起業準備活動計画書

Startup Preparation Activity Plan

年　　 月　　 日

Year / Month / Date

申請人氏名　Applicant name

Email

署名　Signature

（　　　　　　　　　　　　　　　　　　　）

**１　申請人の概要　Applicant’s Profile**

|  |
| --- |
| (1) 起業の動機及び将来の展望（東京都で起業する動機を含む。）Reasons to start business and future prospects (including reasons for choosing Tokyo) |
| (2) 事業における申請人の役職・役割Applicant's position and role in the project |
| (3) 起業の背景となる資格、職歴、特殊技能、保有特許などQualifications, work experience, special skills, patents held, etc. that provide background for starting the business |
| (4) 本事業に共同で申請する方がいる場合は、その申請人の氏名を記載してください。List the name(s) of the applicant(s), if any, who are jointly applying for the program. |
| (5) 起業の予定　※起業時に想定されるものを記載してくださいPlans for starting the business \*Please describe what you expect to do when you start your business |
| a 開業予定日Planned date of business opening | 　　年　　月　　日　　※法人登記日、開業届出日などYear / Month / Date planned for corporate registration, notification of business opening, etc. |
| b 業　種Type of industry |  |
| c 提供する商品・サービスProducts and services to be offered |  |
| d 事業所開設場所Place of business | 東京都Tokyo  |
| e 資本金（又は自己資金）Capital (or own funds) | 千円State figure in thousands of yen |  |
| f 株主構成（持分比率）Shareholder composition(shareholding ratio) | 株主名Shareholder name | 住所Address | 持分比率Shareholding ratio |
|  |  |  |
|  |  |  |
|  |  |  |
| 合計Total |  |
| g 役員※申請人以外Directors\*Other than applicants | 氏名：Name | 国籍：Nationality |
| 住所：Address | 役職：Post |
| h 従業員数Number of employees | 社員　　　　名、パート･アルバイト　　　　名、計　　　　名Employees　　　Part-timers　　　　　　　　　Total |

**２　事業の概要　Business Overview**

|  |
| --- |
| (1) 実施する事業の概要（商品・サービスの概要）Outline of the business to be conducted (Outline of products and services) |
|  |
| (2) 商品・サービスの販売・提供方法（販売先、販売方法、販売単価等）　　　Methods of selling or providing the goods or services (Sales destination, sales method, sales unit price, etc.)　　　　　　　　　　　　 |
|  |
| (3) 商品・サービスの製造元、仕入先、協力者や原価率、原価の内訳Manufacturer, suppliers, collaborators and cost ratio of goods and services, and breakdown of costs |
|  |
| (4) 必要となる経営資源（事業資金、事務所、設備、ライセンス、従業員等）Management resources required (Business funds, offices, equipment, licenses, employees, etc.) |
|  |
| (5) 収益を上げることが可能な理由、東京の市場における競合他社との差別化要因（革新的な技術、商品、サービス、ビジネスモデル等）Reasons why it is possible to generate revenue and what differentiates the company from competitors in Tokyo's market (Innovative technology, products, services, business model, etc.) |
|  |

**３　起業準備活動の工程表　Process chart of Startup Preparation Activity Plan**

　申請日以降、起業のために行う準備の状況を明らかにしてください。

　（所持している資金、資金調達、投入する資金、事業所及び設備、従業員、販売先開拓、仕入先/取引先、販売商品・サービス、許認可の資格取得、法人登記など）

　Clarify the status of the preparations to be made for the startup of the business from the date of application. (E.g., funds in possession, financing, funds to be invested, business premises and equipment, employees, development of sales partners, suppliers/business partners, products and services to be sold, qualifications for licenses and permits, corporate registration, etc.)

|  |  |  |
| --- | --- | --- |
| 時点Timeline | 起業準備活動状況Status of Startup Preparation Activity | 必要経費Required Expenses |
| 申請時点At the time of application |  |  |
| 年　月（1月目）Year/month(1st month) |  |  |
| 年　月（2月目）Year/month(2nd month) |  |  |
| 年　月（3月目）Year/month(3rd month) |  |  |
| 年　月（4月目）Year/month(4th month) |  |  |
| 年　月（5月目）Year/month(5th month) |  |  |
| 年　月（6月目）Year/month(6th month) |  |  |

|  |  |  |
| --- | --- | --- |
| 時点Timeline | 起業準備活動状況Status of Startup Preparation Activity | 必要経費Required Expenses |
| 年　月（7月目）Year/month(7th month) |  |  |
| 年　月（8月目）Year/month(8th month) |  |  |
| 年　月（9月目）Year/month(9th month) |  |  |
| 年　月（10月目）Year/month(10th month) |  |  |
| 年　月（11月目）Year/month(11th month) |  |  |
| 年　月（12月目）Year/month(12th month) |  |  |

**４　利益計画　Profit Plan**

|  |  |  |
| --- | --- | --- |
| 法人設立（開業）予定日Scheduled Date of Incorporation (Start of business) | 　　　年　　　月　　　日（予定）Year/Date/Month (planned) | 単位：千円Unit: Thousands of yen |
| 決算期（ 月末）予定Scheduled fiscal period (end of x month) | 第1期1st Period | 　　　第2期2nd Period | 　　　第3期3rd Period |
| a売上高　Sales |  |  |  |
|  |  |  |  |  |
| 　 |  |  |  |  |
| 　 |  |  |  |  |
| b売上原価（材料費、労務費、経費、外注費など）Cost of Sales (Materials, labor, expenses, outsourcing, etc.) |  |  |  |
|  |  |  |  |  |
| 　 |  |  |  |  |
|  |  |  |  |  |
| 　 |  |  |  |  |
| 　 |  |  |  |  |
| c売上総利益（a－b）Gross Profit (a-b) |  |  |  |
| d販売費及び一般管理費Selling, general and administrative expenses |  |  |  |
| 　 |  |  |  |  |
|  |  |  |  |  |
| 　 |  |  |  |  |
| 　 |  |  |  |  |
|  |  |  |  |
| e営業利益（c－d）Operating profit (c-d) |  |  |  |
| f 支払利息Interest expense |  |  |  |
| g 経常損益Ordinary income/loss |  |  |  |
| h 特別損益Extraordinary income/loss |  |  |  |
| i 税引前当期利益Current income before income taxes |  |  |  |
| j 税引後利益Profit after tax |  |  |  |

**５　資金計画　Financial Plan**

※法人税率は、40％で固定すること

\*The corporate tax rate shall be fixed at 40%

※繰越欠損金は、適用しないで計算すること

\*Tax loss carryforwards shall not be applied

　法人設立（開業）予定日　　 　　　　　　　　　　　年　　月　　日（予定）

　Planned date of incorporation (start of business)　Year/Month/Date (planned)

　開業時の手持ち資金（現金預金残高）

　　　　　　円（予定）

　Cash on hand (balance of cash and deposits) at the time of opening

　　　　　　yen(planned)

　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　単位：千円

Unit: thousands of yen

|  |  |  |  |
| --- | --- | --- | --- |
| 決算期（　月末）予定Planned fiscal period (end of x month) (planned) | 第1期1st Period | 第2期2nd Period | 　　第3期3rd Period |
| 資金使途　Use of funds  | 不動産（土地、建物等の取得、売却）Real estate (acquisition and sale of land, buildings, etc.) |  |  |  |
| 設備（機器、備品等）Equipment（devices, fixtures, etc.） |  |  |  |
| 借入金返済Repayment of borrowings |  |  |  |
| 借入金支払利息Interest expenses on borrowings |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| その他Others |  |  |  |
| 資金支出合計Total funds expenditure |  |  |  |
| Capital funds financing資金調達 | 税引後利益Profit after tax |  |  |  |
| 減価償却費Depreciation and amortization |  |  |  |
| 特別損益Extraordinary Income/loss |  |  |  |
| 営業外損益Non-operating profit/loss |  |  |  |
| 新規借入金New debt |  |  |  |
| 自己資金繰入Provision of own funds |  |  |  |
| その他Others |  |  |  |
| 資金収入合計Total fund income |  |  |  |
| 当期資金収支Current net funds |  |  |  |
| 差引（現金預金残高）Difference (cash on hand and in banks) |  |  |  |

**労務費と人件費の明細　Labor and personnel expenses**単位：千円

Unit: thousands of yen

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 種別（人数及び支払給与）Type (headcount and salaries paid) | 明細Statement | 第1期1st Period | 第2期2nd Period | 第3期3rd Period |
| 経営陣Management | 工場職員Factory staff number | 人 | 人 | 人 |
| 本社職員Head office staff number | 人 | 人 | 人 |
| 一人当たり平均支出額Average expenditure per person |  |  |  |
| 労務費Labor cost |  |  |  |
| 人件費Personnel expenses |  |  |  |
| 総額Total |  |  |  |
| 正社員Full-time | 工場職員Factory staff number | 人 | 人 | 人 |
| 本社職員Head office staff number | 人 | 人 | 人 |
| 一人当たり平均支出額Average expenditure per person |  |  |  |
| 労務費Labor cost |  |  |  |
| 人件費Personnel expenses |  |  |  |
| 総額Total |  |  |  |
| パートPart-time | 工場職員Factory staff | 人 | 人 | 人 |
| 本社職員Head office staff | 人 | 人 | 人 |
| 一人当たり平均支出額Average expenditure per person |  |  |  |
| 労務費Labor cost |  |  |  |
| 人件費Personnel expenses |  |  |  |
| 総額Total |  |  |  |
| 労務費合計Total labor cost |  |  |  |
| 人件費合計Total personnel expenses |  |  |  |

**６　資金繰り表　Cash Flow Chart**

単位：千円

Unit: thousand yen

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 年　月Year / month |  |  |  |  |  |  |
| 　前月繰越（金）（A）Previous month carryover(A) |  |  |  |  |  |  |
| 営業収入　Operating revenue | 現金売上Cash sales |  |  |  |  |  |  |
| 売掛金の回収Collection of accounts receivable |  |  |  |  |  |  |
| 受取手形の期日入金Deposits of notes receivable on due date |  |  |  |  |  |  |
| 前受金の入金Advance received |  |  |  |  |  |  |
| その他の入金Other deposits received |  |  |  |  |  |  |
| 収入合計（B）Total revenue (B) |  |  |  |  |  |  |
| 営業支出　Operating expenditure | 現金仕入Cash purchase |  |  |  |  |  |  |
| 買掛金の支払Payments of account payable |  |  |  |  |  |  |
| 支払手形の期日決済Settlement of notes payable on due date |  |  |  |  |  |  |
| 未払金の支払Payment of Accounts payable |  |  |  |  |  |  |
| 設備支出Equipment expenditures |  |  |  |  |  |  |
| 広告宣伝支出Advertising expenditures |  |  |  |  |  |  |
| 支払家賃Rent paid |  |  |  |  |  |  |
| 人件費支出Personnel expenses paid |  |  |  |  |  |  |
| 外注費支出Outsourcing expenses paid |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 支払利息Interest expenses |  |  |  |  |  |  |
| その他の支払Other payments |  |  |  |  |  |  |
| 支出合計（C）Total expenditures（C） |  |  |  |  |  |  |
| 差引過不足（D）=B-CExcess/deficit (D)=B-C |  |  |  |  |  |  |
| 財務収支　Finance | 借入Borrowing |  |  |  |  |  |  |
| 手形割引Bills discounted |  |  |  |  |  |  |
| 借入金返済Repayment of borrowings |  |  |  |  |  |  |
| その他Others |  |  |  |  |  |  |
| 財政収支合計（E）Total financial revenue/expenditure (E) |  |  |  |  |  |  |
| 当月差引金額（F）=D+ECurrent month’s difference (F)=D+E |  |  |  |  |  |  |
| 次月繰越（金）（A+F）Amount carried over to next month (A+F) |  |  |  |  |  |  |