

To all staff and students of Tohoku University

Receiving Individual Number (My Number)

Individual Numbers (nicknamed “My Number”) will be allocated to all residents of Japan from October 2015, and the Social Security and Tax Number System (hereinafter, the “My Number System”) will be gradually introduced starting in January 2016. While your My Number will be posted from each municipal office in the near future, the following summarizes some of the points that should be noted on receipt, so be sure to confirm and ensure receipt.

Furthermore, this university will once again send a request to staff and all relevant students at a later date asking them to provide their My Number, and we ask for your cooperation at that time.

1. What is a My Number?

An important 12-digit number for the appropriate and efficient management of personal information used for tax, social security, and in relation to disaster prevention measures, that is allocated to each and every individual (including foreign nationals) with a certificate of residence within Japan to be used throughout one’s whole life. In principle, the number shall not change unless it has been compromised and there are concerns of fraudulent use.

2. Provision of a My Number

Businesses such as companies are required to record My Numbers on various applications and reports prescribed by law and provide them to relevant institutions. As a business, this university is also required to seek information about My Numbers, including dependent family members, from staff and relevant students engaged as TA, RA, etc. We will provide instructions about such request at a later date.

Furthermore, since collecting and providing such information is prohibited other than for procedures prescribed by law, your My Number should not be provided to others indiscriminately. Please take care concerning suspicious telephone calls, emails, letters and visits, etc. concerning the My Number System.

3. Receipt of a My Number

A “Notification Card” with your “My Number” on it will be sent by registered mail to your registered address (attention of the householder). Municipal offices are expected to mail out Notification Cards to arrive in late November 2015. If you are not at home when delivery is attempted, your card will be held at your local post office for a limited time only. Please follow the instructions on the undeliverable mail notice to arrange for redelivery before the deadline expires.

Please confirm that the following three items are enclosed:

- 1) Notification Card and Application for Issuance of Individual Number Card
- 2) Return envelope for Application for Issuance of Individual Number Card
- 3) Instructions

(Front of Notification Card)

通知カード	
個人番号	0123 4567 8901
氏名	番号花子
住所	〇〇県■■市△△町◇丁目〇番地
平成 10 年 3 月 31 日生	性別 女
発行	平成 27 年 10 月 NN 日 ■■■市長

4. Application for an Individual Number Card

The “Individual Number Card” is an IC chip card that is issued on application. The front of the card contains your name, address, date of birth, gender, and a photo, while the My Number is written on the back and can be used as a personal identification certificate. Consideration is being given to expanding the use to various services provided by the national government and local bodies, and we recommend having a card for convenience. Apart from applications by post, applications can be submitted via PCs and smartphones, so please refer to the “instructions” enclosed in the envelope with the Notification Card.

5. Issuance of an Individual Number Card

After applying for an Individual Number Card, you will receive notification that your Individual Number Card is ready for issuance from the municipal office responsible for your registered residential address. The Individual Number Card can be collected from the municipal office from January 2016. The first card will be issued free of charge, in which case you must present the following three items:

- 1) My Number “Notification Card”
- 2) “Notification of Issuance” that indicates the Individual Number Card is ready for collection
- 3) “Personal ID” such as a driver’s license

Reference: Government Outline of the My Number System

- Cabinet Secretariat’s dedicated My Number webpage
There are explanatory webpages providing details about the My Number System in multiple languages.
<http://www.cas.go.jp/jp/seisaku/bangoseido/>

Inquiries about this matter should be directed to:

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