

XXXX XX, 20XX

Dear employer,

Director,
JPS XXXX Branch Office

Reminder: Request for Registration in EPI and EHI

We would like to remind you that we have already sent you a letter requesting you to register your workplace to be covered by Employees' Pension Insurance (*EPI*) and Employees' Health Insurance (*EHI*.) However, our records show that you still haven't completed the registration to date.

If you fail to establish coverage to your workers, they will not be protected by medical and income security systems in time of need. In addition, we may visit and investigate your workplace (based on Art. 100 of EPI Act and on Art.198 of EHI Act,) then we may also apply more penalties.

We urge you to visit our branch office below and complete this registration procedure by XXXX XX, 20XX. Please make sure to **bring your ID** such as My Number Card (individual number card,) passport and/or residence card.

While free interpretation service for several languages is available at our branch office, you may bring someone who speaks Japanese.

We thank you for your awareness and consideration for your workers.