

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](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:

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