

**LANDMARK  
TOWER**



Tokyo, Japan. August 30, 2004.

## **LINC Media and Mitsubishi Estate Building Management Start "Business Concierge Service" at Yokohama Landmark Tower**

### **One-stop Support in English For Foreign Firms in Japan**

LINC Media, Inc., a broad-based technology and corporate services vendor for foreign firms in Japan, has announced a business tie-up with Mitsubishi Estate Building Management Co., Ltd. The tie-up focuses on the launch of the two companies' new "Business Concierge Service (<http://www.businessconcierge.jp>)", which targets foreign firms newly entering the Japanese market, and which provides a "portable" serviced office approach to tenants of Mitsubishi properties. The Business Concierge Service provides a menu of services common to the set up and establishment of a new company in Japan, such as the recruiting of senior management, registering a company, fitting out an office and IT infrastructure, and getting bilingual technology and back-office administrative support.

The first location for roll-out of the Business Concierge service will be the Yokohama Landmark Tower, starting September, 2004. Of the more than 200 tenants of the Landmark Tower, currently 40 are foreign affiliated companies and both parties expect this number to rise as the Japanese economy continues to improve. As well as the provision of the actual service menu, either directly or through partner companies, LINC Media will also be marketing the availability of Mitsubishi properties, such as the Landmark Tower, to foreign firms still trying to decide where to set up in Japan.

The main benefits of the Business Concierge service are that the services are available in English, making it possible for foreign executives to take personal control of the essential process of setting up a new business, and also the fact that all aspects of the company start-up are available from a single vendor, thus making the logistics of a start-up much easier to manage.

In detail, the Business Concierge services to be offered by LINC Media and its partners, are as follows:

- Japanese market research
- Japanese company registration
- Tax, corporate and personal
- Visas
- Domestic legal consultation
- Payroll, human resources
- Employee education and training
- Business development consulting
- M&A consulting
- Translation, Interpretation
- IT support PR/marketing services
- Other business-related support
- Executive family support
  - Introduction of English speaking doctors
  - Introduction of supermarkets with foreign products
  - Introduction of housing
  - Introduction of international schools

The initial Business Concierge Service will be delivered to tenants of the Landmark Tower and Queen's Tower A. Businesses Services are priced from a menu and case-by-case estimates, while the family support services are available free of charge.

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#### **About LINC Media Inc.**

LINC Media was founded in 1996 by current CEO and President Terrie Lloyd to support foreign firms trying to enter Japan. In the ensuing years, the company grew into a full-fledged media firm with an English-language business magazine, recruiting services and bilingual technical support services

<http://www.linccmedia.co.jp>

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