

Provisions for Use of Business Support Office

The use of the Business Support Office shall be in accordance with the following provisions.

Items that are not stipulated in these provisions shall be treated in compliance with Japanese laws and common customs established in Japan. Note that these provisions may change without notice to users.

1. Qualifications of users

- (1) The Business Support Office permits an applicant to use its facilities if he/she satisfies the following two conditions.
 - a) Applicants with the intention to start a business or establish or reinvest in an office in Osaka city, who correspond to any of the following, and whom IBPC Osaka permits to use the BSO.
 - Domestic or overseas corporations, overseas governmental organizations, etc. which do not have any office in Osaka city
 - Domestic or overseas corporations, overseas governmental organizations, etc. which have one or more offices in Osaka city with a plan for further reinvestment.
 - b) Comply with the provisions, etc. stipulated by IBPC Osaka.
- (2) Those who match any of the following persons are not permitted to use the BSO.
 - a) An applicant who could possibly corrupt public morals or safety.
 - b) An applicant who could possibly damage facilities, attached items, equipment, etc.
 - c) An applicant who does not comply with the provisions, etc. stipulated by IBPC Osaka.
 - d) An applicant who is judged as disqualified by IBPC Osaka.

2. How to apply

An applicant who wishes to use the BSO shall discuss with IBPC Osaka beforehand and submit the following documents to IBPC Osaka. If the applicant is permitted to use the BSO after the examination by IBPC Osaka, “a written notice of approval for use of Business Support Office (BSO)” shall be issued.

- (1) “Application Form for Use of Business Support Office (BSO)”
- (2) Documents which show the business overview of the applicant
e.g.: Corporate brochures, a certified copy of company registration, an identity document of the applicant, etc.

*An abridged translation shall be attached when the above-mentioned documents are written in other than Japanese, English or Chinese.

3. Application Deadline

Ten (10) business days prior to the requested starting date to use the facilities

4. Hour of Use

From 7:00 to 23:00 (available all year round)

However, when applying for use on Saturdays, Sundays, national holidays or year-end/New Year holidays (12/29 to 1/3), the applicant shall submit the “Application Form for Holiday Use” to IBPC Osaka.

5. Term of Use

Two months in principal, provided, however, that it may be renewed depending on the preparation for establishment of the bases (up to two (2) times and six (6) months at maximum.)

Shared office space may be used for six (6) months at maximum without a renewal.

6. Usage Fee

Free of charge (including Internet use)

However, the user shall pay actual expenses for copying and communications (when using a private room).

7. Security Deposit

(1) Amount of security deposit

The user is required to transfer the security deposit money to the account of IBPC Osaka on the first day using the facilities, depending on the period of using the Business Support Office. (Refer to the table below.)

The difference shall be deposited if the facility is changed from shared office space to a private room during a period of usage.

	Period of use	
	Less than 30 days	30 days or more
Private room	JPY 20,000	JPY 50,000
Shared office space	JPY 20,000	

(2) Payment and return of security deposit

- a) The user shall pay the security deposit by the date first using the facilities.
- b) IBPC Osaka may use the security deposit for compensatory payment if the conditions in condition item 11(1) below occur.
- c) A security deposit shall be refunded to the user without interest on the last day of use. Also, in the event that the aforementioned appropriation is needed, the remaining balance shall be refunded without interest.
- d) Any transfer fee generated by sending or receiving the security deposit shall be paid by the user.

8. Cancellation of use

If a reservation for use of the BSO needs to be cancelled due to user convenience after the reservation has been made, the user shall immediately notify IBPC Osaka of the cancellation.

IBPC Osaka may cancel the permission or refuse use even if the user has already been permitted to use the facilities or has started using them if the user falls under any of the following conditions. In such a case, IBPC Osaka shall bear no responsibility for any loss by the user that is generated by the cancellation.

- (1) If false information is found in the application form for use of IBPC Osaka.
- (2) If the security deposit is not paid by the date designated by IBPC Osaka.
- (3) If an applicant has not appeared even on the date set to start using the facilities and no contact has been made so far.
- (4) If a user continues using the facilities even after the final day of the contracted period without obtaining permission from IBPC Osaka.
- (5) If noises, vibrations, odors, etc. coming from the user's office disturb people outside the office.
- (6) If a user acts or could possibly act against the rules of the building where IBPC Osaka is located.
- (7) If a user disturbs the management operation of IBPC Osaka by staying overnight in the Business Support Office, installing devices, equipment, etc. without obtaining permission from IBPC Osaka.
- (8) If the Business Support Office cannot be used due to natural disaster, damage to the facilities, or other unavoidable reason.
- (9) If IBPC Osaka judges the case as disqualified.
- (10) Regardless of the reason, the operation of the Business Support Office stops.

9. Use of devices, equipment, etc. permanently installed in the Business Support Office

(1) The following devices and equipment can be used free of charge. However, regarding communication and copying expenses, the actual expenses shall be charged.

Private room	Chairs, desks, lockers, coat racks, telephone/fax (actual expenses), internet, and wireless routers
Shared office space	Chairs, individual booths, and wireless routers
Shared facilities	A copy machine (actual expenses) and meeting space

- (2) When bringing in devices, equipment, etc. other than those described above, permission must be obtained from IBPC Osaka beforehand. In this regard, electrical appliances should only be those that can be used at 100V 60Hz.
- (3) Services other than ordinary calls, for which accounting cannot be done, such as collect calls, call forwarding, and telegraph are not available.

10. Closing account of charges

Communication expenses shall be paid every month when a claim is made.

A user shall pay in full all pending accounts when leaving the Business Support Office.

11. Users' responsibilities

- (1) When attached facilities, devices, equipment, etc. of the room or building are damaged or disappear during use, the user shall be responsible for paying the damage calculated by IBPC Osaka.
- (2) The user shall manage all of his/her belongings such as baggage, cash and valuables on his/her own responsibility. IBPC Osaka shall not pay for losses sustained by the user in any event, including robbery, damage, fire, natural disaster or war.

12. Dos and don'ts for use

- (1) Management of a room in use shall be conducted on the user's responsibility; IBPC Osaka shall have no responsibility for any losses sustained, such as robbery.
- (2) The cylinder key of a room in use shall be managed on the user's responsibility until the date of leaving the room. If the key goes missing, the loss shall be immediately reported to IBPC Osaka and the user shall pay JPY 20,000.
- (3) When leaving a room, the user shall remove his/her personal belongings and immediately restore the room in compliance with these provisions. Also, the user who has registered the Business Support Office as a location for its corporate/branch registration shall process registration of office relocation immediately after the relocation and submit a certified copy of registration issued after the relocation to IBPC Osaka.
- (4) The user shall not sublease or hand over the rights related to use of the Business Support Office to a third person.
- (5) Bringing in dangerous materials, such as explosives, fats, oils, toxic gasses and dangerous drugs, as well as putrid matters and corrosives, is banned.
- (6) Posting bills or notices on walls, doors, etc. with tape, pins, etc. is not allowed.
- (7) If interpretation of items and clauses that are not stipulated in these provisions is questioned, the user shall discuss the matter with IBPC Osaka and settle the case amicably in good faith. Regarding the previous item, any dispute that cannot be settled shall be settled by a trial giving exclusive jurisdiction to the Osaka District Court.

These provisions go into effect starting on March 1, 2019.

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