Business Plan for Start-up Activities

：Year ：Month ：Day

Applicant’s Name：

1　Applicant’s Outline:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (1)　Incentive to start and Future Outlook for the Start-up (include your incentive to create a start-up in Hamamatsu) | | | | |
| (2)　The applicant’s official role/position in the company | | | | |
| (3)　Background on the start-up: your qualifications, work history, specialized skills, business  acumen or knowledge you have learned etc. | | | | |
| (4)　If there is someone else who is making this application under the same start-up, please  write their name here. | | | | |
| (5) 　Start-up Plans  ※ Note your expectations for when you start the business | | | | |
| A  Incorporation Day | :Year :Month :Day   * The day the business is registered for trading, the opening of your business is reported etc. | | | |
| B  Business Type |  | | | |
| C  Eligible  Business Type | * One of the 7 following fields that were in the 2nd Vision for Hamamatsu Industry Innovation   ① Cutting-edge Shipping Carriers / Device  ② Health, Medical Care  ③ Neo Agriculture  ④ Environment, Energy  ⑤ Light, Electronics  ⑥ Digitalization  ⑦ Robotics   * Revolutionary technology, Projects which aim to improve current services * Any other field recognized by the Mayor | | | |
| D  The Goods or Service that your Company Provides |  | | | |
| E  Business Facility Address | -ku, Hamamatsu City, Shizuoka | | | |
| F  Investments　or Self-Funded Capital | Thousand Yen | | | |
| G  Company Stocks and Stockholding Ratio | Name of Stockholder | Address | | Percentage Held |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
| Total | | |  |
| H  Employee  (\*Other than the applicant) | Full Name: | | Nationality: | |
| Address: | | Role (in company): | |
| I  Number of Employees | Full Time: (　　　 ) Part Time: (　 　　 　)  Total: ( ) | | | |

2　Business Outline:

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| --- |
| (1)　General Outline of your Project  ➡ Outline of goods, services. |
|  |
| (2)　Sale/Provision of Goods/Services  ➡ Retailers, retail method, retail unit costs etc. |
|  |
| (3)　Production of Goods/Services  ➡ Suppliers, co-operatives and profit margins, itemization of cost price. |
|  |
| (4)　Important Resources to Manage  ➡ Project funding, offices, facilities, licensing, employees, etc. |
|  |
| (5)　The reason you believe your start-up to be profitable  ➡ Revolutionary technology, product, service, business model etc. |
|  |

3　Plans upon Launching Start-up Activities:

From the day of application, please describe in details what preparations and activities you will undertake for your start-up. (E.g. Getting investment and fundraising, securing offices/facilities and workers, finding retailers, sourcing/contacting suppliers, sale of goods/services, obtaining licenses and permissions, incorporating as a business etc.)

Furthermore, please note how you will procure the necessary funding (self-funded, loans etc.)

|  |  |  |
| --- | --- | --- |
| Point in Time | Start-up Current (expected) Situation | Necessary Funds  (Please state fund procurement method) |
| Point of Application |  |  |
| Year  Month  1st Month |  |  |
| Year  Month  2nd Month |  |  |
| Year  Month  3rd Month |  |  |
| Year  Month  4th Month |  |  |
| Year  Month  5th Month |  |  |
| Year  Month  6th Month |  |  |

|  |  |  |
| --- | --- | --- |
| Point in Time | Start-up Current (expected) Situation | Necessary Funds  (State Fund Procurement) |
| Year  Month  7th Month |  |  |
| Year  Month  8th Month |  |  |
| Year  Month  9th Month |  |  |
| Year  Month  10th Month |  |  |
| Year  Month  11th Month |  |  |
| Year  Month  12th Month |  |  |

4 Balance of Profits and Losses: （Units: Thousand Yen）

(Planned) Day of Incorporation: :Year :Month :Day

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Plan for Accounting Period Ending  (　 (month)) | | 1st Quarter | 2nd Quarter | 3rd Quarter |
| Sales Amount (a) | |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Cost of Sales (b)  Material, Labor, Expenses, etc. | |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Gross Profit Margin (c=a-b) | |  |  |  |
| Distribution Costs (d)  & General Expenses | |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Operating Profit Margin (e=c-d) | |  |  |  |
| Interest Paid (f) | |  |  |  |
| Ordinary Profits & Losses (g) | |  |  |  |
| Special Profits & Losses (h) | |  |  |  |
| Net Income before Tax (i) | |  |  |  |
| Net Income after Tax (j) | |  |  |  |

※ Corporation Tax is set at a fixed rate of 40%

※ Calculate without carrying forward losses.

5　Plan for Funding upon Launch:

(Planned) Day of Incorporation: :Year :Month :Day

Funding at Launch Day (Cash On-hand and Bank Balance):

　　　　　　　　　　　:Yen (Planned) ①

Funding at change in residence status to “Business Manager”

　　　　　　　　　　　:Yen (Planned)

（Units：Thousand Yen）

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Plan for Accounting Period Ending  (　 (month)) | | 1st Quarter | 2nd Quarter | 3rd Quarter |
| Spending of Capital | Property/Real Estate (Land, Buildings, Deposits etc.) |  |  |  |
| Equipment (Machinery, fixtures etc.) |  |  |  |
| Loan Repayments |  |  |  |
| Other |  |  |  |
| Total ② |  |  |  |
| Raising of Capital | Post Tax Profit |  |  |  |
| Depreciation Costs |  |  |  |
| New Loans |  |  |  |
| Self-Raised Funding |  |  |  |
| Other |  |  |  |
| Total ③ |  |  |  |
| Balance  (Cash, Cash Equivalents) | | ④ | ⑤ | ⑥ |

* ④ = ① - ② + ③
* ⑤ = ④ - ② + ③
* ⑥ = ⑤ - ② + ③

【Reference】

|  |  |  |  |
| --- | --- | --- | --- |
| Plan for Accounting Period Ending  (　 (month)) | 1st Quarter | 2nd Quarter | 3rd Quarter |
| Number of Employees  （Full-time） | Number of People:  Salary:  Thousand Yen | Number of People:  Salary:  Thousand Yen | Number of People:  Salary:  Thousand Yen |
| Number of Employees（Part-time） | Number of People:  Salary:  Thousand Yen | Number of People:  Salary:  Thousand Yen | Number of People:  Salary:  Thousand Yen |