

How to fill in the form

Sample

Please carefully read this to fill in **“National Pension insured persons’ report form (KOKUMIN NENKIN HIHOKENSHA KANKEI TODOKESHO)”**. Follow the sample **in red ink** to enter your specific information in the form, either in Japanese language, English alphabets or numbers (A, B, C, ..., and 1, 2, 3,...). Please note that if the form is incomplete or missing needed data, we need to return your form and ask you to enter data in Japanese.

In the first section of the report form, you state that you file the National Pension report form (mainly for enrolment / withdrawal) to the Mayor of your municipality or President of the Japan Pension Service (JPS).

Enter reporting date (yyyy/mm/dd) and your name recorded in the Basic Resident Registers as of the reporting date.
Circle 1. if you file the report in person.

Enter your 12 digits “My Number” (your Individual Number in Japan) or 10 digits Basic Pension Number in ①.
Enter your date of birth (yyyy/mm/dd) in ②.
Enter your name in ③.
Circle the number for your sex (1. male, 2. female) in ④.
Enter your postal code in ⑤ and your address in ⑦.
Enter your contact phone number in ⑥, and circle phone type: 1. home, 2. mobile, 3. workplace or 4. other.
Enter your nationality in ⑧.
In ⑨, enter your other name, if any, which is registered in the Basic Resident Register and which you commonly use.

▶ If you moved to Japan, registered your address in Japan and accordingly you need to apply to be covered by the National Pension system, circle 1. (enrolment) in ⑩. Enter the date (yyyy/mm/dd) you registered your address in Japan in ⑪. Circle 11. (moved to Japan) in ⑫. (See sample if you registered address on August 1, 2020.)

▶ If you resigned from a company, i.e. your coverage under the Employees’ Pension Insurance system or Mutual Aid system ended and accordingly you need to apply to be covered by the National Pension system, circle 1. (enrolment) in ⑩. Enter the next date (yyyy/mm/dd) of your resignation date in ⑪. Circle 3. (end of EPI/MAA) in ⑫. (See sample if you resigned company on July 31, 2020.)

▶ If you move out of Japan, i.e., no registered address in Japan, circle 4. (withdrawal) in ⑩. Enter the next date (yyyy/mm/dd) of your departure date in ⑪. Circle 11. (moved out from Japan) in ⑫. (See sample if you depart from Japan on September 29, 2020.)

[Documents we need if you submit the report form using your “My Number”]

If you submit the form including your My Number at your municipal office etc., you need to present your My Number card. If you do not have the card, please provide one document each in (1) and (2) below; If you mail the form by post, please enclose photocopy of both sides of your My Number card. If you do not have the card, please enclose photocopy of one document each in (1) and (2) below;
(1) Certified copy of your resident registry showing your My Number, or your My Number notification letter (if name and address are identical as recorded on the resident registry), as proof of the authenticity of your My Number.
(2) Your driver’s license, or passport, or residence card, or any equivalent document, to identify yourself as true owner of the number. (For details please ask JPS Branch Office.)

For questions about National Pension coverage, please call the number (free interpretation service available): 0570-003-004 (NAVI dial) 03-6630-2525 (if your telephone number starts with 050)
Service hours: Monday – Friday: 8:30 – 19:00, 2nd Saturday of a month: 9:30 – 16:00, excluding national holidays (except 2nd Saturday) and December 29 – January 3.

