

— Other professional services

## Professional services \_ Administrative Scrivener

Tokyo Kyodo Gyoseishoshi Lawyer Office

**As a member of the Tokyo Kyodo Group, we provide specialized services for finance and fintech licensing.**

As an administrative scrivener office within the Tokyo Kyodo Group, Tokyo Kyodo Gyoseishoshi Lawyer Office's strength lies in specialized services related to securities and finance.

We mainly provide notification filing services for obtaining and maintaining licenses under the Financial Instruments and Exchange Law and the Real Estate Specified Joint Enterprise Law, as well as support for the preparation of business reports required to be submitted each fiscal year, the conducting of in-house training, and the providing of internal audit services.

With the arrival of the age of fintech, the Financial Instruments and Exchange Act has been amended almost on a yearly basis, and a succession of new laws and regulations have been established. Tokyo Kyodo Accounting Office's strength lies in our ability to offer services that are finely tuned and aligned with practical work, including procedures related to permits and approvals for increasingly complex schemes, as well as support for the provision of manuals and other documents, and compliance services (outsourcing), as necessary, with an awareness of the internal controls that clients must create and consider in practical work.

Close alignment with Tokyo Kyodo Accounting Office, Tokyo Kyodo Judicial Scrivener Office, and Tokyo Kyodo IP also enables us to provide a seamless range of services covering areas such as accounting and taxation, legal affairs, and IP, as well as permits and approvals.

### Features of our services

#### Administrative scrivener services

We leverage our accumulated expertise to complete application procedures in ways aligned with the will of our clients, based on an understanding of the key points that administrative agencies focus on.

There are unwritten rules for consulting supervisory authorities regarding matters such as financial licenses.

We support the preparation of processes, documentation, etc., to ensure clients can obtain permits and approvals as soon as possible where prior consultation is required, based on our accumulated experience, taking into consideration matters related to the financial instruments business, the Act on Specified Joint Real Estate Ventures, the Payment Services Act, and all other aspects of laws and regulations under the jurisdiction of the Financial Services Agency, as well as considerations at other companies, etc.

We also endeavor to offer solutions to accounting, taxation, and finance issues faced by clients that require careful consideration when forming funds, through collaboration with experts in Tokyo Kyodo Accounting Office.

#### ■ Support for permit and approval applications, notifications of changes, and other procedures (examples)

- Real estate brokers
- General real estate investment advisors/  
comprehensive real estate investment advisors
- Financial instruments business operators  
(investment management business,  
investment advisory and agency business,  
Type II financial instruments business  
(including crowdfunding services))
- Notifiers of specially permitted services, such as qualified  
institutional investors
- Issuers of advance payment instruments
- Funds transfer service providers and  
electronic payment instruments service providers
- Cryptoasset exchange service providers
- Financial service intermediary business
- Electronic payment service providers
- Money lenders
- Specified joint real estate enterprises/  
small-sized specified joint real estate enterprises
- Qualified special investors
- Construction business operators
- Rental housing management business operators
- Security business operators
- First class architect firm registration
- Real estate appraisal business operators

#### ■ Practical operational support based on licenses

- Creation of manuals
- Support for creation of internal systems
- Partial entrustment of back-office operations
- Support for the creation of internal management  
systems, etc., based on the Act on Prevention of  
Transfer of Criminal Proceeds and FATF  
recommendations

#### Company

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