

# What to bring on the day of employment

What you should bring with you on the the day of employment is listed below.  
Please check carefully the content and bring all the necessary documents.

Concerning all applicants
Stamp
Bank Passbook
{Personal Number (My Number)Notification Card} and also the {Personal Number Card}
Identity Document (more detailed information in the "Identity Document List" section below)

Concerning a particular applicant
Bank Passbook Copy (Foreigners only)
Driving Licence (Only those who use four-wheeled or two-wheeled vehicle to come to work)
Vehicle Insurance Card (Only those who use four-wheeled or two-wheeled vehicle to come to work)
Vehicle Inspection Certificate (Only those who use four-wheeled or two wheeled vehicle that exceeds 250cc)
Mandatory Vehicle Liability Insurance (Only those who use two-wheeled vehicle that are 250cc or less)
Other documents that were asked to submit

※On the day of employment, pictures of your face will be taken in order to register your data in the company system.

## ※Identity Document List※

Identification of "My Number" will be required.  
Please bring the original document with you.

★Only one of the listed documents is necessary ★

Identity Document Name	Notes
Driving Licence	
Driving Career Certificate	
Passport	
Physical Disability Certificate	
Mental Disability Certificate	
Rehabilitation Certificate	
Residence Card	
Special Permanent Resident Certificate	
Tax Accountant Certificate	
Student Card	
Citizen Identification Card	
Seaman Certificate	
Seaman Competency Certificate	
Hunting, Air Gun Possession Permit	
Building Lots and Buildings Dealings Certificate	
Electrical Machinery Worker Licence	
Telegraphist Licence	
Certified Electrical Worker Licence	
Specialised Electrical Worker Licence	
Airworthiness Inspector Certificate	
Pilot Licence	
Flight Management Proficiency Certificate	
Railroad Engineer Licence	
Training Qualification Certificate	
War Wounded Certificate	

Necessary information:  
1. Personal Picture;  
2. Name and Surname;  
3. Date of Birth and Address.

(continues on the back)

## ※Identity Document List (continues)※

★★Only two of the listed documents are necessary★★

Identity Document Name	Notes
Public Health Insurance Card	
Pension Book	
Child Support Allowance Certificate	
Special Child Support Allowance Certificate	
Stamp Registration Certificate	
Copy of the Attached List of Family Register (certified copy or extract are also accepted)	
Copy of Certificate of Residence	
Residence Card Recording Matters Certificate	
Maternity Health Record Book	
Student Card	Necessary information:
Welfare Pensioner Certificate	
Pension Certificate	1.Name and Surname;
Certificate of Qualification	2.Date of Birth and Address.
Prefectural Tax, Payment Certificate of Municipal Tax	Necessary information:
Receipt of Payment of Property Tax	1.Seal or Issuance Date of the
Receipt of Payment of Light Vehicle Tax	Receipt;
Other National Tax, Receipt of Payment of Residence Tax	2.Name, Surname, Date of Birth and
Receipt of Public Utility Charges	Address.

×Listed documents will not be accepted×

Identity Document Name	Notes
Rental Video Membership Card	TSUTAYA, GEO and others
Commuter Pass	Suica, PASMO, ICOCA and others
Credit Card	
Bank Cash Card	
Hospital Patient Registration Card	
Library Card	
Expired Identification Documents	
Student Handbook	
Retail Store Membership Card, Point Card	
Electronic Money	

### 《Use of Personal Number》

The submitted Personal Number (My Number) will be strictly managed in regards only to the matters described below.

- 1.Tax-income (salary income and retirement income)certificate creation.
- 2.Employment insurance report, as well as wages per month certificate creation and provision application according to the employment benefits.
- 3.Health insurance and welfare pension insurance, as well as notification in accordance with the third category of insured person based on the National Pension Law.
- 4.Affairs related to claims based on the Workers' Compensation Insurance Act.
- 5.Declaration of exemption for (transferring) dependents, special deduction for spouse of salary earners and insurance premium deduction.
- 6.Declaration concerning retirement income.
- 7.Legal records regarding pension or payment of lump of defined benefit corporate pension
- 8.Payment application of insurance benefits based on the Health Insurance Law.