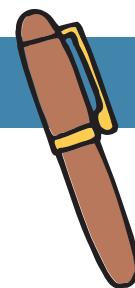


II On Arrival



■ Alien Registration

(Contact: Citizens Affairs Division at No. 4 Counter on 1st floor of the City Hall Tel. 0868-32-2052)

1. Applying for Alien Registration Certificate

Foreign nationals who are planning to stay in Japan for more than 90 days must apply for an alien registration certificate at the municipal office in the city (or ward, town or village) where you reside. Non-Japanese residents who are 16 years old or older are required to carry this certificate at all times.

Type	Application Period	Applicant	Necessary Documents
New registration (When entering Japan) 16 years old or older	Within 90 days of arrival	Applicant	·Passport, two photos (4.5 cm x 3.5 cm)
New registration (When entering Japan) under 16 years old	Within 90 days of arrival	Parent or relative sharing the same domicile	·Passport
New registration (When a child is born)	Within 60 days of birth	Parent or relative sharing the same domicile	·Birth notification or Certificate of birth notification
Renewal (confirmation) of registered information	Within 30 days of your designated renewal date (See the bottom of your registration certificate)	Applicant	Passport, two photos (4.5 cm x 3.5 cm), alien registration certificate
Exchange ·When the card is damaged; ·When your name or nationality has changed; ·When you need more space for additional information		Applicant	Passport, two photos (4.5 cm x 3.5 cm), alien registration certificate
Reissue ·When the card is lost or stolen		Applicant	Passport, two photos (4.5 cm x 3.5 cm), A copy of theft report or similar document
Notifying changes (Address)	Dentro de 14 dias a partir da mudança	Applicant or relative sharing the same domicile	CAlien registration certificate
Notifying all the other changes	Within 14 days after the change occurring	Applicant or relative sharing the same domicile	Alien registration certificate, Document certifying the change

2. Obtaining Certificate of Registered Information for Foreign Nationals

This certificate can be used as the Certificate of Residence and issued by the Mayor to confirm your registration with the city as its citizen.

Who is applying	Necessary Documents	Handling Fee
Applicant	Alien registration certificate or any other documents that prove the applicant's identity	¥300
A family member sharing the same domicile	Documents that prove the identity of the applicant	
Representative	Documents that prove the identity of the applicant and a power of attorney	

■ National Pension Insurance

(Contact: Insurance and Pension Division at No. 6 counter on the 1st floor of the City Hall. Tel. 0868-32-2072)

1. About national pension insurance

The Japanese pension system is composed of national pension insurance (kokumin nenkin) and employees' pension insurance (kosei nenkin). Any resident in Japan who is between 20 and 59 years of age, including non-Japanese nationals, is required to enroll in the national pension plan. The leaflets with more information about the pension system are available in English, Portuguese and Chinese at the Insurance and Pension Division counter.

Who is required to enroll	Non-Japanese nationals with alien registration certificates who are between 20 and 59 years of age and who are not enrolled in the employees' pension insurance (kosei nenkin)
Necessary documents	Alien registration certificate
What you receive after the enrollment	National pension insurance book will be sent to you from the Japan Pension fund. Please keep it in a safe place.
How to pay premiums	<ul style="list-style-type: none">* Everyone pays the same amount of monthly premium regardless of age, sex and nationality.* You may make payments at banks and post offices with your statement of payment. You may also arrange a bank transfer from your bank/post office account. Payment through convenience stores and Internet banking is also available.

※ Please contact your employer or Tsuyama Pension Office for more information about kosei nenkin (employees' pension insurance).

2. About "Dattai Ichijikin"

A non-Japanese national who lived in Japan and paid the national pension premiums may be eligible to receive a lump-sum withdrawal payment (dattai ichijikin) if he/she permanently leaves Japan and submits by mail a claim form for the withdrawal payment and necessary documents to the social insurance operation center within two years of his/her permanent departure from Japan. Please contact the Tsuyama Pension Office for further information.

Tsuyama Pension Office

Address: 112-5 Tamachi, Tsuyama
Tel. 0868-31-2363
Opening hours: 8:30 am to 5:15 pm



■ National Health Insurance

(Contact: Insurance and Pension Division at No.7 counter on the 1st floor of the City Hall, Tel. 0868-32-2071)

In Japan, we have public medical insurance schemes, which will give you peace of mind when you become ill or get injured. In return for regularly paying premiums, the insured persons are required to pay only a part of the medical costs.

(20 % for 0 to 2 year olds, 30 % for 3 to 69 years old and 10 % for 70 years old and above.)

Who is required to enroll	<ul style="list-style-type: none"> * Non-Japanese nationals who have completed the alien registration and plan to stay in the country for one year or longer * Those who are not employed and not covered by any other health insurance
Necessary documents	Alien registration certificate, passport
What you receive after the enrollment	Health insurance certificate
How to pay premiums	<ul style="list-style-type: none"> * The amount of premiums you pay depends on your previous year's income and the number of dependents who you provide for. * Please make payments before the due date at banks and post offices with your statement of payment. For some pensioners, the premium might be deducted from your monthly pension.

■ Senior Persons Late Stage Medical Insurance

(Contact: Insurance and Pension Division at No.7 counter on the 1st floor of the City Hall, Tel. 0868-32-2071)

This is a type of medical insurance for persons who are 75 years old and above have to enroll in. It works in the same way as national health insurance.

For who	Foreign nationals who have completed the registration and plan to stay in Japan more than one year
Necessary documents	No application necessary. You will receive the insurance certificate at the latest one day before your 75th birthday.
How to make payments	<ul style="list-style-type: none"> * The amount of premiums you pay depends on your previous year's income. * Please make payments before the due date at banks and post offices with your statement of payment. For some pensioners, the premium might be deducted from your monthly pension.

※If you are between 65 and 74 years old and suffer from a form of disability, you may be eligible to enroll in this type of insurance.
Please contact Insurance and Pension Division for more details.