

Commercial Membership Application



The American Chamber of Commerce in Japan www.accj.or.jp
Masonic 39 MT Bldg. 10F, 2-4-5 Azabudai, Minato-ku, Tokyo 106-0041 Japan
Membership Department
Phone: (03) 3433-7304 Fax: (03) 3433-8454
Email: membership@accj.or.jp

Please send the completed and signed form (1-3 pages) to the Membership Department by email. Fields marked with an asterisk (*) are required.

Membership Category*

- Corporate Sustaining Membership (CSM)
- Corporate Sustaining Membership (CSM) - President's Circle Package

- Company Membership (CM)
- Company Membership (CM) - Small Company Package

Preferred Joining Month (MM/YYYY)*: _____

Note: ACCJ Membership is billed on a calendar year basis. If you are joining in the middle of the year, we will issue an invoice for the prorated dues and fees based on your preferred joining month. Application and payment must be received by the 25th of the previous month.

Company Name*: _____

Website: _____ General tel: _____

Company description (Max. 180 characters including spaces):

Company address (mailing address)*:

Bldg. name: _____
Street number: _____
Street/Area/Ward: _____
City: _____
Prefecture/State: _____
Country: _____
Postal code: _____

Headquarter address (optional):

Bldg. name: _____
Street number: _____
Street/Area/Ward: _____
City: _____
Prefecture/State: _____
Country: _____
Postal code: _____

Nationality of your company (in terms of majority ownership)*: _____

Is your company a legal entity with more than 50% of U.S. equity? (The Representative member in a Commercial Membership with more than 50% U.S. equity is granted ACCJ voting rights)*:

- Yes (%) No

Please indicate which of the "Controlling Entity Tests" you believe that your Commercial Membership meets in order to hold voting rights. Please refer to page 4 of this application for details*:

- Test 1 Test 2 Test 3 Test 4

Note: The ACCJ Constitution requires that we confirm the voting status of every Commercial Membership every two years. The Membership Department will be contacting you to re-certify your status. Qualification based on Test 3 requires confirmation by the Board of Governors. If you select Test 3, please request a "Test 3 Application" from the Membership Department.

Check the option that best describes your company's operation in Japan*:

- Subsidiary Branch Representative office Joint venture Partnership
 Headquarter Other : _____

Number of employees in Japan*: _____

Number of employees worldwide*: _____

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Representative Member Data

Salutation*: Mr. Ms. Dr. Other: _____ Gender*: Male Female Prefer not to say
First name*: _____ Middle initial: _____ Last name*: _____
Preferred name (if different from above): _____

Title/Department: _____
Email address for receiving ACCJ communications*: _____
Email address for Directory listing (if different from above): _____
Office phone: _____ Office fax: _____
Alternate contact number: _____ Cellular Phone Fax

Citizenship*: _____ Date of birth (MM/DD/YYYY)*: _____
English ability: Fluent Good Minimal None
Japanese ability: Fluent Good Minimal None
Name of last school attended: _____
Country: _____ Degree (list highest degree earned): _____

How did you hear about us? (Please check all that apply):
 Introduced by member (member name): _____
 Web search Word of mouth ACCJ Journal ACCJ hosted/sponsored events
 SNS (Please check: Facebook Twitter LinkedIn YouTube) Other: _____
Reasons for joining (e.g., Advocacy, Networking, Information): _____

Privacy Setting:

Do you want to show your direct contact details (title, mailing address, email address) to members in the Member Database in the member-only website? Failure to make any selection will default the choice as no.
 Yes No

Note: The setting above will be reflected in the Member Database, but not in the annual Membership Directory. Since appearing in and receiving the Directory are considered to be important benefits of ACCJ membership, it is assumed that all members will want to have their contact information appear in the Directory. You will be contacted to confirm your listing for the Directory.

Mailing Label Preferences:

The ACCJ sells adhesive mailing labels drawn from our member database for both member and non-member purchase. Would you like to be listed in ACCJ mailing labels and receive mailings? Failure to make any selection will default the choice as no.
 Yes No

Please go to <http://www.accj.or.jp/privacy-policy> to see ACCJ Privacy Policy.

Agreement ¹⁾

The undersigned, if and when accepted as a member, agrees to be bound by the Constitution and Bylaws of the Chamber. Further, the undersigned acknowledges having read and understood the ACCJ Privacy Policy as provided in this packet. As set forth in the Constitution and Bylaws, the undersigned also agrees that membership dues shall be paid annually, and fees, if any, shall be paid monthly upon receipt of an invoice from the ACCJ.

I accept.*

The ACCJ accepts electronic signatures. By checking the "I accept", you agree your electronic signature is the legal equivalent of your manual signature on this Agreement.

I accept.

Signature*: _____

Date (MM/DD/YYYY)*: _____

Note: Unsigned applications will not be accepted. For more information about how to use electronic signatures, please see page 5.

¹⁾ ACCJ memberships renew automatically. A member may resign or a membership may cancel its membership upon not less than 30 days' written notice submitted to the ACCJ. Until your written notice is received, your membership remains active and your membership dues will continue to accrue for the prorated month(s).

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Industry Index Selections

Please select up to 5 industry indexes that describe your company/business. Your selected industries will appear in the Member Database and Membership Directory.

<input type="checkbox"/>	Accounting and Auditors	<input type="checkbox"/>	Healthcare, Pharmaceuticals, and Medical Devices
<input type="checkbox"/>	Advertising and Marketing	<input type="checkbox"/>	Hotels, Hospitality, and Recreation
<input type="checkbox"/>	Airline/Aviation Services and Supplies	<input type="checkbox"/>	Human Resources and Executive Search
<input type="checkbox"/>	Architecture and Interior Design	<input type="checkbox"/>	Import, Export, and Trade
<input type="checkbox"/>	Art	<input type="checkbox"/>	Industrial Processing and Manufacturing
<input type="checkbox"/>	Attorneys and Legal Services	<input type="checkbox"/>	Insurance Services
<input type="checkbox"/>	Automobile Parts and Services	<input type="checkbox"/>	Machinery, Equipment, and Instruments
<input type="checkbox"/>	Banking and Financial Services	<input type="checkbox"/>	Market Research
<input type="checkbox"/>	Basic Materials (Agricultural, Chemical, Gas, Metals, Oil)	<input type="checkbox"/>	Movers and Relocation
<input type="checkbox"/>	Business Centers and Serviced Offices	<input type="checkbox"/>	News and Multimedia
<input type="checkbox"/>	Clinics and Hospitals	<input type="checkbox"/>	Organizations and Associations
<input type="checkbox"/>	Computer/IT/Internet-Related Products and Services	<input type="checkbox"/>	Other Services
<input type="checkbox"/>	Construction and Engineering	<input type="checkbox"/>	Public Relations
<input type="checkbox"/>	Consulting - Business and Management	<input type="checkbox"/>	Publishers/Editing/Graphic Design/Printing
<input type="checkbox"/>	Consulting - Market Entry	<input type="checkbox"/>	Real Estate
<input type="checkbox"/>	Consulting - Other	<input type="checkbox"/>	Restaurants
<input type="checkbox"/>	Consumer Goods and Retail Services	<input type="checkbox"/>	Schools
<input type="checkbox"/>	Electronics and Electrical Products	<input type="checkbox"/>	State Representatives and Government Offices
<input type="checkbox"/>	Energy	<input type="checkbox"/>	Tax Consulting
<input type="checkbox"/>	Environment	<input type="checkbox"/>	Training and Development
<input type="checkbox"/>	Events and Entertainment	<input type="checkbox"/>	Translation and Interpretation Services
<input type="checkbox"/>	Food and Beverage	<input type="checkbox"/>	Transportation and Logistics
<input type="checkbox"/>	Freight Forwarders and Couriers	<input type="checkbox"/>	Travel and Tourism
<input type="checkbox"/>	Government Relations	<input type="checkbox"/>	Visa and Immigration Services



Controlling Entity Tests

Please refer to the below "Controlling Entity Test" chart in order to answer the "Company Nationality" field on Page 1.

<p>Test 1 The membership is an incorporated legal entity (or branch of such entity) more than 50% of which is beneficially held or ultimately controlled by (1) U.S. citizens or (2) U.S. legal entities that are either owned/controlled by U.S. citizens or publicly listed on a U.S. stock exchange and managed in the U.S.</p>
<p>Test 2 The membership is an unincorporated legal entity (e.g., partnership or sole proprietorship) in which (1) more than 50% of the members/partners are U.S. citizens or (2) more than 50% of the voting rights or equity interests are beneficially held or ultimately controlled by (a) U.S. citizens or (b) U.S. legal entities that are either owned/controlled by U.S. citizens or publicly listed on a U.S. stock exchange and managed in the U.S.</p>
<p>Test 3 The membership does not strictly meet either of the above tests but exhibits such a substantial nexus to the U.S. that it is a functional equivalent of a legal entity that qualifies under one of the above tests. <i>Note: Qualification based on this test requires confirmation by the Board of Governors. Please request a "Test 3 Application" from the Membership Department.</i></p>
<p>Test 4 The membership is owned/controlled by non-U.S. interests or does not otherwise meet any of these tests and therefore is not asserting that it is entitled to voting rights.</p>

Company Nationality: FAQ

My company doesn't meet Tests 1 or 2, but I believe it should have a voting membership. What do I do?

Request a "Test 3 Application" from the Membership Department <membership@accj.or.jp>. Complete the application explaining how your company should qualify to vote based on having a substantial nexus with the U.S. or on being the functional equivalent of a U.S. owned/controlled entity and attach any supporting documents you may have. Your application will be considered and acted on by the entire Board of Governors so please provide sufficient detail.

My company is exactly 50% owned by U.S. interests, but Test 1 requires "more than 50% ownership." What should I do?

You should seek to qualify under Test 3 by providing a statement that explains how your company is the functional equivalent of a U.S. owned/controlled entity.

Example 1: Test 1

My company, ABC Co., Ltd., meets Test 1 because it is ultimately owned and controlled by ABC Inc., a corporation based in the U.S. and listed on the New York Stock Exchange.

Example 2: Test 1

My company, ABC Y.K., a Japanese yugen kaisha, is more than 50% owned by John Q. Public, a U.S. citizen.

Example 4: Test 2

ABC Law Office is an international law office with offices in 17 countries. Its largest office is in New York City. More than 50% of the global management committee are U.S. citizens, as are more than 50% of the total number of partners on a world-wide basis.

Example 5: Test 3

ABC K.K. is a Japanese corporation. 50% of its shares are held by John Smith, a U.S. citizen. The other 50% are held by a non-U.S. citizen who is a silent partner. The product of the company is American-style management training. The business of the company is handled on a day-to-day basis by John Smith, who is the principal trainer and the public face of the company. While most of the company's client list are non-US companies, the product and the way in which it is delivered is American. John Smith's primary role means that the company has a substantial nexus to the U.S. and is the functional equivalent of a U.S. entity.

Example 6: Test 4

My company, ABC K.K. meets Test 4 because it is a Japanese kabushiki kaisha with no U.S. equity.



Membership Categories and Dues/Fees


Commercial Membership
<p>Corporate Sustaining Membership (CSM) Annual Dues: ¥1,800,000 (unlimited number of members) Entrance Fee: No charge</p>
<p>Corporate Sustaining Membership (CSM) - President's Circle Package Annual Dues: ¥1,800,000 (unlimited number of members) + Annual Package Fee: ¥5,700,000 Total Annual Cost: ¥7,500,000 Entrance Fee: No charge</p>
<p>Company Membership (CM) Annual Dues: ¥250,000 for Representative Member and one Additional Member ¥75,000 for each Additional Member / ¥30,000 for each Non-Resident Additional Member Entrance Fee: ¥15,000 per member (waived for the first 2 enrolled members)</p>
<p>Company Membership (CM) - Small Company Package Annual Dues: ¥150,000 for Representative Member Entrance Fee: ¥15,000 per member</p>



Notes:


- Non-resident Additional Member is for members located outside Japan or more than 100km away from the ACCJ office in Tokyo, Osaka, and Nagoya.
- Company Membership - Small Company Package provides for one-member membership. Additional members are not accepted.

How to Electronically Sign PDF Forms

The ACCJ accepts electronic signatures – an image of your signature overlaid on PDF forms. You can place an e-signature using several applications/software, and here are some examples.

Windows: Open the PDF form in Adobe Reader and click the Fill & Sign button  Fill & Sign ▾

Mac: Open the PDF form in Preview, click the Toolbox button  then click Sign 

Tablets and Smartphones: Download Adobe Fill & Sign, open the PDF form and tap the Signature button 

If you have trouble with e-signature, please print out the form, sign, and send us a scanned form.