

在留資格申請に関する委任契約の流れ

Process Flow for the Mandate Agreement Related to Residence Status Applications

行政書士サポートプロセス

Process of Support Provided by the Administrative Scrivener

行政書士 上野徹事務所

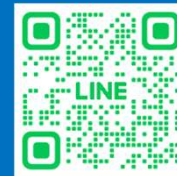
特定行政書士／申請取次行政書士

ファイナンシャルプランナー2級技能士

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全体フロー概要 / Overall Process Overview

1. 初回相談

2. 業務内容の
説明

3. 見積提示

4. 委任契約の
締結

5. 必要資料の
収集

6. 書類作成・
申請提出

1. Initial
Consultation

2. Overview of
Our Services

3 Presentation
of the Cost
Estimate

4. Conclusion of
the Mandate
Agreement

5. Collection of
Necessary
Documentation

6. Preparation
and Filing of the
Application

初回相談 / Initial Consultation

- 申請内容の確認

Review of the Application Details

- 在留資格の該当性チェック

Check Eligibility for the Residence Status

- 必要資料の概要説明

Explain the Required Documents

業務内容の説明 / Overview of Our Services

- 行政書士が担当する作業範囲の説明

Explanation of the Administrative Scrivener's Scope of Work

- 想定されるスケジュール

Expected Schedule

- 必要な協力事項の確認

Confirmation of Required Client Cooperation

見積提示 / Presentation of the Cost Estimate

- 着手金・報酬額の提示

Presentation of the Initial Fee and Service Fee

- 実費の説明(印紙代・郵送代など)

Explanation of Actual Expenses (stamp fees, postage, etc.)

- 支払方法の案内

Guidance on Payment Methods

委任契約の締結 / Conclusion of the Engagement Agreement

- 電子契約または書面契約

Electronic or Written Contract Execution

- 契約内容の最終確認

Final Confirmation of the Contract Terms

- 着手金の支払い

Payment of the Initial Fee

必要資料の収集 / Collection of Necessary Documentation

- 申請人・企業側の資料収集
Collection of Documents from the Applicant and the Company
- 不足資料の案内
Notification of Missing or Additional Documents
- 質問・確認事項のやり取り
Exchange of Questions and Clarifications

書類作成・申請提出 / Preparation and Filing of the Application

- 行政書士による書類作成

Document Preparation by the Administrative Scrivener

- 申請書類の最終確認

Final Review of the Application Documents

- 行政庁への提出

Submission to the Competent Authority

結果通知とフォローアップ / Notification of the Result and Follow-Up Support

- 結果の報告

Reporting the Result

- 次のステップの案内（在留カード受領など）

Guidance on the Next Steps (e.g., Residence Card Collection)

- 必要に応じた追加サポート

Additional Support as Needed

まとめ / Concluding Summary

- 委任契約で安心・明確な手続き

Clear and Reliable Procedures Through a Mandate Agreement

- 電子契約で迅速対応

Speedy Handling via Electronic Contract Execution

- 必要に応じたフォローアップも可能

Follow-Up Support Available as Needed