indirectly rented the BSC during the past 5 years.

#### 2. International Business Promotion Office (hereinafter referred to as IBPO)

##### (1) Objectives of the IBPO

The objectives are to provide support for the activities of individuals and small- and medium-sized enterprises trying to launch international businesses in Kitakyushu City, thereby promoting the creation of new businesses and employment as well as facilitating the effective development of international venture corporations.

##### (2) Target Tenants

Targeted tenants include small and medium-sized enterprises in business for fewer than 5 years trying to launch new international businesses, and individuals trying to start up new international venture businesses. Tenants must be aligned with the objectives of the IBPO and be already based in or have plans to be based in Kitakyushu City.

##### (3) Tenancy Requirements

Small and medium-sized enterprises and/or individuals which qualify as target tenant as defined in (2) above must also meet the following criteria:

- 1) They must not be in arrears for any taxes or public financial obligations prior to the submission of the application.
- 2) Kitakyushu City must be certified as the location of the Head Office in the registry book. Individuals starting up a new enterprise must submit a certified copy of the registry book within 6 months of moving in.
- 3) No associated individuals, such as representatives, investors, executives, or full-time tenants, must have directly or indirectly rented the IBPO during the past 5 years

## II. Conditions of Use

### 1. Duration of Use

The period of permitted use is less than 1 year in principle. However, the tenancy period can be extended by up to 12 months (6 months x two times). Note that, in principle, the tenant himself is requested to present a business status report when applying for the extension and that the extension may not be granted where no business progress can be recognized or where the business actually being performed differs considerably from what was defined in the business plan submitted at the time of the application.

### 2. Rent for Private Office Spaces

Area	No. of rooms	Rent (per month)
10m <sup>2</sup>	5	18,000 yen
11m <sup>2</sup>	5	19,800 yen
12m <sup>2</sup>	2	21,600 yen
14m <sup>2</sup>	4	25,200 yen

\* Foreign public organizations are permitted to use private office spaces free of charge.

### 3. Facilities available

Facilities within private office spaces	Shared facilities
A desk, a chair, a cabinet, a closet, and a simple sofa and coffee table	PCs, printers, photocopying machines, etc.

4. Security Deposit: 50,000 yen to be paid upon moving in and to be refunded with adjustments upon moving out

5. Photocopying Charges: to be billed at actual cost

6. Services available:

Temporary use of the office space is allowed.

#### (1) Operations and maintenance

- 1) Operation and maintenance of the private office spaces, PC area, and library area
- 2) Collection of rent for the private office spaces
- 3) Collection of photocopying charges

#### (2) General services

- 1) Answering phone calls and taking messages
- 2) Answering the door and communicating to the tenant about the visitor(s)
- 3) Handling postal deliveries



## . Application Procedures

Please submit the following items of paper work at least one month prior to the requested move-in date:

1. Completed tenancy application form
2. Business plan (in free format but containing concrete details)
3. CV of the office representative (in free format)

\*This is not required for public organizations.

## 4. Attachments

### (1) For foreign-affiliated corporations (BSC):

- 1) A letter of recommendation from a public organization such as an Embassy or Consulate
- 2) The articles of association or equivalent document
- 3) Documents equivalent to a certified copy of registration
- 4) An overview of the corporation (to explain the corporation's business, as for instance a company brochure)
- 5) A list of the executives and shareholders

### (2) For foreign public organizations (BSC):

- 1) An overview of the organization and a list of its achievements (in free format)
- 2) A letter of recommendation from business's home government (e.g., from an Embassy or Consulate)
- 3) An official signed letter applying for tenancy from a company representative

\* In the event an individual who does not directly belong to the public organization is assigned to the management of the business, an official certification of the business assignment agreement from a representative of the organization is required.

### (3) For corporations (IBPO):

- 1) The articles of association or an equivalent document
- 2) A certified copy of registration
- 3) An overview of the corporation (to explain the corporation's business, as for instance a company brochure)
- 4) A list of the executives and shareholders
- 5) Certification of tax payment issued by the relevant municipality

From inside Kitakyushu City: Certification of tax payment for the accommodation loan for small and medium-sized corporations

From outside Kitakyushu City: A document certifying the status of tax payment for the period of the previous 2 years

### (4) For individuals (IBPO):

- 1) A certificate of residency
- 2) Certification of tax payment issued by the relevant municipality

From inside Kitakyushu City: Certification of tax payment for the accommodation loan for small and medium-sized corporations

From outside Kitakyushu City: A document certifying the status of tax payment for the period of the previous 2 years

(Note) The submitted application materials will not be returned.

Please ensure that the submitted materials are as detailed as possible as they provide the basis for the tenancy review.

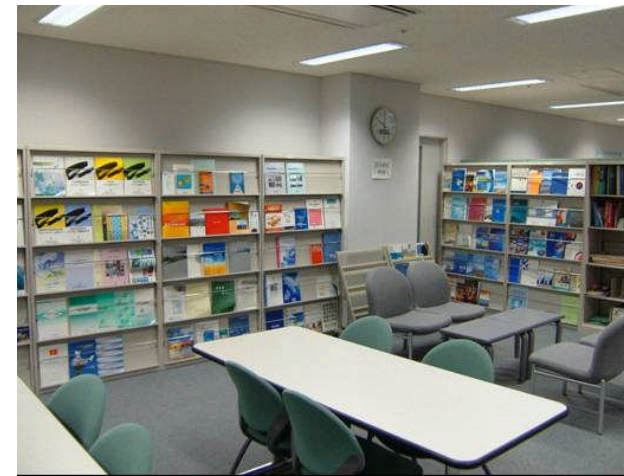
Please feel free to submit any additional attachments, such as those explaining business details, technologies and products, as reference materials.



Inside view of a private office space

## V. Tenancy Review and Selection

1. All Applications are considered at the KTI Incubation Office Tenancy Selection Committee before a decision is made.
2. An interview is conducted by a representative prior to the tenancy review.
3. A company representative or other designee must be present at the tenancy review to give a presentation.
4. An overview of the points to be reviewed (for your reference)
  - (1) Compatibility with the objectives of the facilities
  - (2) Significance of the tenancy
  - (3) Growth potential, originality and creativity of the business plan
  - (4) Managerial potential of the applicant to maintain and expand the corporation
  - (5) Feasibility of the business plan
  - (6) Degree of certainty revenues can be obtained in the future
  - (7) Spin-off effects for other enterprises and/or new employment
5. Applicants shall be notified of the result of the review in writing within one month of receiving the tenancy application.



Library Area



PC Area

For application submission and for any enquiries, use the following contact information:

KTI Incubation Office  
AIM Building 8F, 3-8-1 Asano, Kokurakita-ku, Kitakyushu 802-0001  
TEL/FAX 093-551-4837 (BSC)  
TEL/FAX 093-551-4798 (IBPO)  
(Hours) 9:00 AM to 5:00 PM, excluding weekends and holidays