



Tokyo, Japan, August 2, 2005.

## **LINC Media and ITOKI Start Japan Concierge Service**

### **Business Matching Service for Foreign and Japanese Firms**

LINC Media Inc. and ITOKI, a major office furniture maker, announced that they will launch on August 1st the Japan Concierge Service for foreign-affiliated companies entering the Japanese market. (<http://www.japanconciierge.com/>) The comprehensive service offers foreign-affiliated firms support in everything from setting up a company to finding potential customers. It reduces the costs and time involved in setting up a business in Japan, and prepares the way for smooth market entry.

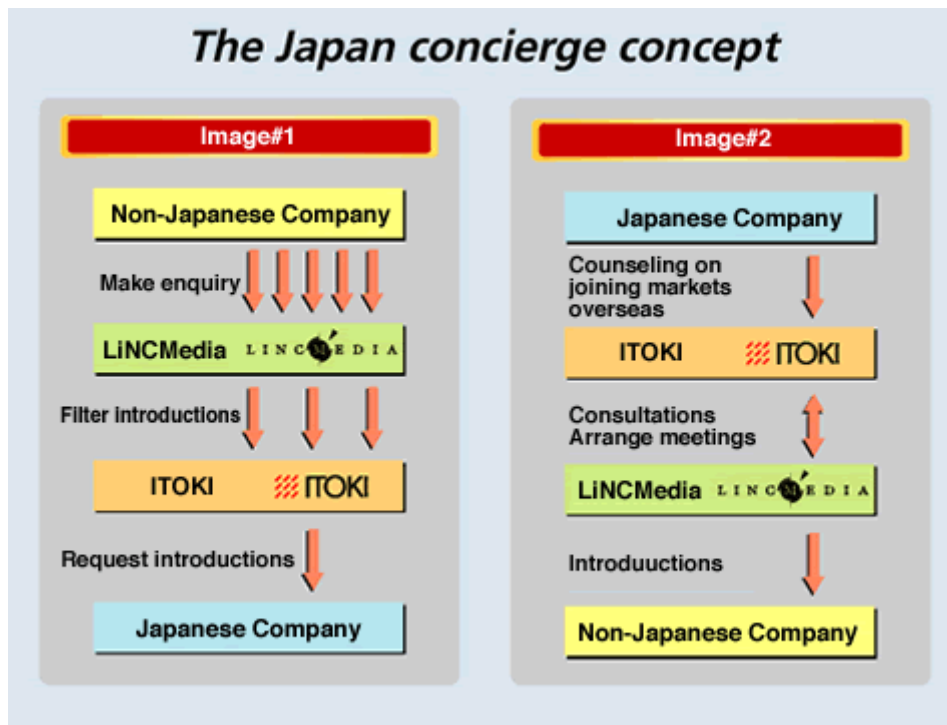
The concierge service will provide companies with the necessary services to run their business in Japan, including help with corporate registration, hiring employees, office set-up and English IT support. The service is geared toward helping foreign firms in Japan set up their businesses in a quick and effective way.

The concierge service also offers a wealth of connections in Japan for foreign-affiliated companies wishing to develop customers or find a sales agency. ITOKI has a deep national network of more than 20,000 customers to tap into when finding the right partner or customer for foreign firms.

The concierge concept is perhaps easiest to grasp this way: Just as a good concierge in a five-star hotel takes care of the guest's every need, the business concierge is there to help foreign firms navigate the business terrain of Japan.

Since its incorporation in 1996, LINC Media Inc. has been supporting foreign-affiliated companies entering the Japanese market. The company currently receives regular inquiries from overseas on entering the Japanese market, and provides consultation and system integration services suited to the Japanese market. ITOKI is one of Japan's major office furniture makers, with more than 20,000 clients, ranging from major corporations to small, midsize and venture companies.

LINC Media brings its foreign expertise and contacts to the concierge service, and ITOKI brings its deep business ties. Together, the companies have created a seamless service for companies eyeing the Japanese market.



The Japan Concierge Service offers advice, services and support for:

- 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

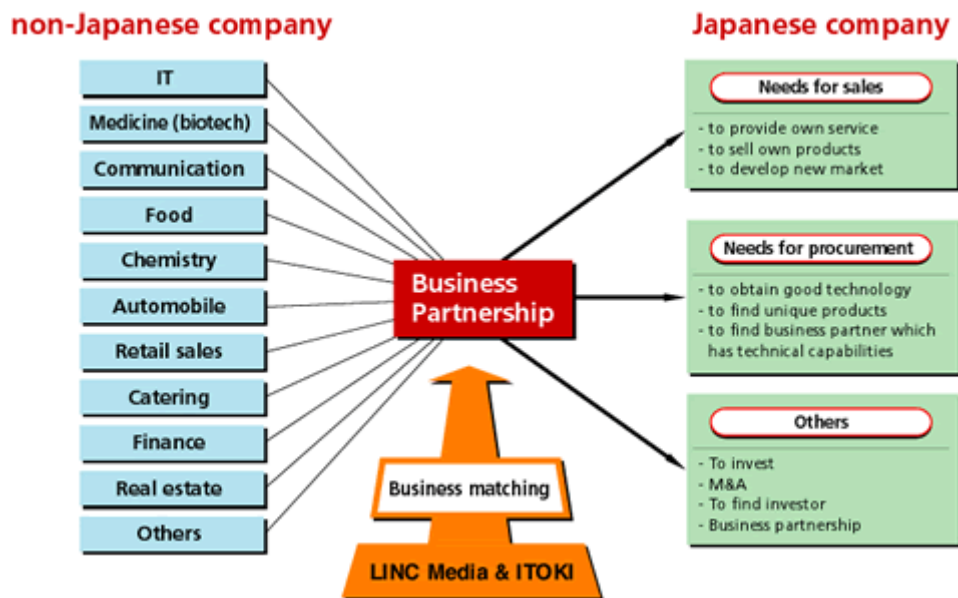
- Other business-related support
- Executive family support

Introduction of English speaking doctors

Introduction of supermarkets with foreign products

Introduction of housing

Introduction of international schools



### Advantages of Japan Concierge Service

Time is crucial to business. By using the Japan Concierge, companies can focus on their primary duties and avoid getting lost in a swamp of unfamiliar rules and regulations.

Expats new to Japan find that the first few months of doing business in Japan can be filled with an overwhelming amount of foreign territory to cover. The concierge service helps these expats set up business meetings, make travel plans, figure out the train system, place hotel reservations and arrange translators and interpreters. It can be a lifesaver for an expat with short-term business goals to reach.

ITOKI will leverage its extensive network to find sales opportunities for concierge clients, giving firms a wider array of potential customers right from the start.

### Service Charge

Inquiries to the Japan Concierge Service are free of charge. After a firm makes contact with the service, it will provide service details and pricing if the company is interested. In other words, there are no strings attached and clear pricing is in place, making the service worry-free.

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### **About ITOKI**

ITOKI helps customers enhance their company's value by supporting the environments where employees and customers interact, including office space, public space, security space -- in short, any space where people live and work. ITOKI plans, designs, implements and manages these spaces. It also provides furniture, fixtures, systems and facilities. With consistent facility management in mind, ITOKI provides advanced strategic planning and design as well as operational support. By working closely with its clients and getting to know their needs, ITOKI considers everything from small obstacles to large issues that the company may encounter in its work spaces. In this way, it helps create a better business environment for its clients.

<http://www.itoki.jp>

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

LINC Media is a systems integration and market entry consulting firm based in Tokyo, Japan. The company was founded in 1996 by Australian entrepreneur Mr. Terrie Lloyd, and supplies IT services and consulting to many foreign multinationals in Japan, in particular major banks and securities firms, as well as Japanese local governments. The ABC Incubator is the second incubator facility established by LINC Media, after an 1,100 sq. m. facility at its head office in Minami-Aoyama, in the southwest of Tokyo. Lloyd has personally started 12 businesses in Tokyo and many others for clients, and has created the incubator based on core services learned from his 21 years in business in Japan.

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

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