About the NTA

The NTA was organized in 1949 as an external organ of the Ministry of Finance.

The NTA supervises 12 Regional Taxation Bureaus (including the Okinawa Regional Taxation Office, and the same applies hereinafter) and 524 Tax Offices throughout Japan.

There is also the National Tax College which trains tax officials, while the National Tax Tribunal serves as a special body engaged in examining requests for review from taxpayers.

1 Assignment and missions of the NTA

Article 19 of the Act for Establishment of the Ministry of Finance provides that the NTA achieves its duties of "Realizing proper and fair assessment and collection of internal taxes," "Sound development of the liquor industry," and "Ensuring proper administration of services by Certified Public Tax Accountants (CPTAs)."

When the NTA carries out these duties, we believe that the most important point should be to gain the understanding and trust of the Japanese people as the taxpayers.

Therefore, we have established our practice standards and codes of conduct to perform these duties, which are declared to tax officials as well as announced to the public as the "Missions of the NTA."



NTA

Missions of the NTA

Mission: Help taxpayers properly and smoothly fulfill their tax duties

Assignment

To achieve the above mission, the NTA carries out its duties as stipulated in Article 19 of the Act for Establishment of the Ministry of Finance, while keeping in mind transparency and efficiency.

1 Achieving proper and fair assessment and collection of internal taxes

(1) Development of tax payment environment

- ① Provide and publicize easily understood accurate information on legal and regulatory interpretations and procedures concerning tax filing and payment.
- ② Respond quickly and accurately to inquiries or consultations from taxpayers.
- 3 Make efforts to obtain broad cooperation and participation of the related ministries, agencies, and citizens in order to build cooperation with tax administration and understanding of the roles of taxes.

(2) Promotion of proper and fair tax administration

- 1 To achieve proper and fair taxation,
 - (i) Properly apply the relevant laws and regulations.
 - (ii) Work to achieve proper tax filing, and reliably correct errors by conducting examinations and guidance for people who filed improper returns.
 - (iii) Work to help taxpayers pay taxes by the due date, and implement procedures to collect taxes from delinquent taxpayers.
- 2 Respond properly and promptly to taxpayers' requests for review, to address infringements of taxpayers' legitimate rights and interests.

2 Sound development of the liquor industry

- ① Stabilize the business foundations of the liquor industry, and ensure brewing technology research and development and the quality and safety of liquor.
- 2 Work for effective use of resources related to liquor.

3 Proper administration of services by Certified Public Tax Accountants (CPTAs)

Work for proper administration of CPTA services, to ensure that CPTAs play important roles in the proper and smooth administration of the self-assessment system, based on the missions assigned.

Code of Conduct

The above duties shall be carried in accordance with the following Code of Conduct.

(1) Code of Conduct for performing duties

- ① Maintain tax administration transparency, so that taxpayers are knowledgeable of the legal and regulatory interpretations and administrative procedures.
- ② Work to improve taxpayer convenience in filing and payment.
- 3 Work to improve the administrative processes in order to improve efficiency in tax administration.
- 4 Work to actively collect and use information and data, to accurately implement tax examinations and procedures against tax delinquencies.
- (5) Take strict action against taxpayers who engage in malicious tax evasion and tax delinquency.

(2) Code of Conduct for officials

- 1 Respond to taxpayers in good faith.
- ② Maintain confidentiality about information acquired on the job, and maintain official discipline.
- Work to gain the specialized knowledge required to accomplish assigned tasks.

Challenges

The NTA correctly and flexibly copes with changes in an economic society faced with the advanced use of ICT and globalization, etc., while continuously reviewing and improving the organization and tax administration operation in order to meet taxpayer needs.

About the NTA

2 Concepts for management of tax administration

The NTA carries out the following initiatives in order to perform the aforementioned duties and mission, and to gain the understanding and trust of taxpayers.

NTA Initiatives

(1) Enhancement of services for taxpayers

- Provide the necessary information needed for filing via websites, etc. so that taxpayers can correctly file and pay their taxes themselves.
- Work to provide an excellent filing and tax payment means using ICT, such as e-Tax and filing assistance on the NTA website.
- Respond to advance inquiries and advance pricing arrangement of transfer pricing taxation, so the taxpayer can predict in advance the tax treatment of its own economic activities.
- Work to improve an environment and provide support to enhance tax education, in cooperation with the relevant ministries, agencies, educators and private organizations.

(2) Proper and fair taxation and collection and remedy for taxpayer rights

- Take a strict stance against malicious taxpayers, while protecting taxpayer rights and interests.
- Upon dispositions for taxation and delinquent tax, correctly understand what the taxpayer asserts and objectively scrutinize it at the examination stage, and then accurately confirm the facts and apply the laws and regulations.
- Systematically work in response to increasingly complex economic transactions, etc. Work to enhance the system to collect information, and accurately prioritize issues such as response to the increasing diversity of asset investments and fraudulent refunds for consumption tax.
- For international transactions, exchange information with foreign tax authorities based on tax treaties, and take a strict stance towards tax avoidance etc. in which taxation problems are found.
- Promote the enhancement of corporate governance on tax matters through exchanging opinions with executive officers of large enterprises, etc. At the same time, prolong the interval between examinations for those corporations recognized as having enhanced corporate governance and allocate more examination work to those corporations in need of improvements.
- Achieve proper and speedy processing of a request for review, as well as develop environment for more user-friendly request for review system.

(3) Promotion of administrative work efficiency and enhancement of organizational foundations

- To appropriately perform the NTA's duties under harsh fiscal conditions, work to secure the necessary structure, staff and budgets, appropriately allocate them, and take the taxpayers viewpoint in working to boost efficiency and cut costs.
- Constantly review to simplify and boost efficiency, for example by computerization of clerical processes. Especially for the income tax return filing period when filings are concentrated in a short period of time, focus to encourage use of e-Tax which contributes to enhanced taxpayer convenience.
- Accurately assign personnel corresponding to their experience and abilities, while paying attention to hiring and promoting female staff. To enhance needed specialized knowledge, provide excellent guided development policies such as training.
- Thoroughly control administrative documents and information.

(4) Proper management of liquor administration

- Make efforts to assure the safety and to enhance the quality level of liquor, by such measures as technical guidance to liquor manufacturers and examination on the labeling of liquors among liquor business operators.
- To respond to social demands, such as preventing underage drinking and being environmentally conscious, implement measures including guidance for the proper display at liquor shops and selling spaces, as well as providing thorough information on the system for recycling liquor containers.
- For liquor business operators, implement a survey on actual trade practices and give the necessary guidance for improvements in order to assure fair trade of liquors. At the same time, make efforts to develop the fair trade environment for liquor in cooperation with the Fair Trade Commission.
- Working with the relevant ministries and agencies, introduce the attractiveness of Japanese liquors and make efforts to abolish regulations at export destinations, which are export barriers, in order to develop the environment for the export of Japanese liquors.

(5) Proper administration of services by Certified Public Tax **Accountants (CPTAs)**

- Endeavor to Coordinate and cooperate with Certified Public Tax Accountants' Associations as organizations for improving the work of CPTAs, because CPTAs play important roles in the proper and smooth realization of the self-assessment system.
- Work to prevent violations of the Certified Public Tax Accountant Act by CPTAs, etc. At the same time, take strict action against CPTAs, etc. who violate the Certified Public Tax Accountant Act and so-called "fake CPTAs" by applying disciplinary actions and filing accusations seeking prosecution.

(6) Policy evaluation and improvement of tax administration

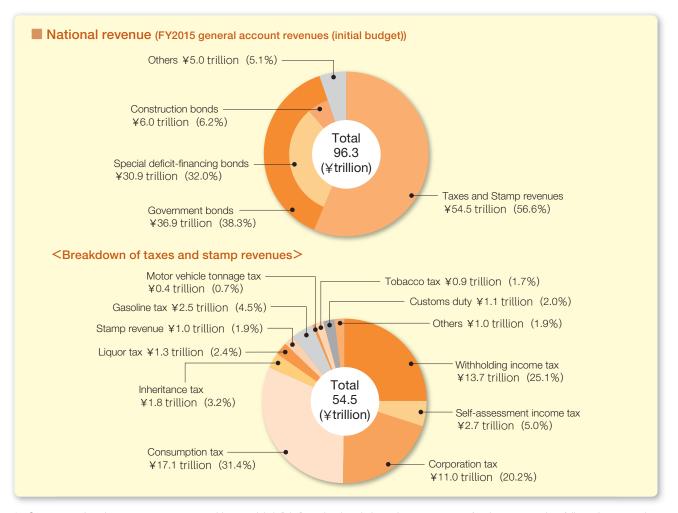
Provide easily understood information on issues the NTA should work on, on its policy initiatives and its various measures, and on its evaluations and verifications of the results of their implementation. Work to improve tax administration, based on the evaluations and verifications of the results of its implementation.

3 Overview of the national tax organization

(1) National revenue and taxes

National revenue (initial budget for general account revenues) in fiscal 2015 stands at ¥96,342 billion, of which ¥54,525 billion is from taxes and stamp revenues. Deducting from them customs tax revenues and stamp revenues from Japan Post Holdings Co., Ltd., leaves ¥45,885.7 billion (about 84%)¹ as national tax revenues.

The income tax, corporation tax, and consumption tax account for about 80% of tax revenues.



^{*1} Government bonds are revenues generated by special deficit-financing bonds issued to compensate for the revenue shortfalls and construction bonds to finance public project-related expenditures. All are debts which are to be repaid in the future.

(2) NTA budget and number of personnel

The NTA initial budget in fiscal 2015 stands at ¥707.4 billion, with salary costs amounting to ¥567.6 billion and general expenses ¥139.8 billion.

The headcount at the NTA stayed at around 52,000 from the 1970s through the first half of the 1980s. Thereafter, the number increased, as the consumption tax was introduced in fiscal 1989. The number hit a peak in fiscal 1997 and the agency has a headcount of 55,703 in fiscal 2015.

^{*2} The total amount of each item and the amount indicated as "Total" do not exactly match, due to rounding of fractional figures.

¹ Tax revenue of the national tax organization is calculated based on the ratio of the NTA revenue final account amount divided by the taxes and stamp revenue final account, from April 1, 2013 to March 31, 2014.

(3) Organizational structure of administrative authorities for national tax

The NTA supervises 12 Regional Taxation Bureaus throughout Japan and 524 Tax Offices throughout Japan to process tax administration.*1

Ministry of Finance

Tax Bureau Planning and drafting of the tax system

National Tax Agency

The NTA plans and draws up programs to implement tax administration, standardizes the way to interpret tax laws, and directs and supervises the Regional Taxation Bureaus and Tax Offices (879 persons, 1.6%).

(Internal Subdivisions)

Commissioner's Secretariat

> **Taxation** Department

Collection Department

Large Enterprise **Examination and Criminal Investigation Department**

(Councils, etc.)

National Tax Council*2

(Facilities)

National Tax College

The National Tax College trains new recruits and provides important job training to tax officials working in the field so that they can keep pace with the most recent changes (326 persons, 0.6%).

(Attached Institutions)

National Tax Tribunal

The National Tax Tribunal makes decisions on requests for reconsideration from taxpayers regarding decisions made by the Regional Commissioners or District Director of the Tax Office, pursuant to the laws/ regulations about national tax (472 persons, 0.8%)

(Local Branch Offices)

Regional Taxation Bureaus and Okinawa Regional Taxation Office (12)

Regional Taxation Bureaus direct and supervise Tax Offices in their jurisdiction. Bureaus also carry out various other operations, including the provision of tax consultations and other services to taxpayers, tax examinations on large-scale wide areas and difficult-to-process cases, and disposition for delinquent taxes (11,598 persons, 20.8%).

Management and Co-ordination Department

Taxation Department

This Department directs and supervises divisions within the Taxation Groups of Tax Offices, and conducts difficult tax examinations such as on large-scale and malicious taxpayers.

Collection Department

This Department directs and supervises the Revenue Management and Processing Groups and the Collection Groups within the Tax Offices, and initiates procedures for large-scale delinquent taxpayers.

Large Enterprise **Examination Department**

This Department carries out examination of large-enterprises

Criminal Investigation Department

This Department investigates malicious tax evaders and pursues criminal responsibility.

Regional Tax Tribunals (12) & Branches (7)

(Regional Tax Tribunals): Sapporo, Sendai, Kanto-Shinetsu, Tokyo, Kanazawa, Nagoya, Osaka, Hiroshima, Takamatsu, Fukuoka, Kumamoto, Okinawa (Branches of Regional Tax Tribunals): Niigata, Nagano, Yokohama, Shizuoka, Kyoto, Kobe, Okayama

Tax Offices (524)

Tax Offices are points of contact with taxpayers, working as first-line bodies to process tax administration (42,428 persons, 76.2%).

Co-ordination Division

Special Officer (Public Relations)

Revenue Management and Processing Group

This Group receives tax returns, issues certificates of tax payment, receives cash for tax payment, general consultation on taxation, etc. It also inputs tax returns, manages national tax claims, and administers refund procedures, postponements of tax payment, and payments in-kind.

Collection Group

This Group provides consultation on tax payments, and executes procedures against tax delinquencies

Individual Taxation Group

This Group carries out consultation on income tax and sole proprietor's consumption tax, and related

Property Taxation Group

This Group carries out consultation on inheritance tax, gift tax, income tax imposed when land, buildings, or stock were transferred, and related examinations. The Group also determines road price ratings, which resusced as offences in a buildings. are used as reference in calculating

Corporation Taxation Group

This Group provides consultation on corporation tax, local corporation tax, consumption tax on corporations, withholding income tax, and other taxes including stamp tax and gasoline tax, as well as related examinations

Chief Examiner (Liquor Tax and Industry)

The Examiner carries out consultation on liquor tax, related examinations, and back office work for liquor sales licenses.

^{*1} The headcount and percentage indicated in each department represents the prescribed number of personnel, and its percentage of the overall number of personnel in the NTA (as of the end of July 2015).

^{*2} The National Tax Council addresses the following: ①deliberation on matters requested by the NTA Commissioner and the Director-General of the National Tax Tribunal, where the Director-General of the National Tax Tribunal determines the case by interpreting laws differently from the notification issued by the NTA Commissioner; ② implementation of CPTAs examination and decision on the disciplinary actions applied to CPTAs; and deliberations on the establishment of labeling standards for liquor, and other matters.