

For Foreigners Registered as Residents in Japan

You will be notified of your 12-digit Social Security and Tax Number (also called Individual Number or “My Number”), beginning in October 2015.

1. What is the Individual Number (nicknamed “My Number”)?

Individual Numbers are issued under the Social Security and Tax Number System, which is the base for linking and putting together personal information dispersed across multiple agencies under the name of the person it belongs to. The System serves as social infrastructure to improve the efficiency and transparency of the social security and tax systems, bring greater convenience to the public, and create a fair and just society.

Foreigners registered as residents in Japan (mid-term residents, special permanent residents, etc.) will also receive their Individual Numbers.

2. When to use the Individual Number

- ◆ You will present your Individual Number to your employer for use for the creation of certificates of income and withholding tax, which are needed for tax and social security procedures.
- ◆ You will present your Individual Number to security firms and insurance companies for notation on legal documents used for tax procedures.
- ◆ You will present your Individual Number to the pension office to claim for your employee pension benefits.
- ◆ You will present your Individual Number to your municipal office to receive welfare benefits.

3. Necessary procedure

- ◆ The municipal office will send a notification card to your registered address. You may fail to receive the notification card if your current address is not registered. Please confirm your registered address in advance.
- ◆ Beginning in October 2015, every household will receive, by recorded delivery, an envelope containing notification cards showing the Individual Numbers of household members. This card is important because it proves your Individual Number in tax and social security procedures. Be careful not to throw it away by mistake.
- ◆ You can apply for an Individual Number Card. Several application options are available, such as returning an application for an Individual Number Card with a photo of your face attached by mail, or applying online with a photo of your face taken with a smartphone. Detailed application procedures will be described in the instruction material enclosed in the envelope delivered in or after October 2015.
- ◆ You will then receive your Individual Number Card. In January or later in 2016, you will receive a notification that your Individual Number Card is ready for issuance. If you choose to receive the Card at the municipal office, please bring the following three items. The first issuance is free of charge.
 - ✓ Notification card
 - ✓ Notification of issuance (received after application)
 - ✓ Personal ID (driver’s license, passport, residence card, etc.)

4. What is an Individual Number Card?

- ◆ This card proves both your Individual Number and identity in any procedures related to the Individual Number. It also serves as your official ID card.
- ◆ You can add an electronic certificate to the Card free of charge and use it for online tax returns.
- ◆ You can also use the Card to receive services offered by your local government as prescribed by its ordinances (e.g., public library services, issuance of seal registration certificates). Some municipalities will even allow convenience stores to issue public certificates.
- ◆ Your Basic Resident Registration Card will remain valid until its expiration date. However, you must surrender it once you obtain an Individual Number Card.
- ◆ The IC chip on the Individual Number Card will contain your name, address, date of birth, sex, Individual Number, and other information written on the face of the card, as well as the electronic certificate where applicable. No highly sensitive personal information, such as your income, will be recorded.

5. Precautions in handling the Individual Number

- ◆ No one is allowed to use or collect Individual Numbers unless permitted by law. Do not carelessly show your Individual Number to others.
- ◆ Any person who illegitimately obtains others' Individual Numbers and any authorized person that handles others' Individual Numbers who provides a third party with a file containing Individual Numbers and other sensitive personal information in an illegitimate manner will be subject to punishment.

6. Contact information

- ◆ Call center information

0570-20-0178 (Japanese)

0570-20-0291 (English, Chinese, Korean, Spanish, and Portuguese)

[Until September 30, 2015]

9:30-17:30 weekdays (closed on weekends, national holidays, and year-end/New Year holidays)

[October 1, 2015 to March 31, 2016]

9:30-20:00 weekdays, 9:30-17:30 weekends and holidays

Note: Call charges will apply because these are Navi-Dial services.



**Please carefully handle your
Individual Number.
It is valid throughout your entire lifetime.**

(1) Individual Number mailing will begin in October!

- ◆ The “My Number” Individual Number system is about to begin in Japan.
- ◆ The Individual Numbers, each one unique to its holder, are important because they are required for procedures at municipal offices, etc.
- ◆ From October 2015 on, your municipality will mail an envelope to your residence (at the address registered therewith).
- ◆ The envelope contains a “Notification Card” with your Individual Number on it.

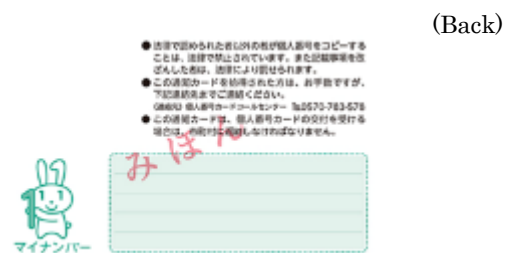
[Envelope]



[Notification Card]



(Front)



(Back)

(2) Handle your Individual Number with care!

- ◆ Keep your Notification Card at hand and be careful not to throw it away or tear it.
- ◆ To avoid illegitimate use of your Individual Number, do not tell it to others except as required.

(3) “Individual Number Cards” will be available!

- ◆ Your “Individual Number Card” also serves as an ID card bearing your Individual Number.
- ◆ In some municipalities, convenient options like having convenience stores issue residence certificates are available.
- ◆ To apply for an “Individual Number Card”, fill in and send back the application provided with the “Notification Card.”

[Individual Number Card]

[Application]



(Front)



(Front)



(Back)



(Back)

(4) If you have any questions

- ◆ Go to the site below, or call the number below. You can also contact the municipal office of the town where you live (your municipality).

- Web site
<http://www.cas.go.jp/jp/seisaku/bangoseido/index.html>
 - Call center
0570-20-0291 (English / Chinese / Korean / Spanish / Portuguese)
[Until 30 September 2015]
Monday – Friday 9:30 – 17:30 (not available on weekends or holidays)
[From 1 October 2015 through 31 March 2016]
Monday – Friday 9:30 – 20:00 Weekends/holidays 9:30 – 17:30
(Not available during the New Year’s holiday)
- *Call charges will apply because these are Navi-Dial services.