

Introduction

The number of foreign nationals working in Japan has been increasing year after year. At the same time, there have been a number of people obtaining employment through improper channels, such as illegal brokers, and some conflicts have been caused with employers etc. over working conditions due to a lack of knowledge on Japanese labour laws and working practices in Japan. Furthermore, there are cases where foreigners have not been able to obtain proper benefits due to lack of Japanese social insurance and they and their families have not received sufficient medical treatment for diseases.

To avoid these problems and ensure safe and comfortable living conditions, it is necessary for them to have correct knowledge and information on the laws and systems in Japan. In particular, foreigners who are intending to come to Japan should collect sufficient information and prepare themselves in advance.

This booklet consists of basic items for foreign nationals working, or wishing to work in Japan, to know how to get a job through the proper route and being able to work under proper management, providing you with the information you will need to work legally and comfortably in Japan. This booklet will also, hopefully, assist in reducing the time needed to become accustomed to life in Japan and to Japanese culture. May your working career in Japan be a rewarding one.

1 Foreign Nationals who are permitted to work in Japan and those who are not

“The Immigration Control and Refugee Recognition Act” (hereinafter referred to as “Immigration Control Act”) prescribes fundamental regulations concerning entry and residence of foreign nationals for the purpose of working in Japan.

Foreign Nationals with the following statuses of residence may work in Japan (*)

(1) A status of residence with which people are permitted to work regardless of the type of industry or job

Under the Immigration Control Act, those who have the status of residence of “permanent resident”, “spouse or child of Japanese national”, “spouse or child of permanent resident”, or “long term resident” are completely free to engage in any working activities in Japan, and are free to work in any type of job and change their occupations, as long as there are no regulations under other acts.

(2) Statuses of residence with which people may work limited to certain types of occupations, industries, or job contents

Those who have the status of residence of “professor”, “artist”, “religious activities”, “journalist”, “investor/business manager”, “legal/accounting services”, “medical services”, “researcher”, “instructor”, “engineer”, “specialist in humanities/international services”, “intra-company transferee”, “entertainer”, “skilled labour”, or “designated activities” permitted to work only in the activities which are specifically designated by the Minister of Justice for foreigners such as those on the working holiday scheme or in technical intern training programs, are only permitted to engage in activities covered by the relevant status.

However, they are required to obtain prior permission from the local immigration office, etc. to engage in extra-status-of residence activities or to change the status of residence, when they engage in these activities of running income-generating business or receiving remuneration in a status other than the relevant residence classification.

(*) The Alien Registration Act requires any foreign nationals, in principle, to apply for alien registration to the governor of the municipality where they reside when they intend to stay in Japan for 90 days or longer after landing, regardless of whether they are permitted to work. Therefore, all foreign nationals need to register themselves at the city office of the municipality where they reside.

Statuses of residence with which foreign nationals are not permitted to work without permission of engaging in extra-status-of-residence activities

Those who have the status of residence of “cultural activities”, “temporary visitor”, “college student”, “pre-college student”, “trainee” or “dependent”.

Those foreign nationals are not permitted to engage in activities of running income-generating business or activities for receiving remuneration, so that they may naturally not be employed or entitled to receive employment services through PESO, etc., in principle.

Therefore, when those having one of these statuses of residence intend to start work, they need to obtain permission to engage in extra-status-of-residence activities beforehand at the local immigration office, etc. This will be permitted only if the amount and scope of such activities are approved as appropriate so as not to hinder their original activities belonging to their statuses of residence.

In principle, those having the status of “college student” or “pre-college student” may take on a part-time job after obtaining comprehensive permission to engage in extra-status-of residence activities within the time limits shown in the table below. Even those who have obtained permission to engage in extra-status-of residence activities may not engage in adult entertainment businesses.

□ ■ □ Time limits for part-time job by foreign students □ ■ □

		Time limits per week	Time limits during school vacation
College students	Full-time students in college, etc.	28 hours per week	8 hours per day
	Occasional or research students in college, etc.	14 hours per week	
	Students in vocational college, etc.	28 hours per week	
Pre-college students		4 hours per day	

Illegal working situations

The following constitute violations of the Immigration Control Act, and is subject to deportation or criminal punishment:

- (1) In case a foreign national having the status of residence which permits him to work, has engaged without obtaining permission for an activity of running exclusively an income-generating business or an activity for receiving remuneration, which is outside the scope of activities permitted by his status of residence, and in case a foreign national has, having the status of residence which does not permit him to work and not obtaining the permission of engaging in extra-status-of-residence activities, engaged in an activity of running an income-generating business or an activity for receiving remuneration, he is subject to criminal punishment. If he is engaging in such an activity solely, he is subject to deportation or criminal punishment.
- (2) Those staying illegally are subject to deportation or criminal punishment for illegal stay, and are not permitted to work in any way.

<For further information on statuses of residence, etc., please contact your local Regional Immigration Bureau. (→34p)>

A foreign national who wants to engage solely in an occupation belonging to any of the other statuses of residence should change his status of residence. (*)

When a foreign national wants to engage in an occupation belonging to other statuses of residence, he must be approved to change the statuses of residence from the Minister of Justice. Therefore, if he fails to receive such approval and operates business yielding income or conduct activities receiving compensation, such activities are considered to violate Immigration Control Act, and subject to deportation or criminal punishment. This application for change of the statuses of residence shall be conducted before the end of the statuses of residence period. Even applying for before the end of the statuses of residence period, unless such application is approved, the foreign national is not permitted to engage in activities in the range of statuses of residence which he now applies, although he can engage in the activities in a range of statuses of residence which he currently has. He who is engaged in such activities is considered to violate Immigration Control Act.

The procedure to change the statuses of residence is taken at the local Immigration Control Office, etc. He shall submit necessary materials such as documents certifying the details and period of his activities in Japan, or documents certifying his identity.

Those who have the status of residence of “temporary visitor” are not permitted to change their status of residence, except in extraordinary and unavoidable circumstances.

(*) The Alien Registration Act requires any foreign nationals who change their status of residence to apply for registration of changes in their alien registration card to the governor of the municipality where they reside within 14 days of the day when the changes were made. Therefore, all foreign nationals this applies to need to apply for registration of changes at the city office of the municipality where they reside.

You cannot stay in Japan after the expiration of the residence period. (*)

If a foreign national intends to continue his activities in Japan after the expiration of the residence period, he should have permission on renewal the residence period by the Minister of Justice. The procedure to renew the period must be done before the end of the statuses of residence period.

If you stay in Japan after the expiration of the residence period without such permission, you are considered to violate Immigration Control Act, and subject to deportation or criminal punishment.

(*) The Alien Registration Act also requires any foreign nationals who change their period of stay to apply for registration of changes in their alien registration card to the governor of the municipality where they reside within 14 days of the day when the changes were made. Therefore, all foreign nationals need to apply for registration of changes at the city office of the municipality where they reside.

Procedures to change the status of residence from “college student” to “engineer”, “specialist in humanities/international service”, etc. which allows engagement in an occupation

Students of graduate schools, universities, colleges, and vocational colleges who possess the “college student” status of residence may change their status of residence to “engineer”, “specialist in humanities/international service”, or another status that will allow for their engagement in an occupation, provided ① the student is deemed to have the necessary qualifications to be eligible to receive said status of residence, and ② the academic background, etc. of the student satisfies the requirements of said status of residence.

The above is also applied to graduates of special courses in vocational colleges. Among these standards, the requirement related to academic background (university degree, etc.) is not necessary, only if the candidate has ① a title of “specialist”, and ② the chosen occupation is relevant to the study undertaken in that college.

Please also note that both students with “college student” status of residence who are enrolled at vocational colleges (in both advanced and regular courses) and those with “pre-college student” status do not satisfy the requirements regarding academic background and therefore cannot engage in any occupation. However, in the situation where the candidate has already obtained a university (bachelor’s) degree, etc. defined in the standard, or if the candidate possesses sufficient professional experience, etc. defined in the standard, permission to work will be granted upon completion of the necessary application procedures.

<For further information on statuses of residence, please contact the nearest Local Immigration Control Office. (→ 34p)>

2 When you look for a job

When you look for a job in Japan, please contact the Public Employment Security Offices (PESO).

A Public Employment Security Office (hereinafter referred to as “PESO”) provides foreign nationals with employment services such as vocational counseling, offering information about job, just same as Japanese nationals. There are 584 PESO offices located in major municipalities throughout Japan (including the area offices and branch offices). All offices are connected with an on-line system, enabling you to obtain job vacancy information from any PESO in Japan. Please contact a PESO nearby when you look for a job. Information on job openings can also be obtained from the Hello Work website, where users can carry out searches for the latest job openings. The listings include not only fundamental information such the type of job, income level, and conditions of employment, but also now include (at the request of employers) the employer’s name, location, and telephone number. The site can be viewed at the following URL <http://www.hellowork.go.jp> address (this service is available in Japanese only):

Those who don’t feel at home in the Japanese language can visit “The Employment Service Corner for Foreign Workers” which some PESOs have, where interpreters are assigned. <see 36p> Also, there is “The Employment Service Center for Foreigners” in Tokyo and Osaka for foreign university graduates and foreigners with special knowledge and techniques. <see 43p>

How to find a job at PESO

PESO is open, in principle, from 8:30 a.m. to 5:15 p.m. (closed for lunch between 0:00 p.m. and 1:00 p.m.) (For those who cannot visit PESO during daytime hours on weekdays, some PESOs provide vocational counseling and placement services during evening hours on weekdays and on Saturdays.). Some PESOs have “The Employment Service Corner for Foreign Workers” where interpreters could help you. However, these interpreters are not always in the office. They attend the corner on determined days and hours. These hours might be subject to change, so that it is advisable for you to ask PESO by phone in advance, or take your family member or a friend who is familiar with Japanese.

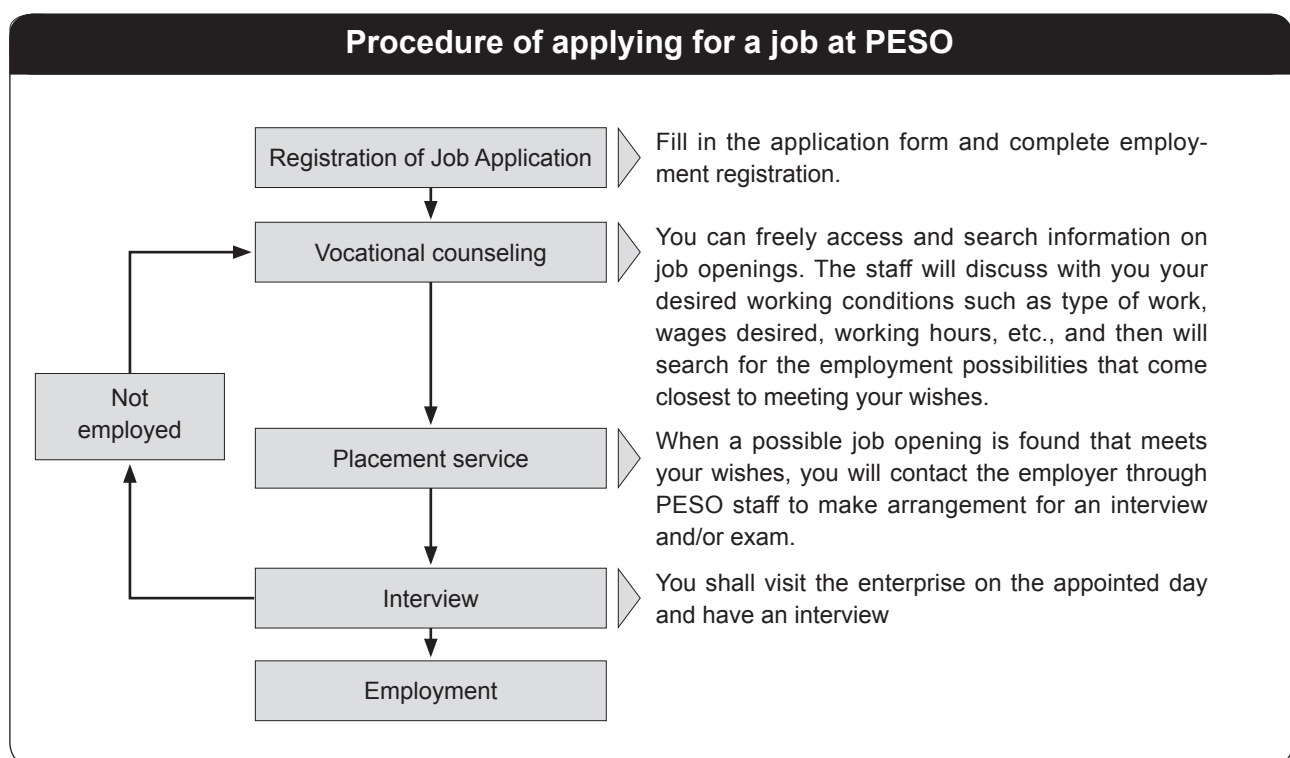
When you visit PESO to find a job at first, please register yourself at “reception”. You fill out a pre-determined “application form” to register. As this form will be used for PESO to provide work-related advice and introduce possible job opportunities to you, please ensure that the form is completed accurately. If there is any question in writing this application, do not hesitate to ask the staff.

Based on the information you provide, the staff will discuss with you your future course of employment, taking into consideration factors such as your desired occupation, working conditions, etc. After registration, you will be issued a “PESO Card.” By presenting this card on your subsequent visits, you can receive employment counseling services at any of the PESOs in Japan. Also taking into consideration your abilities (any qualifications or licenses you may have, your professional experience, etc.) and suitability for any given position, PESO staff will help you gain reemployment through the counseling services.

Upon finding a position that is suitable for you, the staff will make the arrangements for you to attend an interview and/or exam with the employer in question. However, the chance may not be given for certain reason, e.g., the enterprise has already employed someone else.

The staff will need to confirm that you are eligible to work in Japan, therefore you will need to bring both your Certificate of Alien Registration and your Passport when initially registering at PESO. Please do not forget to bring these two documents with you.

When the date of interview is fixed, PESO gives you a “letter of introduction”. Check the date, hour and place of interview on the letter. Some employers may ask you to bring other materials to the interview (such as your resume). Please inquire to the staff and confirm what (if any) additional documents you will need to prepare before your interview.



How to Read the Job Postings

Place of Employment
The location you would actually be working in the event you are hired. Please make note of the place of employment, as it may differ from the location of the employer/office.

Length of Employment
In the event that the length of employment is pre-determined, this information will be shown here.

Requirements that the employer has indicated all applicants should possess. If you do not meet these requirements, you may not be able to have an interview by this employer.

Posting Number
All information regarding this posting will be managed using this number. Make note of this number, as you will need it when inquiring about the position.

Deadline for Applications
This date is set by the employer. However, as the position may be filled before the deadline, be sure to submit your application as early as possible.

Working Hours / Shift System

In the event that there is more than one pattern listed in this space, there are two possible scenarios: (1) the applicant will be required to be available to work all of the shifts listed, or (2) the applicant will work one of the shifts from amongst the shifts listed. Please read carefully for full details.

[illegible]

Payment of Remuneration

There are generally three types of payment systems: flat monthly salary, day-based pay (paid monthly after calculating number of days worked), and hourly-based pay. Please confirm with the staff if you are unsure of the stipulations.

<p>Pay Raises / Bonuses</p> <p>The amount of a pay raise or bonus will always be linked to actual financial performance of the employer over the last fiscal year. As such, pay raises and bonuses may vary and cannot be guaranteed.</p>
--

Remuneration

Line “a” gives the basic remuneration for the position. If there is a range of possible remuneration provided in this line, the actual remuneration will be determined based on factors such as your experience. You will need to confirm the actual rate during your interview.

Line “b” provides benefits that the employer will provide irrespective of the applicant. Other lines provide benefits that the employer may provide, but which are subject to change based on the individual eventually hired. Such benefits may include matters such as dependent allowances and commission-based bonuses. Please ensure that you inquire and settle matters regarding transportation costs during your interview.

Days Off / Five-Day Work Week System

If the employer has already pre-determined what days of the week will be rest days, those days will be shown here. If the position operates on a regular five-day work week, that information will also be shown here. If the company has no such system, 無 (N/A) will be shown.

Interview and employment

Most enterprises ask you to prepare “resume” for the interview. The resume is the document that will be used by the prospective employer to gauge your suitability for any given position. As it is a very important document, care must be taken in ensuring that it is completed in a neat and easy-to-read manner. Standardized “resume” form is available at stationers. You have to fill out the resume with black or blue pen or ballpoint pen.

Be careful not to be late for the interview. If an accident prevents you from arriving on time, you have to call the person in charge of interview whose name is indicated on the “letter of introduction”. Also, if you want to cancel the interview, or change the date or hour, you have to call and consult with this person.

After the interview, you might be admitted, or not admitted. Even if you are admitted, you can decline the employment when you are not agreeable. In some cases, the employer might suggest less favorable condition, according to your ability than that indicated in the job application card. If you are to agree to the employment, you should confirm the working condition again with the employer.

If you are declined by that employer, you can consult with PESO again. Please do not hesitate to visit us.

It is illegal to conduct business of dispatching workers to another enterprise or providing placement service without authorization. Please be careful not to fall prey to illegal brokers when looking for a job in Japan.

In Japan, there are the following regulations on the recruitment of workers, employment placement business, worker dispatch business and so on.

(1) On recruiting workers

Employers are allowed to recruit workers through their own efforts or those of their employees, or by putting ads in newspapers, etc. An employer who intends to entrust brokers, instead of his/her own employees, to recruit workers must obtain permission from- or notify the Minister of Health, Labour and Welfare or the Director General of Prefectural Labour Bureau pursuant to the Employment Security Act.

(2) On the employment placement business

The Employment Security Act authorizes the operation of employment services under the permission of the Minister of Health, Labour and Welfare.

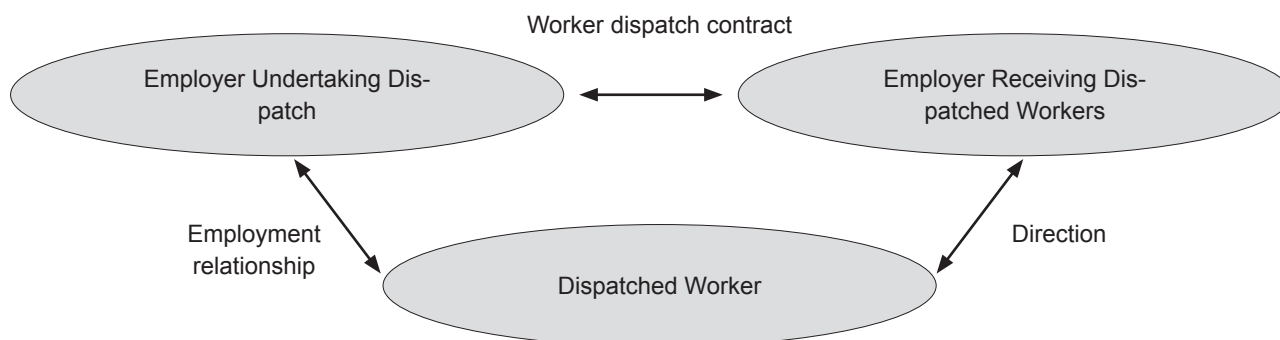
But the operation of fee-charging employment services concerning the harbor express and construction is not permitted.

(3) Prohibition of labour supply business

The Employment Security Act in principle prohibits labour supply services which dispatch employees to work for other people and for the purposes of having them work under someone else's authority, with the exception of the following system of dispatching workers. However, when labour unions, etc. may conduct labour supply services free of charge following the obtaining of permission from the Minister of Health, Labour and Welfare.

(4) On the worker dispatch business

The Worker Dispatching Act prescribes that an employer has to obtain the license from, or report to the Minister of Health, Labour and Welfare, when the employer dispatches a worker employed by the employer to be engaged in work for another person under the direction of that person. It is illegal to conduct worker dispatching business without license or report.



The dispatching of workers is prohibited in the following work categories, which are excluded under the Worker Dispatching Act: port and harbor transport work, construction work, security work, and medically-related work at hospitals, etc. (excluding cases where workers are dispatched for prospective placement regarding relevant work categories, where the relevant work consists of duties of workers taking maternity leave, childcare leave, or nursing leave, and doctors' work that dispatched workers undertake in isolated districts (as of September 1, 2007)).

The number of illegal brokers who violate the Employment Security Act and the Worker Dispatching Act has been brought damages such as intermediary exploitation or vile dismissal of foreign nationals who contracted the brokers in order to find jobs, as the number of foreign nationals working in Japan increases. Furthermore, when such illegal brokers are arrested, foreign nationals who had worked under contract with them may have difficulty maintaining employment.

When you look for a job, you should be careful not to contact illegal brokers, but go through official channels, such as PESO, fee-charging employment service operators or worker dispatching service operators.

When you would like to know if the employer has authorization of fee-charging employment services or worker dispatching services, please ask the staff of Prefectural Labour Bureau.

How to Write a Resume

- Basic Point -

- ☆ Your resume will be the first contact you have with your prospective employer. In order to convey to the employer that you are sincerely seeking employment, it is vital that all of the information contained in the resume is accurate and that the resume is structured in an easy-to-understand manner.
- ☆ You must write out your resume by hand and using a format standardized JIS is recommended. Use a black ball-point pen and ensure that it is completed neatly. If you make an error, do not attempt to hide the error with white-out. If an error is made, you must start again on a new sheet. As well, try to fill up all blank spaces on the resume as much as possible.

Photograph
 Use a photo that has been taken within the last three months. Your photo should picture you from the chest up, facing forward. Align the photo correctly on the resume when pasting. Avoid using snapshots or instant photos.

Educational History
 Enter your complete educational background, including your elementary, junior high school, and senior high school education. Do not abbreviate any school names in any manner and ensure that all information is correct. For university education, be sure to include your program (faculty) and your major (specialty).

Qualifications/Licenses
 Enter all qualifications or licenses you have earned in your lifetime, irrespective of their applicability to the position you are currently applying for. Enter qualifications and licenses in the order that you earned them. Do not abbreviate any names or titles in any manner, and ensure that all information is correct.

Current Address
 Starting with the prefecture you reside in, enter your complete address. Ensure you do not overlook apartment numbers or any other information.

Date
 Enter the date of the interview (or the date you mail the resume)

履歴書 19年10月1日現在

氏名 職安 花子

生年月日 昭和45年11月1日生 (現36歳) 性別 女

〒123-0001 東京都杉並区松庵 1-2-3

電話番号 03-1234-1234

学歴・職歴 (後述に記す)

年	月	学歴・職歴 (後述に記す)
昭和40	3	杉並区立〇〇中学校卒業
昭和40	4	東京都立〇〇高等学校入学
昭和43	3	同校卒業
昭和43	4	株式会社〇〇入社 総務部総務課 配属
平成4	1	一身上の都合により退社
平成4	3	〇〇商事株式会社入社 経理課 配属
平成19	8	一身上の都合により退社
以上		

学歴・職歴 (後述に記す)

年	月	学歴・職歴 (後述に記す)
昭和40	3	杉並区立〇〇中学校卒業
昭和40	4	東京都立〇〇高等学校入学
昭和43	3	同校卒業
昭和43	4	株式会社〇〇入社 総務部総務課 配属
平成4	1	一身上の都合により退社
平成4	3	〇〇商事株式会社入社 経理課 配属
平成19	8	一身上の都合により退社
以上		

資格・免許 (後述に記す)

年	月	資格・免許 (後述に記す)
昭和40	10	日本商工会議所簿記検定 2級
昭和43	3	普通自動車免許

応募理由 (後述に記す)

前職と同様に、経理の職種を希望します。

Employment History
 Leaving one line blank following your educational history, begin entering your employment history. Do not abbreviate any employer or company names in any manner, and ensure that all information is correct. Include part-time or casual employment in this category if the part-time employment was for a significant length of time.

Statement of Purpose
 Enter your reasons for applying for the job here, being as specific as possible. This space is an opportunity for you to market yourself to your prospective employer.

Applicant Preferences
 If you have a preferred position, a preferred work location, or any other such preferences, enter those here.

How to Write an Employment History Document

- Basic Point -

- ☆ You must correctly provide basic data such as the document title, your name, your age, and the date, etc. and affix your seal. If there are any qualification requirements, you must state your qualification in a concrete fashion.
- ☆ You should avoid using abbreviations or buzzwords only acceptable in specific fields.
- ☆ You must clarify the facts (your past experience) and your goals.
- ☆ You should briefly compile a summary of your experience, your goals, and the reason why you are interested in working for the company.
- ☆ You should make sure that there are no errors, omissions or incorrect conversions.

This document may be filed. You should leave a margin on the left-hand side.

Outline your employment history (locations and job contents) in chronological order.

職務経歴書

平成〇年〇月〇日
労働 花子 印
(28歳)

1. 希望職種
(1)販売(接客を始め、仕入れから売上管理までを希望)
(2)調査・企画・宣伝
(調査の仕事をしたことはありませんが、若者の流行や嗜好について常に情報収集してきました。この経験が活かせると思います。)

2. 職務経歴
(株)〇〇〇書店にて、8年間勤務
〔会社概要〕
事業内容 書籍・文具の販売、CD・ビデオのレンタル
年 商 5億6千万円 従業員数60人
事業所数 本店を含め5店舗 創業昭和3年4月
〔経 歴〕
平成3年4月 (株)〇〇〇入社 3ヶ月間本店売場で実習
レジ打ち、品だし、返品作業、伝票発行、接客を学ぶ
7月駅ビル店配属 雑誌部門を担当する
5年3月 同店でコミック・児童書を担当
・仕入れから陳列、在庫、売上管理まで任される。
・アルバイト、パートの指導役となる 6年5月 商工会主催のPOPセミナーを受講。以後店内POPを任される。
12月 全店部門別売上ベストになり表彰される。(コミック・児童書)
・新学期やクリスマス、バレンタイン等の催事企画を任される。7年10月 郊外型店舗 〇〇店オープンに伴い異動
・開店準備のメンバーとして活動
・コミック児童書を引き続き担当 8年3月 同店でCD・ビデオのレンタルを担当 現在に至る

3. 仕事を通して身につけてきた職業能力
(1)接客(販売員としてのマナーと言葉遣い)
(2)商品知識(コミック・雑誌・児童書・CD・ビデオ)
(3)若者の嗜好・流行についての情報
(4)催事企画
(5)POPデザイン(手書きのちらし・広告・ポスター作成)

4. 仕事への姿勢
(1)主に少年や若者を相手に接客してきましたが、相手の目線に立って親しみやすく節度をもった対応を心がけてきました。親御さんからも感謝されています。
(2)骨惜しみせず、自分から仕事をみつけ動くようにしています。

以上

※ http://www.hellowork.go.jp/html/into_1_s.html Employment history samples are available by job category.

3 The labour standard laws, etc. in Japan you need to be aware of.

Foreign nationals working in Japan are covered by the Labour Standards Act and other related laws. These laws prescribe the following provisions by which the employers are required to obey (excerption).

(1) Prohibition of discrimination against people based on their nationality

It is prohibited for an employer to discriminate against workers in terms of wage, working hours, and other working conditions because of their nationality, religion, or social status. (Article 3 of the Labour Standards Act)

(2) Clear indication of working conditions

In concluding a labour contract, the employer must clearly indicate wages, working hours, and other working conditions to the worker concerned. With regards to the major issues such as wages and working hours, and other matters that are subject to the specific instructions of the employer, it is necessary for the employer to issue a document (Notice of Employment, etc. (see Appendixes) clearly indicating such conditions. (Article 15 of the Labour Standards Act).

(3) Prohibition of forced labour, intermediary exploitation.

The employer must not force labour upon workers by acts of violence or intimidation against the latter's will. Unless authorized under the law, he must not make a profit by intervening as a business in the employment of others. (Articles 5 and 6 of the Labour Standards Act).

(4) Prohibition of a contract which describes the payment of a penalty damages, for non-fulfillment of a contract.

Making a contract which fixes in advance the payment of penalty or damages for non-fulfillment of a contract on a part of workers such as resignation before the completion of the contract period, etc. (Article 16 of the Labour Standards Act)

(5) Restrictions on the dismissal of workers who have been injured or are under medical treatment by an industrial accident.

In principle, dismissing a worker who has been injured or become sick in connection with his work and is absent from work in order to receive medical treatment is prohibited during such period of absence plus 30 days thereafter. (Article 19 of the Labour Standards Act)

(6) Advance notice of dismissal

In principle, in the case of dismissing his worker, the employer is required, to give the worker an advance notice of at least 30 days before dismissal. In case a dismissal notice is not given at least 30 days in advance of the date of dismissal, the employer must pay the average wages for, at a minimum, the number of days falling short of the 30-day dismissal notice allowance required by law. This shall not apply, however, in the case where the employer becomes unable to continue his business owing to uncontrollable circumstances such as natural calamities, etc., or where the employer dismisses the worker for reasons in which the worker is responsible for being dismissed.

In that case, the employer shall obtain approval for exemption from advance notice of dismissal, from Head of Labour Standards Inspection Office. (Articles 20 and 21 of the Labour Standards Act)

(7) Payment of wages

Wages must be paid to the worker in currency, directly, in full, at least once a month, and on a fixed date. However, statutory deductions for taxes, employment insurance, health insurance, as well as other deductions arising from labour-management agreements, such as union dues, etc. shall be deducted from the full payment. (Article 24 of the Labour Standards Act)

(8) Minimum wages

The employer must pay his worker wages which is not less favorable than the amount of minimum wages. (Article 5 of the Minimum Wages Act) The amount of minimum wages is fixed according to

region and industry of the work in each prefecture.

(9) Working hours, rest days

Employers must not have their employee(s) work more than 8 hours per day, 40 hours per week (for certain sizes and types of industry, 44 hours per week). (Article 32, 40 of the Labour Standards Act)

The employer must provide their employee(s) with a minimum of one rest-day per week, or four or more rest-days per four-week period. (Article 35 of the Labour Standards Act)

(10) Extra pay for overtime, work on rest days and midnight work

Should an employer have their employee(s) work in excess of the maximum statutory working hours permitted by law (in principle, 8 hours per day, 40 hours per week), or if an employer has their employee(s) work on stipulated statutory rest-days (one rest-day per week or four rest-days per four week period), the employer shall comply with certain procedures as stipulated by law. (Article 36 of the Labour Standards Act)

For work done in excess of the statutory working hours, extra pay shall be calculated at a rate of 25% or more of the payable wages during normal working hours or normal workday, and must be paid; for work on statutory rest days, at least 35%.

In addition, extra pay for work conducted during late-night hours (between 10 p.m. and 5 a.m.), shall be calculated at a rate of 25% or more of the wages payable for the normal working hours or normal workday. (Article 37 of the Labour Standards Act)

(11) Annual leave with pay

The employer must give annual leave with pay to workers who have been employed continuously for 6 months, and have worked for 80% or more of the whole working days. (The number of days of the annual leave depends on the duration of continuous employment. For the first year of employment, ten days will be given.) (Article 39 of the Labour Standards Act)

(12) Return of money and other goods

When a foreign worker dies or resigns, the employer shall pay the wages owed within seven days and return any money or articles in his/her ownership, as requested by the right holder. (The employer must not keep the passport or Alien Registration Certificate (Article 23, etc. of the Labour Standards Act).

(13) Industrial safety and health

In order to secure the safety and health of workers, employer must take measures to prevent dangers or health impairment to workers, such as providing industrial safety and health education (education, etc. at the time of hiring), and health examinations. (Article 59 and 66, etc. of Industrial Safety and Health Act)

In the following cases, please consult with the nearest Advisory Service for Foreign Workers (established in Inspection Divisions of Labour Standards Departments of major Labour Bureaus) or Labour Standards Inspection Offices.

For example,

- Unpaid wages
 - Unpaid overtime benefits
 - Dismissal due to absence resultant from injury incurred through on-the-job accident
 - Sudden dismissal and non-payment of dismissal notice payment
 - Lack of compensation for medical and leave expenses necessitated by workplace accident
 - Lack of clear indication of working conditions such as wages and working hours upon signing labour contract
 - Insufficient guarantee of workplace safety and health and risk of accident
- Consultation on working conditions is available in foreign languages at the Advisory Services for Foreign Workers. (→ p.44)

4 When you resign from a company

In the case of resignation from enterprise, please pay attention to the following points.

(1) Resignation at worker's initiative

Commonly the rules of employment have provisions over resignation. It is advisable to read and confirm the content of the provisions and procedures of resignation in advance. Based on the Civil Code (Article 627), in cases where the labour contract does not fix the term of employment, the employee should tender a notice of resignation at least, in principle, two weeks in advance. If the employee is paid wages on a fixed timetable, the employee should in principle give notice during the first half of the current pay period of their intended resignation in or after the next period.

Even if you ask to be released "immediately", however, the employer may have difficulty in passing your work to another employee, or looking for a new employee, etc. It is better to talk over thoroughly the time of resignation, etc. with the employer.

(2) Dismissal by the employer

"Dismissal" means that a labour contract is brought to an end one-sidedly at the employer's initiative. In the case of dismissal, as mentioned in 3 (6) (Advance notice of dismissal), the employer is required to give the worker an advance notice of, in principle, at least 30 days before dismissal. In case a dismissal notice is not given at least 30 days in advance of the date of dismissal, the employer must pay the average wages for, at a minimum, the number of days falling short of the 30-day dismissal notice allowance required by law. (Articles 20, etc. and 21 of the Labour Standards Act)

Those who have been hired by an establishment in Japan and meet certain requirements will be covered by the Employment Insurance System. When such Insured person resigns from such establishment, he has to take the necessary procedures to obtain basic benefits

(1) Employment Insurance System

In Japan, the Employment Insurance System has been established. The system intends to secure the life and employment of the workers, promote re-employment, through allowing unemployment benefits. In principle, it is required that foreign workers (excluding foreign government employees and those certified as having been covered by the Unemployment Insurance System of any foreign country) be enrolled in the Employment Insurance System, with the exception of part-time and other employees who work less than 20 hours per week. When joining a company, a worker will be, regardless of his/her nationality (those who have no nationality will also be covered), insured, and will receive a certificate of the insured of employment insurance through his/her employer. If you are not enrolled in the System at the time you start working, please come visit PESO to discuss possible options.

(2) When you resign

When a worker becomes unemployed, he can in principle receive unemployment benefits, etc. for a certain prescribed number of days within 12 months counting from the day after resignation, subject to the following requirements.

- ① It is authorized that he is not insured any more due to resignation.
- ② He cannot start work in spite of his ability and intention.
- ③ In principle, the period covered by the employment insurance system is more than 12 months in total, within two years before his/her resignation. (However, when resignation is due to bankruptcy or dismissal, etc., the period may be more than six months in total within a year prior to resignation.)

After the resignation, bring the following items to the PESO of your district and apply for a job.

- ① Separation notice (provided by the employer after resignation, or demanded from the employer by the employee)
- ② The certificate of the insured of employment insurance
- ③ Seal (if you have one)
- ④ Certificates that show your address and age (registered identification card, etc.)
- ⑤ Two recent photographs (3 x 2.5 cm)
- ⑥ Bank book (passbook) of an account in the applicants name.

After applying for a job, and if you are entitled to obtain basic allowance, the next day for you to visit to the PESO will be appointed, and a “Qualified Recipients Identification Card” is issued. Please visit the PESO on the appointed day, and receive recognition of unemployment. When you obtain the recognition, you will be paid unemployment benefits.

When you receive recognition of unemployment, you must respond as to your status on the following five points on the “Application for Unemployment Recognition” and submit it to PESO.

- ① If you worked, took extra job, or have been employed by other establishment before receiving recognition of unemployment.
- ② In case for extra job, the days you worked and the amount you earned.
- ③ If you actively sought employment before receiving recognition of unemployment.
- ④ If you are in place to take up a job introduced by the PESO.
- ⑤ If you have accepted employment or started self-employment, or if you are planning to do either one.

You cannot obtain unemployment benefit for the initial 7 days of unemployment after you applied for a job (waiting period). In case you are dismissed for serious reasons imputable to yourself, or resign at your own initiative without sufficient reason, you will not be paid for 3 months after 7 days of waiting (Restrictions on benefits)

<For further information on the Employment Insurance System, please contact the nearest Public Employment Security Office (PESO) (→ 36p).>

Public Vocational Training

(1) Public Vocational Training

At public vocational development centers established in each prefecture, vocational training courses are available for displaced workers and career changers to acquire skills and knowledge that will help them find a new job. There is no participation or tuition fees for the courses (in some cases, you are required to pay the actual costs of textbooks or course materials). For participation in public vocational training courses, please inquire at the nearest PESO. It is possible to collect Employment Insurance benefits, etc. (basic allowance, training allowance, commuting allowance) while undergoing training. While undergoing training, it is also possible to extend the period of time for which you are eligible for Employment Insurance benefits, etc.

(2) Training and Education Benefits System

As part of the Employment Insurance system, expenses incurred for training courses during the training period may be partially refunded by the PESO when ordinary persons covered by the Employment Insurance (workers or those who have resigned) take any training courses designated by the Minister of Health, Labour and Welfare and such persons have been under the system for three years (or one year only for first-time trainees) or more as of the first day of the training course.

<For further information on Public Vocational Training, please contact the nearest Public Employment Security Office (PESO) .>

5 Other insurance Systems for workers

(1) Workmen's Accident Compensation Insurance System

According to the Workmen's Accident Compensation Insurance Act establishments employing worker are covered by the Workmen's Accident Compensation Insurance, in principle. Relevant insurance benefits shall be paid for injury, disease, physical handicap, death and so on to workers resulting from their work or commutation.

The details of insurance benefits provided by Workmen's Accident Compensation Insurance are as follows.

① Medical treatment benefits (medical compensation benefits)

This will be paid in case a worker undergoes medical treatment for an injury or disease from his work or during commutation.

② Absence benefits (non-duty compensation benefits)

This will be paid from the 4th day of the medical treatment in case a worker does not receive wages for not being able to work due to medical treatment stated in the above item ①.

③ Sick pension benefits (sick compensation benefits)

This will be paid when a worker is in a condition of handicapped 1 year and 6 months after he started to undergo medical treatment for an injury or disease from his work or during commutation.

④ Physical disability benefits (physical disability compensation benefits)

This will be paid according to the degree of physical disability in case a worker is disabled from work or during commutation despite of medical treatment.

⑤ Survivors benefits (survivors compensation benefits)

This will be paid to survivors in case a worker dies from his work or during commutation. Also, funeral allowance is paid to those who hold funeral for him.

⑥ Long-term care benefit (long-term care compensation)

This will be paid to the people under physical disability pension (compensation) program or sick pension (compensation) program, and is taken care constantly or on occasions, due to specified physical disability or disease.

⑦ Secondary medical check benefits, etc.

When a doctor determines, based on the results of the periodical medical check required under the Industrial Safety and Health Act that a worker has all of the following disorders: obesity, high blood pressure, high blood sugar level, and a high level of fat in the blood; the worker will be eligible to undergo either a secondary medical check or special health counseling (those who are found to have disorders of the brain or heart are not eligible).

<For further information on the Workmen's Accident Compensation Insurance System, please contact the Labour Standards Inspection Office.>

(2) Employees' Health Insurance System

As long as foreign nationals are regularly employed by a covered workplaces(*), the Health Insurance applies to them. So they are required to join in this system

By participating in the Health Insurance, the insured and their dependent family members will be paid medical benefits and allowances needed in case they receive medical treatment for a disease or injury. In addition, benefits are available in the event of a birth or a death.

If you are regularly employed by a workplaces covered by Employees' Health Insurance but are not insured under the Employees' Health Insurance plan or you forgot to bring your Health Insurance Certificate, all medical costs incurred must be borne by the person seeking medical assistance.

* This refers to cases where foreign nationals are employed by corporate workplaces and private workplaces with five or more employees for hours or days amounting to approximately three-quarters or more than those of other regular workers engaged in the same type of work.

(3) National Health Insurance System

Also, registered foreign nationals who are not covered by other public health insurance System and for whom the prescribed period of stay according to Immigration Control Act is one year or longer (and including foreign residents with a period of stay under one year who have a certificate from their employer or school stating that they will be in Japan more than one year), will be covered by National Health Insurance, in principle.

The National Health Insurance System assures you necessary medical benefits when you take medical treatment in case of disease or injury. Maternity and death benefits are also provided. Those who have not provided notification that they are covered by the System have to pay the full amount of medical expenses.

(4) Employees' Pension Insurance System, National Pension System

As long as foreign nationals are regularly employed by covered workplaces, the Employees' Pension Insurance System applies to them, so it is necessary for foreign nationals to participate in this System. On the other hand, those who live in Japan, even if they have no regular employment relations, are obliged to participate in the National Pension System.

By participating in the public pension systems, old-age pensions, disability pensions(or disability allowances), or survivor's pensions will be paid respectively, when you become old, suffer disability, or die.

Moreover, Lump-sum Withdrawal Payments shall be paid to those who have been participating in the public pension systems in Japan by filling applications after leaving Japan. The Lump-sum Withdrawal Payments will be paid in principle to those who meet all of the following conditions if an application is filed within 2 years after departure from Japan. The conditions for receiving the Lump-sum Withdrawal Payments:

- ① Persons who do not possess Japanese citizenship.
- ② Persons who have paid contributions to the Employees' Pension Insurance System or the National Pension System for 6 months or more.
- ③ Persons who do not live in Japan.
- ④ Persons who have never entitled to receive pension benefits(including disability allowances).

IMPORTANT NOTE:

If you have insured periods under the public pension Systems of a country other than Japan and if Japan and that country have concluded an agreement on social security including totalization provisions, you may be entitled to pension benefits corresponding to the insured periods under the legislation of each country on condition that you satisfy specific eligibility conditions under the agreement. However, once you receive the above-mentioned Lump-sum Withdrawal Payments, the Japanese insured periods which are used to calculate the amount of the benefit can not be used for totalization purposes under the agreement.

○ The country with which Japan has concluded agreements on social security including totalization provision.

Germany, U.S.A, Belgium, France

<For further information on Health Insurance System and the Pension Insurance System, please contact the nearest Social Insurance Office. For National Health Insurance System, please contact the local government office in your district.>

6 Mandatory notification of status of foreign workers

The Employment Measures Act was revised and since October 1, 2007, all employers hiring foreigners are required to endeavor to improve management of foreign workers and provide support for foreigners in their new employment. At the same time, they have come to be required to provide notification of the status of their foreign workers.

(1) Outline of the System for provide notification of the status of foreign workers

Since October 1, 2007, all employers are required to, upon hiring foreigners or at the time of their resignation, confirm and notify the name, status of residence, and period of stay of each foreign worker (excluding special permanent residents and those with a status of residence as “diplomat” or “official”) to the Minister of Health, Labour and Welfare. (A fine not exceeding 300 thousand yen will be levied against any party failing to provide notification or who provides false information.)

Therefore, foreigners are to be requested by employers to produce their alien registration certificates or passports when entering employment or resigning from a job.

(2) Obligation to endeavor to improve management of foreign workers and provide support to foreigners in their new employment

Employers are required to endeavor to improve management of foreign workers and provide support to foreigners in their new employment.

Please take a look at the key points of the guideline concerning the improvement of employment management, which are outlined in the “The Employers’ Guideline for Appropriate Approaches to Improving Management of Foreign Workers (excerpt)” and the full text of the guideline that follows. Foreigners are strongly recommended to find jobs at workplaces where employment is managed in a proper manner, in accordance with the guideline.

The Guideline concerning Appropriate Approaches to Improving Management of Foreign Workers for Employers(excerpt)

○ Basic policy

With regard to foreign workers, employers shall take appropriate measures for matters specified by this guideline, so that

- employers should comply with labour- and social insurance-related laws, and
- foreign workers may work in appropriate working conditions and in safe and health environments and **fully exercise their potential within the scope of their status of residence.**

○ Measures to be taken by employers concerning the improvement of management of foreign workers

Appropriate recruitment and employment of foreign workers

1. Recruitment

When recruiting foreign workers, employers shall clearly indicate the contents and wages pertaining to the duties in question, working hours, locations, labour contract terms, and matters concerning the application of labour and social insurance-related acts by issuing a written document or an e-mail (only when requested). In particular, in the case of foreign nationals residing outside Japan, employers shall endeavor to clarify the details of conditions in advance, such as whether travel expenses are to be borne by the employers or residence in Japan is to be ensured.

When accepting the introduction of foreign workers residing outside Japan, employers shall utilize employment service operators that have obtained a license or have provided notification and shall **refrain from accepting workers from those who violate the Employment Security Act or the Worker Dispatching Act.**

When requesting introductions to workers from employment service operators, employers shall take all precautions **against any discriminatory treatment in relation to nationality, etc.**

2. Employment

Employers shall **confirm that any given foreign national is eligible for the duties in question in terms of the scope of his/her status of residence prior to hiring said foreign national**, and shall not hire ineligible foreign nationals.

Employers shall endeavor to **select foreign workers in a fair manner** so that they may fully exercise their potential within the scope of their status of residence.

When making plans to hire new graduates, employers shall not exclude foreign students. Moreover, they should be aware that **recruiting foreign students** may contribute to revitalize and globalize the company, as they can be expected to offer unique ideas as a result of their divergent educational and cultural background.

Securing of appropriate working conditions

1. Equal treatment

Workers **shall not be treated discriminately based on nationality in terms of working conditions, such as wages and working hours.**

2. Clarification of working conditions

When signing labour contracts with foreign workers, employers **shall issue a written document that clarifies fundamental working conditions, such as wages and working hours, in a manner that is easy for the relevant foreign workers to understand.**

3. Appropriate management of working hours, etc.

Employers shall **manage working hours appropriately** and prepare workers' name lists, etc. Furthermore, employers **shall not retain the passports, etc.** of foreign workers and shall **return money and goods** to which the relevant foreign workers are rightfully entitled, upon their resignation.

4. Dissemination of related laws and regulations such as the Labor Standards Act

Employers shall disseminate the contents of related laws and regulations pursuant to such laws and regulations. In such cases, employers shall endeavor to give necessary consideration to the promotion of understanding on the part of foreign workers such as through the use of easy-to-understand explanatory booklets.

Assurance of safety and health

1. Implementation of safety and health education

Safety and health education for foreign workers shall be implemented in a manner in which the contents thereof can be easily understood. In particular, employers shall make sure that **usage of the machinery and equipment, safety apparatuses, and protective equipment** used by foreign workers **is fully understood by said workers.**

2. Implementation of Japanese language education for the purpose of preventing accidents

Employers shall endeavor to ensure that foreign workers **obtain the necessary Japanese language skills and learn basic signs, etc.** so that they may understand directions, etc. so as to **prevent accidents.**

3. Signs and notices, etc. concerning prevention of accidents

Employers shall endeavor to display **signs and notices, etc. concerning the prevention of workplace accidents in a manner easy** for foreign workers **to understand**, such as through the use of charts. Furthermore, employers shall implement **medical checkups** pursuant to the Industrial Safety and Health Act.

4. Dissemination of related laws and regulations such as the Industrial Safety and Health Act

Employers shall disseminate the contents of related laws and regulations pursuant to such laws and regulations. In such cases, employers shall endeavor to give necessary consideration to the promotion of understanding on the part of foreign workers such as through the use of easy-to-understand explanatory booklets.

Application of Employment Insurance, Workmen's Accident Compensation Insurance, Health Insurance, and Employees' Pension Insurance

1. Dissemination of systems and necessary procedures

Efforts shall be made to disseminate the contents of the laws and regulations related to Employment Insurance, Workmen's Accident Compensation Insurance, Health Insurance, and Employees' Pension Insurance and insurance claims procedures. Employers shall **take the necessary procedures for applying such insurance systems to covered foreign workers**, pursuant to laws and regulations pertaining to labour and social insurance.

2. Assistance for claiming insurance payments

Upon the resignation of a foreign worker, the employers in question shall take the necessary procedures such as issuing separation notices, introducing service offices for employment benefits by the Public Employment Security Offices, and shall endeavor to provide other necessary assistance to the foreign worker in question.

When a workplace accident involving a foreign worker occurs, employers shall provide consultation to the foreign worker with regard to procedures such as claiming Workmen's Accident Compensation Insurance, carry out said procedures in lieu of him/her, and endeavor to provide other necessary assistance.

Upon the return of a foreign worker who has been covered by Employees' Pension Insurance for six months or more to his/her home country, the employers in question shall **explain that the relevant worker may claim lump-sum withdrawal payments upon his/her departure from Japan**, and shall endeavor to introduce him/her to service offices at related organizations such as Social Insurance Offices.

Appropriate personnel management, educational training, and benefit coverage

1. Appropriate personnel management

Employers shall endeavor to present a picture of the ideal worker by clarifying the required qualifications and capabilities, arrange conditions conducive to smooth workplace communication, and operate systems for evaluating and determining wages, deploying workers, and managing personnel in a transparent fashion so as to **create environment where various types of personnel can fully exercise their respective potential**.

2. Daily life guidance, etc.

Employers shall provide **Japanese language education** and guidance so as to help foreign workers deepen their understanding of Japanese habits, culture, customs, work culture, etc. and shall endeavor to provide foreign workers with **consultation concerning daily life and workplace problems**.

3. Implementation of educational training, etc.

Employers shall endeavor to implement **educational training** and other necessary measures, as well as develop comfortable workplace environments through such means as **establishing systems for the acceptance of complaints and consultation, and providing orientation in foreign workers' mother tongues**.

4. Facilities for welfare

Employers shall endeavor to ensure appropriate **accommodation facilities** and guarantee workers sufficient opportunities to utilize facilities for meals, medical care, general education, culture, athletic activity, and recreation.

5. Assistance for leaving Japan and changing status of residence

Upon the expiration of foreign workers' period of stay, employers shall terminate the employment relationship and endeavor to provide the relevant worker with consultation on procedures for leaving Japan. When a foreign worker intends to change his/her status of residence, the relevant employers shall give necessary consideration with regard to working hours, etc. so that he/she may undertake the relevant procedures.

6. Notes for employers engaged in worker dispatching business or contracting business

Employers undertaking dispatch shall conduct business appropriately in accordance with the Worker Dispatching Act.

- **Details of work shall be clearly indicated to the foreign worker to be dispatched**, such as the contents of the work, locations, and matters concerning the persons directly overseeing the relevant worker.
- The name of the foreign worker to be dispatched and his/her labour/social insurance status shall be notified to the company accepting the relevant worker.

No company **shall accept foreign workers from those who have not obtained a license or have not provided notification**. Employers who conduct contracting business shall not engaged in the supplying or dispatching of workers under the name of a contracting business, and shall comply with the Employment Security Act and the Worker Dispatching Act.

Employers who conduct contracting business shall, when foreign employees of theirs are employed at an workplace belonging to one of their clients, **elect a person in charge of employment affairs, etc. to perform duties related to personnel management and daily life guidance** at the relevant workplace.

Prevention of dismissal and assistance with new employment

When intending to downsize the scale of business activities, etc., employers shall **refrain from dismissing** foreign workers **without careful consideration**. When dismissing foreign workers becomes unavoidable, employers shall endeavor to **provide necessary assistance** for those wishing to find new employment **to find such employment within the scope of their status of residence**, such as through introducing them to related companies, providing them with vocational training or encouraging them to undertake such training, or providing them with job information.

○ Appointment of persons in charge of employment affairs of foreign workers

When regularly hiring ten or more foreign workers, employers shall **appoint persons such as personnel affairs department managers as persons in charge of employment affairs**, and have said persons oversee the implementation of the matters pertaining to the improvement of employment management specified in this guideline.

The Guideline concerning Appropriate Approaches to Improving Management of Foreign Workers for Employers

No. 1 Purpose

The purpose of this guideline is to specify the necessary measures to be taken by employers so that they may appropriately cope with the matters prescribed in Article 8 of the Employment Measures Act.

No. 2 Basic policy for appropriate approaches to improving management of foreign workers

With regard to foreign workers, employers shall comply with labour-related laws, such as the Employment Measures Act, the Employment Security Act (Act No. 141 of 1947), the Act on Securing the Proper Operation of Worker Dispatch Business and Improvement of Working Conditions for Dispatched Workers (Act No. 88 of 1985; hereinafter referred to as the "Worker Dispatching Act"), the Employment Insurance Act (Act No. 116 of 1974), the Labor Standards Act (Act No. 49 of 1947), the Minimum Wages Act (Act No. 137 of 1959), the Industrial Safety and Health Act (Act No. 57 of 1972), the Industrial Accident Compensation Insurance Act (Act No. 50 of 1947), Health Insurance Act (Act No. 70 of 1922), the Pension Insurance Act (Act No. 115 of 1954), and social insurance-related laws (hereinafter referred to as "labour and social insurance-related laws"). At the same time, employers shall take appropriate measures in relation to matters specified in this guideline so as to ensure an environment wherein foreign workers may work in appropriate working conditions and in safe and health environment and fully exercise their potential within the scope of their status of residence.

No. 3 Definition of foreign workers

The term "foreign nationals" as used in this guideline shall mean persons who do not possess Japanese citizenship, excluding permanent residents and those with "diplomat" or "official" residence status. The term "foreign workers" as used in this guideline shall mean foreign national workers.

"Foreign workers" shall include persons pursuing technical internship programs who conduct activities for the purpose of obtaining more practical technique and skills under the employment relationship with "designated activities" residence status (hereinafter referred to as "technical interns").

No. 4 Necessary measures to be taken by employers concerning the improvement of management of foreign workers

1. Appropriate recruitment and employment of foreign workers

(1) Recruitment

When recruiting foreign workers, employers shall clearly indicate the following matters to the foreign national who intends to gain employment: the contents of the duties that the relevant foreign national is to perform after being hired, wages, working hours, locations, length of labour contract, and matters concerning the application of labour and social insurance-related laws (hereinafter referred to as "matters to be clarified" in (1.)). These matters shall be indicated either by issuing a written document containing the contents or by e-mail when requested by the foreign national in question (hereinafter referred to as "clarification methods" in (1.)). In particular, when a foreign national who intends to gain employment is residing outside Japan, the employers in question shall endeavor to clarify the details of conditions in advance, such as whether travel expenses are to be borne by the employers or residence in Japan is to be ensured so as to avoid disputes between labour and management due to mutual misunderstanding of recruitment conditions.

When accepting the introduction of foreign workers residing outside Japan, employers shall utilize employment service operators that have obtained a license or have provided notification pursuant to the Employment Security Act (hereinafter referred to as “employment service operators” in (1.)) and shall refrain from accepting workers from those who violate the Employment Security Act or the Worker Dispatching Act. In this case, employers shall, when requesting introduction of workers, clearly inform employment service operators of all matters to be clarified by way of any of the above-stated clarification methods. Under the Employment Security Act, employment service operators are prohibited from discriminating against foreign nationals on the basis of nationality when conducting employment service. Employers shall also take all precautions against discriminatory treatment in relation to nationality, etc., when requesting for workers from employment service operators.

(2) Employment

When hiring foreign workers, the employers in question shall confirm, in advance through the methods, etc. prescribed in No. 5, that the relevant foreign national is eligible for the duties which he/she is to perform upon gaining employment, in terms of the scope of his/her status of residence. Employers shall not hire ineligible foreign nationals.

Employers shall endeavor to select foreign workers in a fair manner so that they may fully exercise their potential within the scope of their status of residence. In particular, employers shall note that there are no restrictions on activities with regard to permanent residents and long term resident.

When making plans to hire new graduates, employers shall not exclude foreign students. Moreover, they should be aware that recruiting foreign students may contribute to revitalize and globalize the company, as they can be expected to offer unique ideas as a result of their divergent educational and cultural background.

2. Securing of appropriate working conditions

(1) Equal treatment

Workers shall not be treated discriminately based on nationality in terms of working conditions, such as wages and working hours.

(2) Clarification of working conditions

a. Issuance of a written document

When signing labour contracts with foreign workers, employers shall issue a written document that clarifies fundamental working conditions, such as wages and working hours, in a manner that is easy for the relevant foreign workers to understand.

b. Explanation of wages

When clearly indicating wages, employers shall endeavor to clarify the actual amount to be paid to the relevant foreign worker by explaining not only the methods of determining, calculating and paying wages, but also outlining the details of deduction such as taxes, labour and social insurance premium, and other deductions based on the labour management agreement, in an easy-to-understand manner.

(3) Appropriate management of working hours

Employers shall comply with laws pertaining to working hours and manage working hours appropriately by ensuring rest days.

(4) Dissemination of related laws and regulations such as the Labor Standards Act

Employers shall disseminate the contents of related laws and regulations such as the Labor Standards Act, pursuant to such laws and regulations. In such cases, employers shall endeavor to give necessary consideration to the promotion of understanding on the part of foreign workers such as through the use of easy-to-understand explanatory booklets.

- (5) Preparation of workers' name lists, etc.

Employers shall prepare workers' name lists and payroll books, pursuant to the Labor Standards Act. In this case, employers shall endeavor to compile the addresses of foreign workers' families and other emergency contact numbers.

- (6) Return of money and goods, etc.

Employers shall not retain foreign workers' passports, etc. and shall return money and goods to which the relevant foreign workers are rightfully entitled, upon their resignation, pursuant to the Labor Standards Act. When a foreign worker leaves Japan within seven days of making a claim for the return of money or goods, these shall be returned prior to the departure of the foreign worker in question.

3 Assurance of safety and health

- (1) Implementation of safety and health education

Employers shall implement safety and health education for foreign workers in a manner in which the contents thereof can be easily understood. In particular, employers shall make sure that usage of machinery and equipment, safety apparatuses, and protective equipment used by foreign workers is fully understood by said workers.

- (2) Implementation of Japanese language education for the purpose of preventing accidents

Employers shall endeavor to ensure that foreign workers obtain necessary Japanese language skills and learn basic signs, etc. so that they may understand directions, etc. so as to prevent accidents.

- (3) Signs and notices, etc. concerning prevention of accidents

Employers shall endeavor to display signs and notices, etc. concerning the prevention of workplace accidents in a manner easy for foreign workers to understand, such as through the use of charts.

- (4) Implementation of medical checkups

Employers shall implement medical checkups for foreign workers, pursuant to the Industrial Safety and Health Act. When implementing medical checkups, employers shall endeavor to explain the purpose and contents of said checkups in an easy-to-understand manner. When intending to take any follow-up measures based on the results of medical checkups, employers shall endeavor to explain the results of said checkups, as well as the necessity and contents of the follow-up measures, to the relevant foreign workers in an easy-to-understand manner.

- (5) Implementation of health guidance and consultation

Employers shall endeavor to provide foreign workers with health guidance and consultation by fully utilizing the services of industrial physicians and health supervisors.

- (6) Dissemination of related laws and regulations such as the Industrial Safety and Health Act

Employers shall disseminate the contents of related laws and regulations such as the Industrial Safety and Health Act pursuant to such laws and regulations. In such cases, employers shall endeavor to give necessary consideration to the promotion of understanding on the part of foreign workers such as through the use of easy-to-understand explanatory booklets.

4. Application of Employment Insurance, Workmen's Accident Compensation Insurance, Health Insurance, and Employees' Pension Insurance

(1) Dissemination of Systems and necessary procedures

Employers shall endeavor to inform foreign workers of the contents of laws and regulations related to Employment Insurance, Workmen's Accident Compensation Insurance, Health Insurance, and Employees' Pension Insurance (hereinafter referred to as "labour and social insurance") and procedures for claiming insurance payments, such as through providing said workers with easy explanations upon their recruitment. Employers shall also take the necessary procedures for applying such insurance Systems to covered foreign workers, pursuant to laws and regulations pertaining to labour and social insurance.

(2) Assistance for claiming insurance payments

Upon the resignation of a foreign worker, the employers in question shall take the necessary procedures such as issuing separation notices, introducing service offices for employment benefits of the Public Employment Security Offices(PESO), and shall endeavor to provide other necessary assistance to the foreign worker in question.

When a workplace accident involving a foreign worker occurs, employers shall provide consultation to the foreign worker with regard to procedures such as claiming Workmen's Accident Compensation Insurance, carry out the procedures in lieu of him/her, and endeavor to provide other necessary assistance.

Upon the return of a foreign worker who has been covered by Employees' Pension Insurance for six months or more to his/her home country, the employers in question shall explain that the relevant worker may claim lump-sum withdrawal payments upon his/her departure from Japan, and shall endeavor to introduce him/her to service offices at related organizations such as Social Insurance Offices.

5. Appropriate personnel management, educational training, and welfare

(1) Appropriate personnel management

Employers shall endeavor to present a picture of the ideal worker by clarifying the required qualifications and capabilities, arrange conditions conducive to smooth workplace communication, and operate Systems for evaluating and determining wages, deploying workers, and managing personnel in a transparent fashion so that foreign workers can easily adjust and begin working with a full understanding of what is expected of them and of their working conditions. Employers shall thereby endeavor to create an environment wherein various types of personnel can fully exercise their respective potential. In the process, business persons shall fully adopt advice and guidance concerning employment management provided by the PESO for the purpose of ensuring appropriate approaches.

(2) Daily life guidance, etc.

In order to ensure foreign workers' smooth adaptation to Japanese society, employers shall provide Japanese language education and guidance so as to help foreign workers deepen their understanding of Japanese habits, culture, customs, work practices, etc. and shall endeavor to provide foreign workers with consultation concerning daily life and workplace problems.

(3) Implementation of educational training, etc.

Employers shall endeavor to implement educational training and other necessary measures, as well as develop comfortable workplace environments through such means as establishing Systems for the acceptance of complaints and consultation, and providing orientation in foreign workers' mother tongues so that foreign workers can work by fully exercising their potential within the scope of their status of residence.

(4) Facilities for welfare

Employers shall endeavor to ensure appropriate accommodation facilities and guarantee workers sufficient opportunities to utilize facilities for meals, medical care, general education, culture, athletic activity, and recreation.

(5) Assistance for leaving Japan and changing status of residence

- a. Upon the expiration of foreign workers' period of stay, employers shall terminate the employment relationship and endeavor to provide the relevant worker with consultation on procedures for leaving Japan.
- b. When a foreign worker intends to change his/her status of residence, the relevant employers shall give necessary consideration with regard to working hours, etc. so that he/she may undertake the relevant procedures.

(6) Notes for employers engaged in worker dispatching business or contracting business

Employers engaged in the dispatching of foreign workers shall conduct business appropriately in accordance with the Worker Dispatching Act by clearly indicating details of the work in question to the foreign workers to be dispatched, such as the contents of the work, locations, and matters concerning persons directly overseeing the relevant worker and providing notification of the names of foreign workers to be dispatched and their labour/social insurance status to the company accepting the relevant worker. No company shall accept foreign workers from employers that have not obtained a license or have not provided notification. Employers who conduct contracting business shall not engage in the supplying or dispatching of workers under the name of contracting business, and shall comply with the Employment Security Act and the Worker Dispatching Act.

Employers who conduct contracting business shall, when foreign employees of theirs are employed at an establishment belonging to one of their clients, elect a person in charge of employment affairs, etc., to perform duties related to personnel management and daily life guidance at the relevant establishment, pursuant to No. 6.

6. Prevention of dismissal and assistance with new employment

When intending to downsize the scale of business activities, etc., employers shall refrain from dismissing foreign workers without careful consideration. When dismissing foreign workers becomes unavoidable, employers shall endeavor to provide necessary assistance for those wishing to find new employment to find such employment within the scope of their status of residence, such as through introducing them to related companies, providing them with vocational training or encouraging them to undertake such training, or providing them with job information. In this case, employers shall closely cooperate with the PESO and fully adopt advice and guidance concerning assistance in new employment provided by the PESO for the purpose of ensuring appropriate approaches.

No. 5 Notification of status of foreign workers

Pursuant to the provisions of Article 28, paragraph 1 of the Employment Measures Act and Article 2, paragraph 1 of the Supplementary Provisions, when a employer newly hires a foreign worker or when a foreign worker resigns, and if the employers has already hired foreign workers as of October 1, 2007, the employers shall confirm the matters listed in 1., such as the name, status of residence, period of stay of the relevant foreign worker, by any of the methods listed in 2., and provide notification of such matters to the director of the PESO governing the location of the relevant employer's establishment by any of the methods and deadlines listed in 3. Notes for making confirmation shall be as prescribed in 4.

1. Matters to be confirmed and notified

- a. Regarding foreign workers covered by the Employment Insurance System (excluding those falling under c.)

The name, status of residence (when hiring workers with permission for activities outside the scope of their status of residence, including whether or not the relevant person has obtained permission for said activities; the same shall apply in b.), period of stay, birth date, sex, and nationality, as well as the matters pertaining to foreign workers' registration for eligibility for Employment insurance or to have such qualification revoked, such as type of job, wages, and address

- b. Regarding foreign workers not covered by the Employment Insurance System (excluding those falling under c.)

The name, status of residence, period of stay, birth date, sex, and nationality

- c. Regarding foreign workers already hired as of October 1, 2007

Name, status of residence, period of stay, birth date, sex, and nationality

2. Methods for confirmation

- a. Regarding foreign workers not falling under b.

Foreign workers are requested to produce their passport or Certificate of Alien Registration in order to confirm matters for notification.

- b. Regarding foreign workers permitted to engage in activities outside the scope of their status of residence

Foreign workers are requested to produce their passport, Certificate of Alien Registration, permission to engage in activities outside the scope of their status of residence, or certificate of eligibility to work in Japan in order to confirm the matters for notification.

3. Notification methods and deadlines

- a. Regarding foreign workers covered by the Employment Insurance System (excluding those falling under c.)

Notification pertaining to recruitment shall be made by the 10th of the month following recruitment by way of providing notification of the necessary matters so as to obtain qualification for Employment Insurance. Notification pertaining to resignation shall be made within 10 days of the date of resignation by providing notification of the necessary matters so as to annul qualification for Employment Insurance.

- b. Regarding foreign workers not covered by the Employment Insurance System (excluding those falling under c.)

Notification pertaining to both recruitment and resignation shall be made by the final day of the month following recruitment or resignation by way of filling in the necessary matters on Form No. 3 of the Ordinance for Enforcement of the Employment Measures Act (Ordinance of the Ministry of Labour No. 23 of 1966) (hereinafter referred to as "Form No. 3").

- c. Regarding foreign workers already hired as of October 1, 2007

Notification shall be made by October 1, 2008 by filling in the necessary matters on Form No. 3. However, upon the resignation of the person to whom notification pertains, notification shall be made by either of the methods and deadlines outlined in a. and b.

4. Notes regarding confirmation

Employers shall confirm the matters listed in 1. concerning persons who they intend to hire (including persons already hired as of October 1, 2007) in the case where they are able to ascertain that the persons in question are foreign nationals with ordinary powers of attention. Cases where employers can deem the relevant persons to be foreign nationals with ordinary powers of attention represent the case where it is generally clear that the relevant persons are foreign nationals on the basis of their name or native language without conducting any special investigations. Therefore, when a foreign worker usually uses a Japanese name and is fluent in Japanese and when it is impossible to determine whether or not the person in question is a foreign national with ordinary powers of attention, confirmation is not required. Confirmation or notification of any matters other than those listed in 1 is not required. This point shall also be noted from the viewpoint of protecting the privacy of foreign workers.

No. 6 Appointment of a person in charge of employment affairs of foreign workers

When regularly hiring ten or more foreign workers, employers shall appoint persons such as personnel affairs department managers as persons in charge of employment affairs, and have said persons manage the matters specified in No. 4 of this guideline.

No. 7 Matters concerning technical interns

Technical interns, who are included in the category of foreign workers, shall be treated in accordance with the matters covered in No. 4 to No.6. Employers shall endeavor to help technical interns obtain practical technique and skills in an effective manner, in accordance with the methods for accepting interns, the matters to be noted in implementing technical training, and the measures to be taken in cases where it becomes impossible to continue technical training as prescribed in the Basic guideline for Operation of the Technical Internship Program (issued by the Minister of Labour on April 5, 1993).

No. 8 Assistance and cooperation on the part of related administrative organs such as employment security offices and labour standards inspection offices

Employers shall implement matters specified by this guideline by obtaining the necessary assistance and cooperation of related administrative organs such as employment security offices and labour standards inspection offices.

Notice of Employment

Notice of Employment 労働条件通知書	
To: _____ 殿	Date: _____ 年月日 Company's name _____ 事業場名称 (ローマ字で記入) Company's address _____ 所在地 (ローマ字で記入) Telephone number _____ 電話番号 Employer's name _____ 使用者職氏名 (ローマ字で記入)
I. Term of employment 契約期間 Non-fixed, _____ Fixed (From _____ to _____) 期間の定めなし 期間の定めあり (年 月 日 ~ 年 月 日)	
II. Place of employment 就業の場所	
III. Contents of duties 仕事すべき業務の内容	
IV. Working hours, etc. 労働時間等 1. Opening and closing time 始業・終業の時刻等 (1) Opening time (_____) Closing time (_____) 始業 (時 分) 終業 (時 分) [If the following systems apply to workers] [以下のような制度が労働者に適用される場合] (2) Irregular labor system, etc.: Depending on the following combination of duty hours as an irregular (_____) unit work or shift system. 変形労働時間制等: (_____) 単位の変形労働時間制・交代制として、次の勤務時間の組み合わせによる。 Opening time (_____) Closing time (_____) (Day applied: _____) 始業 (時 分) 終業 (時 分) (適用日: _____) Opening time (_____) Closing time (_____) (Day applied: _____) 始業 (時 分) 終業 (時 分) (適用日: _____) Opening time (_____) Closing time (_____) (Day applied: _____) 始業 (時 分) 終業 (時 分) (適用日: _____) (3) Flex time system: Workers determine opening and closing time. フレックスタイム制: 始業及び終業の時刻は労働者の決定に委ねる。 [However, flex time: (opening) from _____ to _____ ; [ただし、フレキシブルタイム (始業) 時 分から 時 分、 (closing) from _____ to _____] (終業) 時 分から 時 分、 Core time: from (opening) _____ to (closing) _____] コアタイム 時 分から 時 分 (4) System of deemed working hours outside workplace: Opening (_____) Closing (_____) 事業場外みなし労働時間制: 始業 (時 分) 終業 (時 分) (5) Discretionary labor system: As determined by workers based on opening (_____) closing (_____) 裁量労働制: 始業 (時 分) 終業 (時 分) を基本とし、労働者の決定に委ねる。 ○ Details are stipulated in Article (_____), Article (_____), Article (_____) of the Rules of Employment 詳細は、就業規則第 条～第 条、第 条～第 条、第 条～第 条	

2.	Rest period () minutes 休憩時間 () 分	3.	Presence of overtime work (Yes/ No) 所定時間外労働の有無 (有 / 無)																																																	
V. Days off 休日 ・ Regular days off: Every (), national holidays, others () 定例日：毎週 曜日、国民の祝日、その他 () ・ Additional days off: () days per week/month, others () 非定例日：週・月当たり 日、その他 () ・ In the case of irregular labor system for each year: () days 1 年単位の変形労働時間制の場合 年間 日 ○ Details are stipulated in Article (), Article (), Article () of the Rules of Employment 詳細は、就業規則第 条～第 条、第 条～第 条																																																				
VI. Leave 休暇 1. Annual paid leave: Those working continuously for 6 months or more, () days 年次有給休暇 6 か月継続勤務した場合 → 日 Those working continuously up to 6 months, (Yes/ No) 継続勤務 6 か月以内の年次有給休暇 (有 / 無) → After a lapse of () months, () days か月経過で 日 2. Other leave: Paid ()) その他の休暇 有給 ()) Unpaid ()) 無給 ()) ○ Details are stipulated in Article (), Article (), Article () of the Rules of Employment 詳細は、就業規則 第 条～第 条、第 条～第 条																																																				
VII. Wages 賃金 1. Basic pay (a) Monthly wage (yen) (b) Daily wage (yen) 基本賃金 月給 (円) 日給 (円) (c) Hourly wage (yen) 時間給 (円) (d) Payment by job (Basic pay: yen; Security pay: yen) 出来高給 (基本単価 円、保障給 円) (e) Others (yen) その他 (円) (f) Wage ranking stipulated in the Rules of Employment 就業規則に規定されている賃金等級等 <div style="border: 1px solid black; height: 40px; margin-top: 10px;"></div> 2. Amount and calculation method for various allowances 諸手当の額及び計算方法 <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">(a)</td> <td style="width: 10%;">()</td> <td style="width: 10%;">allowance:</td> <td style="width: 10%;">yen;</td> <td style="width: 10%;">Calculation method:</td> <td style="width: 10%;">()</td> </tr> <tr> <td></td> <td>()</td> <td>手当</td> <td>円/</td> <td>計算方法:</td> <td>()</td> </tr> <tr> <td>(b)</td> <td>()</td> <td>allowance:</td> <td>yen;</td> <td>Calculation method:</td> <td>()</td> </tr> <tr> <td></td> <td>()</td> <td>手当</td> <td>円/</td> <td>計算方法:</td> <td>()</td> </tr> <tr> <td>(c)</td> <td>()</td> <td>allowance:</td> <td>yen;</td> <td>Calculation method:</td> <td>()</td> </tr> <tr> <td></td> <td>()</td> <td>手当</td> <td>円/</td> <td>計算方法:</td> <td>()</td> </tr> <tr> <td>(d)</td> <td>()</td> <td>allowance:</td> <td>yen;</td> <td>Calculation method:</td> <td>()</td> </tr> <tr> <td></td> <td>()</td> <td>手当</td> <td>円/</td> <td>計算方法:</td> <td>()</td> </tr> </table>					(a)	()	allowance:	yen;	Calculation method:	()		()	手当	円/	計算方法:	()	(b)	()	allowance:	yen;	Calculation method:	()		()	手当	円/	計算方法:	()	(c)	()	allowance:	yen;	Calculation method:	()		()	手当	円/	計算方法:	()	(d)	()	allowance:	yen;	Calculation method:	()		()	手当	円/	計算方法:	()
(a)	()	allowance:	yen;	Calculation method:	()																																															
	()	手当	円/	計算方法:	()																																															
(b)	()	allowance:	yen;	Calculation method:	()																																															
	()	手当	円/	計算方法:	()																																															
(c)	()	allowance:	yen;	Calculation method:	()																																															
	()	手当	円/	計算方法:	()																																															
(d)	()	allowance:	yen;	Calculation method:	()																																															
	()	手当	円/	計算方法:	()																																															

3. Additional pay rate for overtime, holiday work or night work
所定時間外、休日又は深夜労働に対して支払われる割増賃金率

- (a) Overtime work: Legal overtime () % Fixed overtime () %
所定時間外 法定超 () %、 所定超 () %、
- (b) Holiday work: Legal holiday work () % Non-legal holiday work () %
休日 法定休日 () %、 法定外休日 () %、
- (c) Night work () %
深夜 () %

4. Closing day of pay roll: () of every month; () of every month
賃金締切日 () 一毎月 日、() 一毎月 日

5. Pay day: () of every month; () of every month
賃金支払日 () 一毎月 日、() 一毎月 日

6. Deduction from wages in accordance with labor-management agreement: [No. Yes: ()]
労使協定に基づく賃金支払時の控除 (無、有 ())

7. Wage raise: (Time, etc.)
昇給 (時間等)

8. Bonus: [Yes: (Time and amount, etc.); No:]
賞与 (有 (時間、金額等)、無)

9. Retirement allowance: [Yes: (Time and amount, etc.); No:]
退職金 (有 (時間、金額等)、無)

VIII. Items concerning retirement
退職に関する事項

1. Retirement age system: [Yes: () old; No:]
定年制 (有 (歳)、無)

2. Procedure for retirement for personal reasons [Notification should be made no less than () days before the retirement.]
自己都合退職の手続 (退職する 日以上前に届け出ること)

3. Reasons and procedure for the dismissal:
解雇の事由及び手続

○ Details are stipulated in Article (), Article (), Article () of the Rules of Employment:
詳細は、就業規則第 条、第 条、第 条、第 条

IX. Others
その他

・Joining social insurance [Employees' pension insurance; Health insurance; Employees' pension fund; other: ()]
社会保険の加入状況 (厚生年金 健康保険 厚生年金基金 その他 ())

・Application of employment insurance: (Yes; No:)
雇用保険の適用 (有、無)

・Others
その他

Employee (signature) _____
受け取り人 (署名)

Contact List of Ministry of Justice, Immigration Bureaus, Contact List of Immigration Information Centers and Assigned Consulatees' Locations

Contact List of Ministry of Justice, Immigration Bureaus

○ Information about status of residence, alien registration and other matters related to immigration

Prefecture	Address	Tel
Ministry of justice, Immigration Bureau	〒 100-8977 1-1-1, Kasumigaseki, Chiyoda-ku, Tokyo-to	03-3580-4111
Sapporo Regional Immigration Bureau	〒 060-0042 12, Oodori-nishi, Chuo-ku, Sapporo-shi, Hokkai-do	011-261-7502
Sendai Regional Immigration Bureau	〒 983-0842 1-3-20, Gorin, Miyagino-ku, Sendai-shi, Miyagi-ken	022-256-6076
Tokyo Regional Immigration Bureau	〒 108-8255 5-5-30, Kounan, Minato-ku, Tokyo-to	03-5796-7111
Narita Airport District Immigration Office	〒 282-0004 Terminal 2, 1-1, Furukome, Furukome-aza, Narita-shi, Chiba-ken	0476-34-2222
Yokohama District Immigration Office	〒 231-0023 37-9, Yamashita-cho, Naka-ku, Yokohama-shi, Kanagawa-ken	045-661-5110
Nagoya Regional Immigration Bureau	〒 460-8582 Nagoya Center Building 3F 2-2-13, Nishiki, Naka-ku, Nagoya-shi, Aichi-ken	- Employment review dept - 052-223-7514 - Studying and training in Japan review dept - 052-223-7586 - Permanent Residence review dept - 052-223-7585
Centrair Airport District Immigration Office	〒 479-0881 1-1 CIQ F3, Centrair, Tokoname-shi, Aichi-ken	0569-38-7410
Osaka Regional Immigration Bureau	〒 540-0012 2-1-17, Tanimachi, Chuo-ku, Osaka-shi, Osaka-fu	06-6941-0771
Kansai Airport District Immigration Office	〒 549-0011 1, Sensyukuko-naka, Tajiri-cho, Sennan-gun, Osaka-fu	0724-55-1453
Kobe District Immigration Office	〒 650-0024 29, Kaigandori, Chuo-ku, Kobe-shi, Hyogo-ken	078-391-6377
Hiroshima Regional Immigration Bureau	〒 730-0012 6-30, Kami-hachobori, Naka-ku, Hiroshima-shi, Hiroshima-ken	082-221-4411
Takamatsu Regional Immigration Bureau	〒 760-0033 1-1, Marunouchi, Takamatsu-shi, Kagawa-ken	087-822-5852
Fukuoka Regional Immigration Bureau	〒 812-0003 Fukuoka Airport Domestic Terminal No.3, 778-1, Shimo-usui, Hakata-ku, Fukuoka-shi, Fukuoka-ken	092-623-2400
Naha Airport District Immigration Office	〒 900-0022 1-15-15, Higawa, Naha-shi, Okinawa-ken	098-832-4185

Prefecture	Address	Tel
East Japan Immigration Center	〒 300-1288 1766, Kuno-cho, Ushiku-shi, Ibaraki-ken	029-875-1291
West Japan Immigration Center	〒 567-8550 1-11-1, Koriyama, Ibaraki-shi, Osaka-fu	072-641-8152
Omura Immigration Center	〒 856-0817 644-3, Kogashima-cho, Omura-shi, Nagasaki-ken	0957-52-2121

Contact List of Immigration Information Centers

○ Information about status of residence, alien registration and other matters related to immigration. Reception in foreign languages (English, Korean, Chinese, Spanish, etc.)

Prefecture	Address	Tel
Sendai	〒 983-0842 1-3-20, Gorin, Miyagino-ku, Sendai-shi, Miyagi-ken	022-298-9014
Tokyo	〒 108-8255 5-5-30, Kounan, Minato-ku, Tokyo-to	03-5796-7112
〃	〒 160-0021 Shinjuku Multicultural Plaza Tokyo-to Health Plaza, Hygeia, F.11 2-44-1, Kabuki-cho, Shinjuku-ku, Tokyo-to	03-3209-6177
Yokohama	〒 231-0023 37-9, Yamashita-cho, Naka-ku, Yokohama-shi, Kanagawa-ken	045-651-2851 ~ 2
Nagoya	〒 460-8582 Nagoya Center Building 3F, 2-2-13, Nishiki, Naka-ku, Nagoya-shi, Aichi-ken	052-223-7336 ~ 7
Osaka	〒 540-0012 2-1-17, Tanimachi, Chuo-ku, Osaka-shi, Osaka-fu	06-6941-3701 ~ 2
Kobe	〒 650-0024 29, Kaigandori, Chuo-ku, Kobe-shi, Hyogo-ken	078-326-5141
Hiroshima	〒 730-0012 6-30, Kami-hachobori, Naka-ku, Hiroshima-shi, Hiroshima-ken	082-502-6060
Fukuoka	〒 812-0003 Fukuoka Airport Domestic Terminal No.3, 778-1, Shimo-usui, Hakata-ku, Fukuoka-shi, Fukuoka-ken	092-626-5100

Contact List of Assigned Consulatees Location

Prefecture	Address	Tel
Sapporo	〒 060-0042 12, Oodori-nishi, Chuo-ku, Sapporo-shi, Hokkai-do	011-261-9667
Takamatsu	〒 760-0033 1-1, Marunouchi, Takamatsu-shi, Kagawa-ken	087-822-5852
Naha	〒 900-0022 1-15-15, Higawa, Naha-shi, Okinawa-ken	098-831-5497

List of PESOs with Interpreters

Prefecture 都道府県名	Office 設置所	Address 所在地	Business Hours 取扱時間（12 時～ 13 時除く）	Language 使用外国語
Hokkaido 北海道	Sapporo Office 札幌所	〒 064-8609 14-Chome, Minami 10 Jou-Nishi, Chuo-ku, Sapporo-shi 札幌市中央区南 10 条西 14 丁目 TEL 011-562-0101	Thu. 13:00 ~ 17:00 木 Wed. 9:00 ~ 12:00 or 13:00 ~ 17:00 Every other week 水 9:00 ~ 12:00 又は 13:00 ~ 17:00 の 1 週交替	English 英語 Chinese 中国語
Miyagi 宮城県	Sendai Office 仙台所	〒 983-0852 4-2-3 Tsutsujigaoka, Miyagino-ku, Sendai-shi 仙台市宮城野区榴岡 4-2-3 TEL 022-299-8811	Tue. Thu. 8:30 ~ 17:00 火・木	Chinese 中国語
Fukushima 福島県	Koriyama Office 郡山所	〒 963-8609 2-1-26, Houhatcho, Koriyama-shi 郡山市方八町 2-1-26 TEL 024-942-8609	Thu. 8:30 ~ 17:00 木	Chinese 中国語
Ibaraki 茨城県	Mito Office 水戸所	〒 310-8509 1573-1, Suifu-cho, Mito-shi 水戸市水府町 1573-1 TEL 029-231-6221	Tue. Thu. 10:00 ~ 15:00 火・木	English, Portuguese 英語・ポルトガル語
	Chikusei Office 筑西所	〒 308-0821 628-1 Narita, Chikusei-shi 筑西市成田 628-1 TEL 0296-22-2188 ~ 9	Wed. Fri. 10:30 ~ 15:30 水・金	Spanish スペイン語
	Tsuchiura Office 土浦所	〒 300-0051 1-18-19 Manabe, Tsuchiura-shi 土浦市真鍋 1-18-19 TEL 029-822-5124 ~ 6	Wed. Fri. 10:00 ~ 15:00 水・金 Mon. 10:00 ~ 15:00 月	English 英語 Chinese 中国語
Tochigi 栃木県	Utsunomiya Office 宇都宮所	〒 321-0964 PESO Utsunomiya Ekimae Plaza, Fumixstem Bldg. 2F, 1-3-1, Ekimae-dori, Utsunomiya-shi 宇都宮市駅前通り 1-3-1 フミックスステムビル 2 階 ハローワーク宇都宮駅前プラザ TEL 028-623-8609	Tue. Thu. 9:30 ~ 16:30 火・木 Mon.・Wed. 13:00 ~ 17:00 月・水	Portuguese, Spanish ポルトガル語・スペイン語
	Moka Office 真岡所	〒 321-4305 5101, Aramachi, Moka-shi 真岡市荒町 5101 TEL 028-582-8655	Wed. Fri. 13:00 ~ 17:00 水・金	Portuguese, Spanish ポルトガル語・スペイン語
Gunma 群馬県	Maebashi Office 前橋所	〒 379-2154 130-1, Amakawa-oshima-machi, Maebashi-shi 前橋市天川大島町 130-1 TEL 027-290-2111	Mon. 11:00 ~ 17:00 月 Thu. 10:00 ~ 17:00 木	Portuguese, Spanish ポルトガル語・スペイン語
	Isesaki Office 伊勢崎所	〒 372-0006 554-10, Ota-machi, Isesaki-shi 伊勢崎市太田町 554-10 TEL 0270-23-8609	Tue. Wed. 13:00 ~ 17:00 火・水 Fri. 10:00 ~ 17:00 金	Portuguese, Spanish ポルトガル語・スペイン語
	Ota Office 太田所	〒 373-0851 1F, 893, Iida-cho, Ota-shi 太田市飯田町 893 1 階 Employment Service Corner for Foreigners 外国人雇用サービスコーナー TEL 0276-46-8609	Tue. ~ Fri. 9:00 ~ 16:00 火～金 Tue. Fri. 10:00 ~ 17:00 火・金 Mon. Wed. 10:00 ~ 17:00 月・水	Portuguese, Spanish ポルトガル語・スペイン語 Portuguese ポルトガル語 Spanish スペイン語

Prefecture 都道府県名	Office 設置所	Address 所在地	Business Hours 取扱時間（12 時～ 13 時除く）	Language 使用外国語
Saitama 埼玉県	Kawaguchi Office 川口所	〒 332-0031 3-2-7, Aoki, Kawaguchi-shi 川口市青木 3-2-7 TEL 048-251-2901	Mon. Tue. Thu. 10:00 ～ 16:00 月・火・木	English 英語
			Thu. 10:00 ～ 16:00 木	Portuguese ポルトガル語
			Mon. Tue. 10:00 ～ 16:00 月・火	Spanish スペイン語
			Wed. 10:00 ～ 16:00 水	Chinese 中国語
	Kumagaya Office 熊谷所	〒 360-0014 5-7-2, Hakoda, Kumagaya-shi 熊谷市箱田 5-7-2 TEL 048-522-5656	Tue. 10:00 ～ 16:00 火	Spanish スペイン語
			Wed. 10:00 ～ 16:00 水	English, Chinese 英語・中国語
	Omiya Office 大宮所	〒 330-0852 1-525, Ohnari-cho, Oomiya-ku, Saitama-shi さいたま市大宮区大成町 1-525 TEL 048-667-8609	Fri. 10:00 ～ 16:00 金	English, Portuguese 英語・ポルトガル語
			Mon. 10:00 ～ 16:00 月	Spanish スペイン語
	Kawagoe Office 川越所	〒 350-1118 Kawagoe Godochosya 1F, 277-3, Toyodahon, Kawagoe-shi 川越市豊田本 277-3 川越合同庁舎 1F TEL 049-242-0197	Mon. Thu. 10:00 ～ 16:00 月・木	Portuguese, English ポルトガル語、英語
	Urawa Office 浦和所	〒 330-0061 5-8-1, Tokiwa, Urawa-ku, Saitama-shi さいたま市浦和区常盤 5-8-1 TEL 048-832-2461	Fri. 10:00 ～ 16:00 金 Wed. 10:00 ～ 16:00 水	English, Portuguese 英語、ポルトガル語 Chinese 中国語
Chiba 千葉県	Kasukabe Office 春日部所	〒 344-0036 61-3, Shimo-Omashi-Shinden, Kasukabe-shi 春日部市下大増新田 61-3 TEL 048-736-7611	Tue. Thu. 10:00 ～ 16:00 火・木	English, Chinese 英語・中国語
	Soka Office 草加所	〒 340-8509 4-10-7, Benten, Soka-shi 草加市弁天 4-10-7 TEL 048-931-6111	Tue. 10:00 ～ 16:00 火	Chinese 中国語
			Wed. 10:00 ～ 16:00 水	English, Portuguese 英語、ポルトガル語
			Fri. 10:00 ～ 16:00 金	Spanish スペイン語
	Koshigaya Office 越谷所	〒 343-0023 1-5-6, Higashikoshigaya, Koshigaya-shi 越谷市東越谷 1-5-6 TEL 048-969-8609	Tue. 10:00 ～ 16:00 火	English, Portuguese 英語、ポルトガル語
			Wed. 10:00 ～ 16:00 水	Spanish スペイン語
	Ichikawa Office 市川所	〒 272-8543 5-11-21, Minami-Yawata, Ichikawa-shi 市川市南八幡 5-11-21 TEL 047-370-8609	Mon. Tue.・Fri. 10:30 ～ 15:30 月・火・金	Spanish スペイン語
			Tue. Wed.・Thu. 10:30 ～ 16:30 火・水・木	Portuguese ポルトガル語
	Matsudo Office 松戸所	〒 271-0092 Matsudo Bldg. 3F, 1307-1, Matsudo, Matsudo-shi 松戸市松戸 1307-1 松戸ビルディング 3 階 TEL 047-367-8609	Tue. Fri. 9:00 ～ 13:00 火・金 Wed. 13:00 ～ 17:00 水	Spanish スペイン語 Chinese 中国語
	Funabashi Office 船橋所	〒 273-0011 2-10-17, Minato-cho, Funabashi-shi 船橋市湊町 2-10-17 TEL 047-431-8287 ～ 9	Tue. Thu. 10:00 ～ 15:00 火・木	English, Spanish 英語・スペイン語
			Mon 10:00 ～ 15:00 月	Chinese 中国語
	Narita Office 成田所	〒 286-0036 3-4-2, Karabe, Narita-shi 成田市加良部 3-4-2 TEL 0476-27-8609	Wed. Thu. Fri. 10:00 ～ 15:00 水・木・金	English, Spanish 英語・スペイン語
	Chiba South Office 千葉南所	〒 260-0842 Yuki Soga Ekimae Bldg. F3-4, 2-16-3, Minami-cho, Chuo-ku, Chiba-shi 千葉市中央区南町 2-16-3 ユウキ蘇我駅前ビル 3 階・4 階 TEL 043-300-8609	Tue. 10:00 ～ 15:00 火	Chinese 中国語
			Thu. 10:30 ～ 15:30 木	Spanish スペイン語

Prefecture 都道府県名	Office 設置所	Address 所在地	Business Hours 取扱時間（12時～13時除く）	Language 使用外国語
Tokyo 東京都	Shinjuku Employment Assistance and Instruction Center for Foreigners 新宿外国人雇用 支援・指導センター	〒160-8489 2-42-10, Kabuki-cho, Shinjuku-ku 新宿区歌舞伎町 2-42-10 TEL 03-3204-8609 TEL 03-3204-8614 (Portuguese) TEL 03-3204-8618 (Spanish)	Mon. ～ Fri. 9:00 ～ 17:15 月～金	English 英語 Portuguese ポルトガル語 Spanish スペイン語 Chinese 中国語
	Tokyo Employment Service Center for Foreigners 東京外国人雇用 サービスセンター	〒160-0032 Roppongi Job Park, B1F, 3-2-21, Roppongi, Minato-ku, Tokyo-to 東京都港区六本木 3-2-21 六本木ジョブパーク地下1 F TEL 03-3588-8639 FAX 03-3588-8659	Mon. ～ Fri. 9:00 ～ 17:00 月～金 irregular 不定期（お問い合わせ下さい）	English 英語 Chinese 中国語
	Tachikawa Office 立川所	〒190-8509 1-9-21, Nishiki-cho, Tachikawa-shi 立川市錦町 1-9-21 TEL 042-525-8609	Wed. 9:00 ～ 17:00 水 Tue. ・ Fri. 9:00 ～ 17:00 火・金	English 英語 Chinese 中国語
	Omori Office 大森所	〒143-8588 4-16-7, Omori-kita, Ota-ku 大田区大森北 4-16-7 TEL 03-5493-8609	Tue. 10:00 ～ 16:00 火	Vietnamese ベトナム語
Kanagawa 神奈川県	Yokohama Office 横浜所	〒231-0005 3-30, Honcho, Naka-ku, Yokohama-shi 横浜市中区本町 3-30 TEL 045-663-8609	Mon. 9:00 ～ 16:00 月	Portuguese, Spanish, English ポルトガル語・スペイン語・ 英語
			Tue. 9:00 ～ 16:00 火	Chinese 中国語
			Thu. 9:00 ～ 16:00 木	Portuguese, Spanish ポルトガル語・スペイン語
	Kawasaki Office 川崎所	〒210-0002 9-4, Enoki-cho, Kawasaki-ku, Kawasaki-shi 川崎市川崎区榎町 9-4 TEL 044-244-8609	Tue. 9:00 ～ 16:00 火	Spanish スペイン語
			Wed. 9:00 ～ 16:00 水	Chinese 中国語
			Fri. 9:00 ～ 16:00 金	Portuguese ポルトガル語
	Hiratsuka Office 平塚所	〒254-8578 2-7, Matsukaze-cho, Hiratsuka-shi 平塚市松風町 2-7 TEL 0463-24-8609	Tue. ・ Thu. 9:00 ～ 16:00 火・木	Portuguese, Spanish ポルトガル語・スペイン語
	Fujisawa Office 藤沢所	〒251-0054 Fujisawa City Common Building for Labor Administration Offices, 5-12, Asahi-cho, Fujisawa-shi 藤沢市朝日町 5-12 藤沢労働総合庁舎 TEL 0466-23-8609	Tue. ・ Thu. 9:00 ～ 16:00 火・木	Portuguese, Spanish ポルトガル語・スペイン語
	Atsugi Office 厚木所	〒243-0003 3-7-10, Kotobuki-cho, Atsugi-shi 厚木市寿町 3-7-10 TEL 046-296-8609	Wed. ・ Thu. ・ Fri. 9:00 ～ 16:00 水・木・金	English, Portuguese, Spanish 英語・ポルトガル語・ スペイン語
	Yamato Office 大和所	〒242-0018 3-3-21, Fukami Nishi, Yamato-shi 大和市深見西 3-3-21 TEL 046-260-8609	Mon. ・ Tue. ・ Fri. 9:00 ～ 16:00 月・火・金	Portuguese, Spanish ポルトガル語・スペイン語
Niigata 新潟県	Niigata Office 新潟所	〒950-8532 3-4-38, Bandai, Chuo-ku, Niigata-shi 新潟市中央区万代 3-4-38 TEL 025-244-0131	Second/Fourth Wed. 13:00 ～ 17:00 第2第4水	English, Portuguese, Spanish 英語・ポルトガル語・ スペイン語
			Second/Third Wed. 13:00 ～ 17:00 第1第3水	English, Chinese 英語・中国語

Prefecture 都道府県名	Office 設置所	Address 所在地	Business Hours 取扱時間（12 時～ 13 時除く）	Language 使用外国語
Toyama 富山県	Toyama Office 富山所	〒 930-0857 45, Okuda Shin-machi, Toyama-shi 富山市奥田新町 45 TEL 076-431-8609	Fri. 13:00 ～ 16:45 金	Portuguese ポルトガル語
	Takaoka Office 高岡所	〒 933-0902 3-43-4, Mukaino-machi, Takaoka-shi 高岡市向野町 3-43-4 TEL 0766-21-1515	Wed. 13:00 ～ 16:45 水	Portuguese ポルトガル語
Ishikawa 石川県	Kanazawa Office 金沢所	〒 920-8609 1-18-42, Naruwa, Kanazawa-shi 金沢市鳴和 1-18-42 TEL 076-253-3033	Thu. 13:00 ～ 17:00 木	Portuguese, Spanish ポルトガル語・スペイン語
Fukui 福井県	Fukui Office 福井所	〒 910-8509 2-22-18, Ote, Fukui-shi 福井市大手 2-22-18 TEL 0776-23-0174	First to fourth Tue. 13:00 ～ 17:00 第 1 ～ 第 4 火	English, Portuguese, Spanish 英語・ポルトガル語・ スペイン語
	Takefu Office 武生所	〒 915-0814 2-8-23, Chuo, Echizen-shi 越前市中央 2-8-23 TEL 0778-22-4078	First to fourth Thu. 13:00 ～ 17:00 第 1 ～ 第 4 木	English, Portuguese, Spanish 英語・ポルトガル語・ スペイン語
Yamanashi 山梨県	Kofu Office 甲府所 (Hellowork Plaza Kofu) (ハローワーク プラザ甲府内)	〒 400-0031 Daita Bldg. F3, 2-14-13, Marunouchi, Kofu-shi 甲府市丸の内 2-14-13 ダイタビル 3 階 TEL 055-226-8609	Mon.・Tue.・Thu. 9:30 ～ 13:00 (including 12:00 ～ 13:00) 月・火・木 (12:00 ～ 13:00 も取扱可)	Portuguese, Spanish ポルトガル語・スペイン語
Nagano 長野県	Nagano Office 長野所	〒 380-0935 3-2-3, Nakagoshō, Nagano-shi 長野市中御所 3-2-3 TEL 026-228-1300	Fri. 13:00 ～ 17:00 金	Portuguese ポルトガル語
			Mon. 13:00 ～ 17:00 月	Chinese 中国語
	Matsumoto Office 松本所	〒 390-0828 3-6-21, Shonai, Matsumoto-shi 松本市庄内 3-6-21 TEL 0263-36-0810	Fri. 8:30 ～ 12:00 金	Portuguese ポルトガル語
			Mon・First/Third Thu. 13:00 ～ 17:00 月・第 1 第 3 木	Chinese 中国語
	Ueda Office 上田所	〒 386-8609 2-4-70, Tenjin, Ueda-shi 上田市天神 2-4-70 TEL 0268-23-8609	Mon.・Fri. 13:00 ～ 17:00 月・金	Portuguese ポルトガル語
			Thu. 13:00 ～ 17:00 木	Chinese 中国語
Gifu 岐阜県	Iida Office 飯田所	〒 395-8609 2637-3, Okubo-cho, Iida-shi 飯田市大久保町 2637-3 TEL 0265-24-8609	Tue.・Wed. 13:00 ～ 17:00 火・水	Chinese 中国語
	Suwa Office 諏訪所	〒 392-0021 3-2503-1, Kamigawa, Suwa-shi 諏訪市上川 3-2503-1 TEL 0266-58-8609	Tue. 13:00 ～ 17:00 火	Portuguese ポルトガル語
	Gifu Office 岐阜所	〒 500-8157 1-9-1, Gotsubo, Gifu-shi 岐阜市五坪 1-9-1 TEL 058-247-3211	Tue. 8:30 ～ 12:30 火	Portuguese ポルトガル語
	Ogaki Office 大垣所	〒 503-0893 1-1-8, Fujie-cho, Ogaki-shi 大垣市藤江町 1-1-8 TEL 0584-73-8609	Tue. 13:30 ～ 17:00 火	Portuguese ポルトガル語
			Thu. 8:30 ～ 12:30 木	
	Tajimi Office 多治見所	〒 507-0037 5-39-1, Otowa-cho, Tajimi-shi 多治見市音羽町 5-39-1 TEL 0572-22-3381	Tue. 13:00 ～ 17:00 火	Portuguese, Spanish ポルトガル語・スペイン語

Prefecture 都道府県名	Office 設置所	Address 所在地	Business Hours 取扱時間（12 時～ 13 時除く）	Language 使用外国語
Shizuoka 静岡県	Shizuoka Office 静岡所	〒 422-8045 235-1, Nishijima, Suruga-ku, Shizuoka-shi 静岡市駿河区西島 235-1 TEL 054-238-8609	Fri. 13:00 ～ 17:00 金	Portuguese, Spanish ポルトガル語・スペイン語
	Hamamatsu Office 浜松所	〒 432-8537 50-2, Asada-cho, Naka-ku, Hamamatsu-shi 浜松市中区浅田町 50-2 TEL 053-457-1622	Mon. ～ ・ Fri. 8:30 ～ 17:00 月～金	Portuguese, Spanish ポルトガル語・スペイン語
	Numazu Office 沼津所	〒 410-0831 9-1, Ichiba-cho, Numazu-shi 沼津市市場町 9-1 TEL 055-931-0145	Tue. Thu. 8:30 ～ 12:00 火・木	Portuguese, Spanish ポルトガル語・スペイン語
	Shimizu Office 清水所	〒 424-0825 2-15, Matsubara-cho, Shimizu-ku, Shizuoka-shi 静岡市清水区松原町 2-15 TEL 054-351-8609	Tue. 13:00 ～ 17:00 火	Portuguese, Spanish ポルトガル語・スペイン語
	Kakegawa Office 掛川所	〒 436-0073 71 Kaneshiro, Kakegawa-shi カケガワシカネシロ 掛川市金城 71 TEL 0537-32-4185	Thu. 8:30 ～ 12:00 木	Portuguese, Spanish ポルトガル語・スペイン語
	Iwata Office 磐田所	〒 438-0086 3599-6, Mitsuke, Iwata-shi 磐田市見付 3599-6 TEL 0538-32-6181	Tue. Wed. 8:30 ～ 12:00 火・水	Portuguese, Spanish ポルトガル語・スペイン語
Aichi 愛知県	Nagoya Gaikokujin Job Center 名古屋外国人 ジョブセンター	〒 460-0008 Chunichi Bldg. F12, 4-1-1, Sakae, Naka-ku, Nagoya-shi 名古屋市中区栄 4-1-1 中日ビル 12 階 TEL 052-264-1901	Mon. ～ Fri. 9:30 ～ 16:30 月～金	Portuguese, Spanish, Chinese, English (Mon. Wed. Fri) ポルトガル語・スペイン語・ 中国語・英語（月・水・金）
	Toyohashi Office 豊橋所	〒 440-8507 111, Okuni-cho, Toyohashi-shi 豊橋市大国町 111 TEL 0532-52-7191	Mon. ・ Wed. ・ Fri. 10:00 ～ 17:00 月・水・金	Portuguese ポルトガル語
	Okazaki Office 岡崎所	〒 444-0813 50-1, Kitakanji, Hanemachi Aza, Okazaki-shi 岡崎市羽根町字北乾地 50-1 TEL 0564-52-8609	Mon. Wed. 10:00 ～ 17:00 月・水	Portuguese ポルトガル語
	Ichinomiya Office 一宮所	〒 491-8509 4-8-7, Hachiman, Ichinomiya-shi 一宮市八幡 4-8-7 TEL 0586-45-2048	Wed. ・ Fri. 9:30 ～ 16:30 水・金	Portuguese ポルトガル語
	Toyota Office 豊田所	〒 471-8609 3-25-7, Tokiwa-cho, Toyota-shi 豊田市常盤町 3-25-7 TEL 0565-31-1400	Mon. ・ Tue. ・ Thu. 10:00 ～ 17:00 月・火・木	Portuguese ポルトガル語
	Kariya Office 刈谷所	〒 448-8609 1-46-3, Wakamatsu-cho, Kariya-shi 刈谷市若松町 1-46-3 TEL 0566-21-5001	Tue. ・ Thu. 9:30 ～ 16:30 火・木	Portuguese ポルトガル語
	Inuyama Office 犬山所	〒 484-8609 2-10, Matsumoto-cho, Inuyama-shi 犬山市松本町 2-10 TEL 0568-61-2185	Tue. ・ Thu. 9:30 ～ 16:30 火・木	Portuguese ポルトガル語
	Yokkaichi Office 四日市所	〒 510-0093 3-95, Honmachi, Yokkaichi-shi 四日市市本町 3-95 TEL 059-353-5566	Tue. ・ Fri. 9:00 ～ 12:00 火・金	Portuguese ポルトガル語
Mie 三重県	Tsu Office 津所	〒 514-8521 327-1, Shimazaki-cho, Tsu-shi 津市島崎町 327-1 TEL 059-228-9161	Wed. ・ Fri. 13:00 ～ 16:00 水・金	Portuguese, Spanish ポルトガル語・スペイン語
	Suzuka Office 鈴鹿所	〒 513-8609 9-13-3, Kanbe, Suzuka-shi 鈴鹿市神戸 9-13-3 TEL 059-382-8609	Tue. ・ Thu. 8:30 ～ 12:00 火・木	Portuguese, Spanish ポルトガル語・スペイン語

Prefecture 都道府県名	Office 設置所	Address 所在地	Business Hours 取扱時間（12 時～ 13 時除く）	Language 使用外国語
Shiga 滋賀県	Otsu Office 大津所	〒 520-0043 4-6-52, Chuo, Otsu-shi 大津市中央 4-6-52 TEL 077-522-3773	Thu. 13:00 ～ 17:00 木	Portuguese ポルトガル語
	Kusatsu Office 草津所	〒 525-0027 5-17-1, Nomura, Kusatsu-shi 草津市野村 5 丁目 17 - 1 TEL 077-562-3720	Tue. 13:00 ～ 17:00 火	Portuguese ポルトガル語
Kyoto 京都府	Kyoto-Shichijo Office 京都七条所	〒 600-8235 893, Higashi Aburanokoji-cho, Shimogyo-ku, Kyoto-shi 京都市下京区東油小路町 893 TEL 075-341-8609	Thu. 13:00 ～ 17:00 木 Tue. 13:00 ～ 17:00 火 Fri. 13:00 ～ 17:00 金	English 英語 Portuguese ポルトガル語 Spanish スペイン語
	Fushimi Office 伏見所	〒 612-8058 232, Furoyamachi, Fushimi-ku, Kyoto-shi 京都市伏見区風呂屋町 232 TEL 075-602-8609	Tue.・Fri. 13:00 ～ 17:00 火・金	Chinese 中国語
Osaka 大阪府	Osaka Employment Service Center for Foreigners 大阪外国人雇用 サービスセンター	〒 530-0001 Osaka-Ekimaie Dai2 Bldg. 15F, 1-2-2, Umeda, Kita-ku, Osaka-shi 大阪市北区梅田 1-2-2 大阪駅前第 2 ビル 15 階 TEL 06-6344-1135	Mon. ～ Fri. 10:00 ～ 16:00 月～金 ※ on Friday : 10:00 ～ 18:00 ※但し、金は 18:00 まで	English 英語
			Mon. ～ Fri. 13:00 ～ 18:00 月～金	Portuguese ポルトガル語
			Mon. ～ Fri. 13:00 ～ 18:00 月～金	Chinese 中国語
			Mon.・Wed.・Thu. 13:00 ～ 18:00 月・水・木 ※ Except first Thursday ※但し、第 1 木は除く	Spanish スペイン語
	Sakai Office 堺所	〒 590-0028 Sakai Jorno Bldg. 8F, 152, Miyukidori-Mikunigaoka, Sakai-ku, Sakai-shi 堺市堺区三国ヶ丘御幸通 152 堺ジョルノビル 8 階 TEL 072-222-5049	Second/Fourth Mon. 13:00 ～ 17:00 第 2 第 4 月	English 英語
			Thu. 13:00 ～ 17:00 木	Portuguese ポルトガル語
			First to Third Fri. 13:00 ～ 17:00 第 1 ～ 第 3 金 Mon. ～ Tue. 13:00 ～ 17:00 月～火 ※ Except second and fourth Monday ※但し、第 2、第 4 月は除く	Spanish スペイン語 Chinese 中国語
Hyogo 兵庫県	Kobe Office 神戸所	〒 650-0025 1-3-1, Aioi-cho, Chuo-ku, Kobe-shi 神戸市中央区相生町 1-3-1 TEL 078-362-8609	Mon. 10:00 ～ 16:00 月 Tue. 13:00 ～ 17:00 火	Chinese 中国語 Chinese 中国語
			Wed.・Thu. 13:00 ～ 17:00 水・木	English, Portuguese, Spanish 英語、ポルトガル語、 スペイン語
	Himeji Office 姫路所	〒 670-0947 250, Azanakamichi, Hojo, Himeji-shi 姫路市北条字中道 250 TEL 079-222-8609	Wed.・Fri. 13:00 ～ 17:00 水・金	English, Portuguese, Spanish 英語・ポルトガル語・ スペイン語
Nara 奈良県	Nara Office 奈良所 (Work Plaza Nara) (ワークプラザ なら)	〒 630-8115 Shiratori Bldg. 1 F, 4-296-1, Omiya-cho, Nara-shi 奈良市大宮町 4-296-1 白鳥ビル 1 階 TEL 0742-36-8010	Tue. 13:00 ～ 18:00 火	Spanish スペイン語
			Wed. 13:00 ～ 18:00 水	Chinese 中国語

Prefecture 都道府県名	Office 設置所	Address 所在地	Business Hours 取扱時間（12 時～ 13 時除く）	Language 使用外国語
Okayama 岡山県	Kurashiki Chuo Office 倉敷中央所	〒 710-0834 1378-1, Sasaoki, Kurashiki-shi 倉敷市笹沖 1378-1 TEL 086-424-3333	Wed. 13:00 ～ 17:00 水	Portuguese ポルトガル語
	Kurashiki Chuo Office (Soja Branch Office) 倉敷中央所 (総社出張所)	〒 719-1131 3-15-111, Chuo, Soja-shi 総社市中央 3-15-111 TEL 0866-92-6001	Fri. 13:00 ～ 17:00 金	Portuguese ポルトガル語
Hiroshima 広島県	Hiroshima Office 広島所	〒 730-8513 8-2, Kami-hatchobori, Naka-ku, Hiroshima-shi 広島市中区上八丁堀 8-2 TEL 082-227-1644	Mon. ・ Wed. 9:00 ～ 17:00 月 ・ 水	Portuguese, Spanish ポルトガル語 ・ スペイン語
	Fukuyama Office 福山所	〒 720-8609 3-12, Higashi-Sakura-machi, Fukuyama-shi 福山市東桜町 3-12 TEL 084-923-8609	Wed. 9:00 ～ 17:00 水	English, Portuguese, Spanish 英語 ・ ポルトガル語 ・ スペイン語
Kagawa 香川県	Takamatsu Office 高松所	〒 761-8566 2-2-3, Hananomiya-cho, Takamatsu-shi 高松市花ノ宮町 2-2-3 TEL 087-869-8609	Tue. 8:30 ～ 12:00 火 Thu. 13:00 ～ 17:00 木	Portuguese, Spanish ポルトガル語 ・ スペイン語
Fukuoka 福岡県	Fukuoka Chuo Office 福岡中央所	〒 810-8609 1-6-19, Akasaka, Chuo-ku, Fukuoka-shi 福岡市中央区赤坂 1-6-19 TEL 092-712-8609	Mon. 13:15 ～ 17:15 月 Wed. 8:30 ～ 12:30, 13:15 ～ 17:15 水	English 英語
			Tue. 8:30 ～ 12:30, 13:15 ～ 17:15 火 Thu. 13:15 ～ 17:15 木	Chinese 中国語
Oita 大分県	Beppu Office 別府所	〒 874-0902 11-22, Aoyama-cho, Beppu-shi 別府市青山町 11-22 TEL 0977-23-8609	Tue. 13:00 ～ 17:00 火	Chinese 中国語
			Fri. 13:00 ～ 17:00 金	Korean, Korean 韓国 ・ 朝鮮語

Tokyo Employment Service Center for Foreigners

○Address

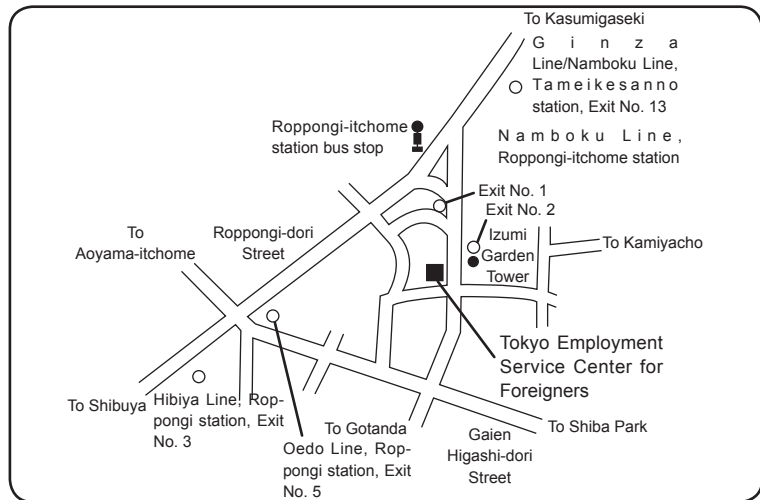
〒 160-0032
 Roppongi Job Park, B1F,
 3-2-21, Roppongi, Minato-ku, Tokyo-to
 TEL : 03-3588-8639 (main number)
 FAX : 03-3588-8659
 URL : <http://www.tfemploy.go.jp>

○Business Hours

8:30~17:15 (Holidays: every Saturday,
 Sunday, and national holidays)

○The nearest station

Tokyo Metro, Namboku Line, Roppongi-itchome
 station (Exit No. 1), 1 minute on foot



Osaka Employment Service Center for Foreigners

○Address

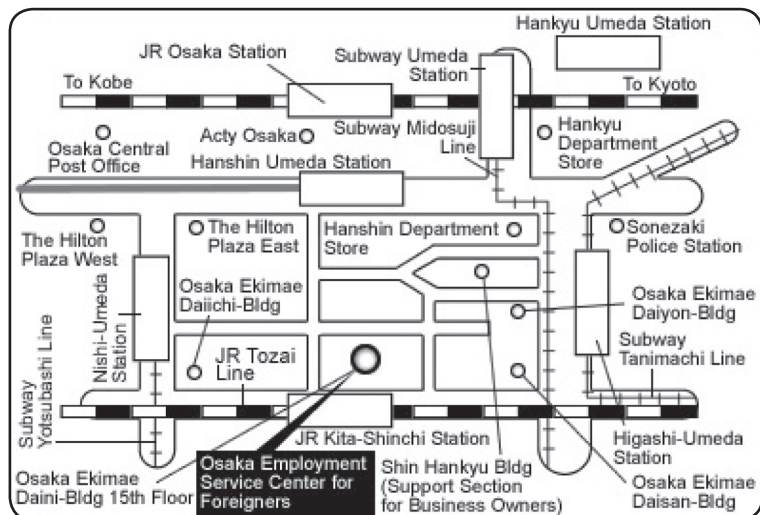
〒 530-0001
 Osaka-Ekimae Second Bldg. 15F, 1-2-2, Umeda,
 Kita-ku, Osaka-shi, Osaka-fu
 TEL : 06-6344-1135
 FAX : 06-6344-1134
 URL : <http://osaka-rodo.go.jp/hw/gaisen/>

○Business Hours

10:00~18:00 (Holidays: every Saturday, Sunday,
 national holidays)

○Nearest stations

JR Kita-shinchi station, 1 minute on foot
 JR Osaka station, 12 minutes on foot
 Subway Nishi-umeda station, 5 minutes on foot
 Subway Higashi-umeda station, 8 minutes on foot
 Subway Umeda station, 8 minutes on foot
 Hanshin-line Umeda station, 8 minutes on foot



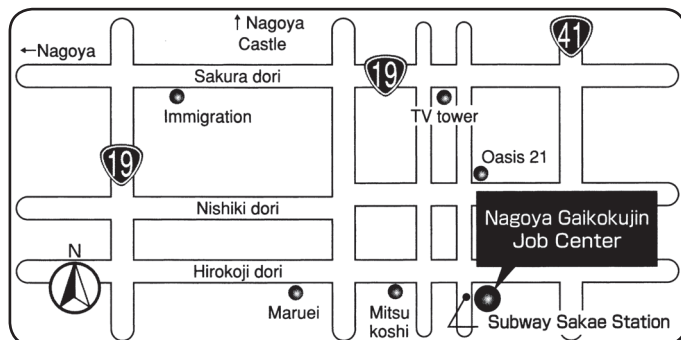
Nagoya Gaikokujin Job Center

○Address

〒 460-0008
 Chunichi Bldg. 12F, 4-1-1 Sakae, Naka-ku, Na-
 goya-shi, Aichi-ken
 Tel : 052-264-1901
 Fax : 052-249-0033

○The nearest stations

Sakae Station of Subway Higashiyama Line,
 Meijo Line, 1 minute on foot.



Guide to Labour Bureaus with a Foreign Workers Consultation Corner (Advisor for Foreign Workers)

- Advisors for Foreign Workers are stationed within the Inspection Divisions of Labour Standards Departments at the major Labour Bureaus and the Labour Standards Inspection Offices as follows and offer consultations concerning working conditions in English and other languages. For details of the dates, etc. that consultations are held, please contact the respective bureaus and offices.
- Labour Standards Inspection Offices that do not have a Foreign Workers Consultation Corner (Advisor for Foreign Workers) can also answer your questions concerning working conditions in Japanese. If you do not speak Japanese, please ask someone who can interpret to accompany you whenever you visit one of these offices.

Prefecture	Office	〒	Address	Tel
Hokkaido	Hokkaido Labour Bureau, Inspection Division	060-8566	Sapporo Joint Government Office Building No. 1, 1-1, Kita 8-jo Nishi 2-chome, Kita-ku, Sapporo-shi	011-709-2311
Ibaraki	Ibaraki Labour Bureau, Inspection Division	310-8511	1-8-31 Miyamachi, Mito-shi	029-224-6214
Tochigi	Tochigi Labour Bureau, Inspection Division	320-0845	Utsunomiya Regional Joint Government Office Building No. 2, 1-4 Akebono-cho, Utsunomiya-shi	028-634-9115
	Otawara Labour Standards Inspection Office	324-0041	2-2828-19, Honcho, Otawara-shi	0287-22-2279
Gunma	Ota Labour Standards Inspection Office	373-0817	104-1, Iizuka-cho, Ota-shi	0276-45-9920
Saitama	Saitama Labour Bureau, Inspection Division	330-6015	Land Axis Tower 15F, 11-2 Shintoshin, Chuo-ku, Saitama-shi	048-600-6204
Chiba	Chiba Labour Bureau, Inspection Division	260-8612	Chiba Regional Joint Government Office Building No. 2, 4-11-1, Chuo, Chuo-ku, Chiba-shi	043-221-2304
Tokyo	Tokyo Labour Bureau, Inspection Division	102-8306	Kudan Joint Government Office Building No. 3, 1-2-1 Kudan Minami, Chiyoda-ku, Tokyo	03-3512-1612
Kanagawa	Kanagawa Labour Bureau, Inspection Division	231-8434	Yokohama Joint Government Office Building No. 2, 5-57, Kita-Nakadori, Naka-ku, Yokohama-shi	045-211-7351
Niigata	Niigata Labour Bureau, Inspection Division	951-8588	1-56, Kawagishicho, Chuo-ku, Niigata-shi	025-234-5922
Toyama	Takaoka Labour Standards Inspection Office	933-0062	1193 Azamuranaka, Ejiri, Takaoka-shi	0766-23-6446
Fukui	Fukui Labour Bureau, Inspection Division	910-8559	Fukui Haruyama Joint Government Building, 1-1-54, Haruyama, Fukui-shi	0776-22-2652
Yamanashi	Kofu Labour Standards Inspection Office	400-8579	2-5-51, Shimo-iida, Kofu-shi	055-224-5611
Nagano	Nagano Labour Bureau, Inspection Division	380-8572	1-22-1 Nakagosho, Nagano-shi	026-223-0553
Gifu	Gifu Labour Bureau, Inspection Division	500-8723	Gifu Joint Government Office Building, 5-13, Kinryucho, Gifu-shi	058-245-8102
Shizuoka	Shizuoka Labour Bureau, Inspection Division	420-8639	Shizuoka Regional Joint Government Office Building, 9-50 Otemachi, Aoi-ku, Shizuoka-shi	054-254-6352
	Hamamatsu Labour Standards Inspection Office	432-8555	146, Motouo-cho, Hamamatsu-shi	053-456-8147
	Iwata Labour Standards Inspection Office	438-8585	3599-6, Mitsuke, Iwata-shi	0538-32-2205
Aichi	Aichi Labour Bureau, Inspection Division	460-8507	Nagoya Joint Government Office Building No. 2, 2-5-1 Sannomaru, Naka-ku, Nagoya-shi	052-972-0253
	Toyohashi Labour Standards Inspection Office	440-8506	Toyohashi Regional Joint Government Office Building, 111 Daikoku-cho, Toyohashi-shi	0532-54-1192
Mie	Mie Labour Bureau, Inspection Division	514-8524	Tsu Regional Joint Government Office Building No. 2, 327-2, Shimazakicho, Tsu-shi	059-226-2106
Shiga	Higashiomi Labour Standards Inspection Office	527-8554	8-14, Yokaichi Midori-machi, Higashiomi-shi	0748-22-0394
Kyoto	Kyoto Labour Bureau, Inspection Division	604-0846	451 Kinbuki-cho, Ryogaemachi-Dori Oike-agaru Nakagyo-ku, Kyoto-shi	075-241-3214
Osaka	Osaka Labour Bureau, Inspection Division	540-8527	Osaka Joint Government Office Building No. 2, 4-1-67, Otemae, Chuo-ku, Osaka	06-6949-6490
Hyogo	Hyogo Labour Bureau, Inspection Division	650-0044	Kobe Crystal Tower Building 16th Floor, 1-1-3, Higashi-Kawasaki-cho, Chuo-ku, Kobe-shi	078-367-9151
Okayama	Okayama Labour Bureau, Inspection Division	700-8611	Okayama Joint Government Office Building No. 2, 1-4-1, Shimoishii, Okayama-shi	086-225-2015
Hiroshima	Hiroshima Labour Bureau, Inspection Division	730-8538	Hiroshima Joint Government Office Building No. 2, 6-30, Kami-Hachobori, Naka-ku, Hiroshima-shi	082-221-9242
Fukuoka	Fukuoka Labour Bureau, Inspection Division	812-0013	Fukuoka National Government Building ANNEX, 4th Floor, 2-11-1, Hakataeki-Higashi, Hakata-ku, Fukuoka-shi	092-411-4862

Ministry of Health Labour, and Welfare Prefectural Labour Bureaus Labour Standards Inspection Offices