



KITATEC

A Management Consulting Company
Bridging Japan India Business

KITATEC

MANAGEMENT CONSULTING SERVICES

Accounts / Pay-roll / Monthly Reporting

- Pay-Roll (Bank-Transfer to each Employee / Salary Slip etc) including Year-End adjustments.
- Vendor Payments.
- Withholding Tax related matters
- Bank status Weekly report and reconciliations.
- Monthly / Quarterly Financial Reports to HQ.



Tax Filing

- Consumption Tax Filing.
- Withholding Tax Filing.
- Corporate Tax Filing.



HR / Japanese Social Insurance.

- Japanese Social Insurance registration for New Entrants / Exit for returning Employees.
- Health Insurance for Employee and his Family.
- Lump sum Withdrawal for Employees who returned back to India.
- Haken license related matters.
- Employee Resume / Profile Check Reports for New Employee engagements.

Administration

- Accommodation Contracts with Weekly / Monthly Mansions for Short-term Employees.
- UR – Contracts for Long-term Employees.



Visa / Immigration Services

- COE , Certificate of Eligibility for Employee and his dependents.
- Change of Visa Status.
- Change of Employer.
- Visa Extension

A close-up photograph of a hand holding a blue pen, poised to write on a document titled 'VISA APPLICATION'. The document is slightly out of focus, but the title is clearly visible. Below the title, there is a section labeled 'SECTION A: PERSONAL INFORMATION'. The background of the slide features a teal and white geometric design.

Legal / Compliance Matters

- Incorporating Branch office or Independent Subsidiary Company in Japan.
 - Withholding Tax Exemption for Branch Office.
 - Monitoring and supporting all Compliance Issues.
 - Senior Management Reporting on Monthly or Quarterly basis.
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- A background image showing a hand holding a pen, writing on a document. The document has some faint, illegible text and a signature. The image is slightly blurred and serves as a background for the text.

Any other Services as per your Specific
Requirements to Support your Operations in Japan

Thank You