

# Basic Program on Reducing Administrative Burden (Overview)

March 29, 2017

Subcommittee for Administrative Burden Reduction  
Council for Promotion of Regulatory Reform  
Government of Japan

Systematic efforts for administrative cost reduction will be made by each ministry and agency. This program was approved by the Prime Minister on March 29 in the Council for Promotion of Regulatory Reform.<sup>2</sup>

## **1. Three Principles for Administrative Burden Reduction in Japan**

### **(1<sup>st</sup> Principle) Pursuit of Thoroughness in Computerization of Administrative Procedure (Digital First Principle)**

Ministries and Agencies of Japanese Government shall pursue computerization of administrative procedure including attached documents as thoroughly as possible.

### **(2<sup>nd</sup> Principle) Once Only (Once-Only Principle)**

In order for business not to inform various agencies of the same information, ministries and agencies shall share the information collected from Business.

### **(3<sup>rd</sup> Principle) Uniform Documentary Forms**

Ministries and agencies shall maintain uniform documentary forms in case they request similar information on the background of similar policy objectives to the greatest extent possible.

Note: Ministries and agencies shall strive to reduce local governments' administrative burden along with obtaining the understanding and cooperation of local governments.

## **2. Prioritized Areas and Reduction Goals**

### **(1) Prioritized Areas**

For the following nine prioritized areas, each ministry or agency shall guide the formulation of plans to achieve reduction goals and promote efforts to reduce administrative costs.

Procedures for:

- i . Business approvals and licenses
- ii . Social insurance
- iii . National taxes

<sup>1</sup> The English translation of the “Basic Program on Reducing Administrative Burden (Overview)” in this paper is unofficial. Only the original Japanese text of the “Basic Program” has official effect and the English translation is to be used solely as a reference material to aid the understanding of the “Basic Program”.

<sup>2</sup> [http://japan.kantei.go.jp/97\\_abe/actions/201703/29article1.html](http://japan.kantei.go.jp/97_abe/actions/201703/29article1.html)

- iv. Local taxes
- v. Subsidies
- vi. Providing responses to statistical studies and other surveys
- vii. Labor management of corporate members
- viii. Commercial registrations
- ix. Issuance of certificates as the request from corporate members

Note: The cumulative percentage of responses of the questionnaire surveys sent to businesses that identified areas 1 to 9 above as burdensome was 69%.

The “administrative burden about procedures for employees’ tax payments” and the “submitting a bid to or entering into a contract with an administrative ministry or agency” will be discussed separately during meetings of the Council for Promotion of Regulatory Reform as soon as possible.

## **(2) Reduction Goals**

The numerical target is to reduce the total of administrative costs (measured in “time” (the number of hours spent within a business to complete a procedure)) by 20%.

(The duration will be for a period of three years, until fiscal year 2019. However, for some issues, this period may be extended to five years, until fiscal year 2021.)

Note 1) For national taxes and local taxes, numerical targets will be set separately, such as the goal for the utilization rate of electronic filing of corporate inhabitant and consumption taxes, called “e-tax”, by major corporations is 100%.

Note 2) For providing responses to Statistical studies and other surveys, efforts will be made to reduce burdens imposed on businesses by carrying out the intent of the efforts to reduce administrative costs, following the “Basic Policy for the Fundamental Reform of Economic Statistics.

## **3. Implementation of Strategic Actions in Japan**

### **(1) Prioritized Areas**

Each ministry or agency shall formulate a basic implementing plan by the end of June 2017. Measures that can be implemented at that point will be started as soon as possible.

After July 2017, the Subcommittee for Administrative Burden Reduction will extensively examine the basic implementing plans formulated by ministries and agencies, including their efforts and targets, and request improvements as necessary.

Each ministry or agency will revise its basic implementing plan by March 2018.

### **(2) Other Areas**

Each ministry and agency will make voluntary efforts to carry out the intent of the actions.

The Subcommittee for Administrative Burden Reduction, as needed, will keep track of progress on the efforts by respective ministries and agencies, by utilizing specific measures such as requesting time schedules for corresponding ministries and agencies.