

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