

To: All New Employees

From: The Human Resources Department

Subject: Submission of Individual Numbers ("My Number" マイナンバー)

Science Tokyo requires all employees and their dependents to provide their Individual Numbers (often referred to as "My Number" マイナンバー) in accordance with the Act on the Use of Numbers to Identify a Specific Individual in the Administrative Procedure. As such, please follow the instructions below and submit the necessary documents to the The Human Resources Department.

Note:

- Individual Numbers ("Number(s)") do not need to be re-submitted if Science Tokyo has previously received the information.
- Please note that you cannot have someone else (e.g., administrative support staff member in your laboratory) submit the information on your behalf.

How to Submit

Your completed documents can be submitted as instructed below:

1. Submit in person at the counter

Location: Individual Number Office

Ookayama Campus, Centennial Hall, 3Fl (The Human Resources Department)

Hours: 10:00–12:15, 13:15–16:00

2. Place your documents into a Science Tokyo My Number envelope and drop it off in the Individual Number collection box

Location: Individual Number Office

- Ookayama Campus, Centennial Hall, 2Fl (Human Resources Division)

The collection box can be found below the office counter.

- Suzukakedai Campus: Human Resources Group, J2 Bldg., 2Fl

Hours: 9:00–12:15, 13:15–17:00

Note:

- The documents must be enclosed and sealed in a Science Tokyo My Number envelope.
- Envelopes are available at the drop-off locations.

What to Submit

1. Individual Number Report Form

URL: <https://www.jinjika.jim.titech.ac.jp/mynumber/teisyutsutodokeEN.pdf>

2. Supporting documents listed in the Form:

- A copy of one official document verifying your Individual Number
- A copy of your ID

If you do not have a photo ID such as a Science Tokyo Student ID, driver's license or passport, etc., submit a copy of two different IDs instead.

3. Individual Number Report Form for Dependents

Submit this form if you have qualifying dependents for whom you will claim tax exemptions and/or enroll in social insurance or the Mutual Aid Association (health insurance and pension).

URL: https://www.jinjika.jim.titech.ac.jp/mynumber/fuyoshinzoku_en.pdf

4. Supporting documents listed in the form for dependents

- A copy of the official document verifying your spouse's Individual Number
- Proxy Form completed by your spouse with his or her handwritten name and seal

There is no need to submit supporting documents for dependents other than your spouse.

Note:

1. Science Tokyo will not accept documents submitted by someone else on your behalf for any reason.
2. If you submit a Certificate of Residence to verify your Number, please ask your ward office to include the Number on the certificate. For further details, contact your ward office.
3. All documents submitted for Number verification should have the same address or the same date of birth.

Reference:

<https://www.jinjika.jim.titech.ac.jp/mynumber/en/index.htm>

Inquiries:

Email: mynumber@adm.isct.ac.jp

FROM: The President and CEO, Institute of Science Tokyo
TO: All Persons Concerned
SUBJECT: Use of Individual Numbers

Institute of Science Tokyo will use your Individual Number (as defined in the Act on the Use of Numbers to Identify a Specific Individual in the Administrative Procedure) and those of your dependents solely for procedures related to the following:

1. Tax withholding from earned income and retirement income
2. Submitting enrollment or notification documents to the National Public Service Personnel Mutual Aid Association
3. Submitting enrollment or notification documents related to health insurance and employee pension insurance
4. Submitting enrollment or notification documents related to labor insurance
5. Submitting enrollment or notification documents related to worker's property accumulation savings plan for homeownership and pension
6. Enrolling a category III insured person (dependent spouse) in the National Pension Plan
7. Issuing payment records for reporting remuneration and fees
8. Issuing payment records for reporting charges for real estate usage
9. Issuing payment records for reporting amounts paid for purchases, transfers, etc., of real estate
10. Determining eligibility for financial aid for high school students

Individual Number (My Number) Report Form

Date submitted (yyyy/mm/dd):

Staff/Student ID No.									
Affiliation (School, department, division, etc.)									
Employment start date	/ / (yyyy/mm/dd)								

Name									
Date of birth	/ / (yyyy/mm/dd)								
Email									

I hereby submit the documents specified in 1 or 2 below to report my Individual Number.

1. A copy of Individual Number Card (both sides)

<p>(表面) Front</p>	<p>(裏面) Back</p>	<p>Individual Number</p> <p>Please provide a copy of both sides of your card to verify your Individual Number and identity. No identification documents listed in 2 below are required if you submit a copy of both sides.</p>
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2. A copy of Individual Number Notification Card/certificate of residence with identification document(s)

<p>A copy of Individual Number Notification Card (個人番号通知カード)</p>	<p>Or</p>	<p>A copy of certificate of residence showing your Individual Number</p> <p>Example of certificate of residence</p>
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Note: The Individual Number Notification Card was replaced by the Individual Number Notification Letter (個人番号通知書) on May 25, 2020 and is no longer being issued. If you only received a Notification Letter from your municipality, please provide a copy of your Individual Number Card or certificate of residence for verification.

The above document must be accompanied by a copy of the identification document(s) below.

<p>One of the following photo IDs</p> <ul style="list-style-type: none"> Passport Residence card Special Permanent Resident Certificate Driver's license Driving history certificate Student ID (with photo and date of birth) Basic Resident Registration Card (with photo) Disability certificate 	<p>Or</p>	<p>Two of the following non-photo IDs</p> <ul style="list-style-type: none"> Health insurance card Certificate of residence Withholding tax statement Pension book Family register Receipt of tax or utility payment Basic Resident Registration Card (without photo) Certificate of Child Rearing or Special Child Rearing allowance Certificate of seal impression
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Science Tokyo staff ID is not acceptable as it shows neither address or date of birth.

【For Office Use Only】

- マイナンバー確認 下記のいずれか一つの書類でマイナンバー確認が可能
- ☐ 個人番号カード ☐ 通知カード ☐ マイナンバーの記載されている住民票
- 身元確認 下記のいずれか一つの身元確認書類(顔写真付き身分証明書)で身元確認が可能
- ☐ 個人番号カード ☐ 運転免許証 ☐ パスポート ☐ 運転経歴証明書
- ☐ 障がい者手帳 ☐ 療育手帳 ☐ 在留カード ☐ 特別永住者証明書
- ☐ 住民基本台帳カード(写真付) ☐ 学生証(写真付きで生年月日等が確認可能なら本学以外のものも可)
- 下記のいずれか二つの身元確認書類(顔写真無し身分証明書)で身元確認が可能
- ☐ 国民健康保険被保険者証 ☐ 健康保険被保険者証 ☐ 国家公務員共済組合員証
- ☐ 国民年金手帳 ☐ 児童扶養手当証書 ☐ 特別児童扶養手当証書
- ☐ 印鑑登録証明書 ☐ 戸籍の附票 ☐ 住民票
- ☐ 源泉徴収票 ☐ 国税、地方税、社会保険料、公共料金の領収書
- ☐ 住民基本台帳カード(写真なし)
- 書類内容のチェック
- ☐ 本人確認 (本人からの提出か) ☐ 氏名確認 (マイナンバー確認書類と身元確認書類の氏名は同一か)
- ☐ 生年月日または住所確認 (マイナンバー確認書類と身元確認書類の生年月日又は住所は同一か)

受領印

Individual Number Report Form for Dependents

- This form must be submitted if you have qualifying dependents for whom you will claim tax exemptions and/or enroll in social insurance or the Mutual Aid Association.
- The "Individual Number" is often referred to as "My Number" マイナンバー.

Name	
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Staff/Student ID:

◎ Spouse Details

I hereby submit my spouse's Individual Number and supporting documents as indicated below.

Spouse's name	Relationship	Date of Birth
	Spouse	

Supporting Documents

Check	Type of document
<input type="checkbox"/>	A copy of one of the following documents verifying your spouse's Individual Number: 1. Individual Number Card (plastic photo ID card received from your ward office) 2. Individual Number Notification Card or Certificate of Residence showing your spouse's Individual Number (please ask your ward office to include it on the certificate)
<input type="checkbox"/>	Proxy Form (completed by your spouse with his or her handwritten name and seal)

◎ List of Dependents Other Than Spouse

There is no need to submit supporting documents for dependents other than your spouse.

Name	Relationship	Date of Birth	Individual Number

【事務担当者チェック欄】 For office use only

配偶者のマイナンバー(個人番号)確認書類のコピー(いずれか一つ)

- ☐ 個人番号カード
☐ 通知カード
☐ マイナンバーの記載されている住民票

委任状(配偶者の署名および押印のあるもの)

- ☐ 委任状

受領印

Proxy Form

To: National University Corporation Institute of Science Tokyo

In connection with submitting documents relating to a dependent spouse (category III insured person under the National Pension system), I authorize my spouse, [], who is an employee of the National University Corporation Institute of Science Tokyo, to provide my Individual Number (as defined in the Act on the Use of Numbers to Identify a Specific Individual in the Administrative Procedure) on my behalf.

Authorizer's Name and Seal

Date:

(YYYY MM DD)