

January, 2023

Dear all

Hosei University human resources division

About correspondence of Hosei University  
in the Social Security and Tax Number ("My Number") System

Thank you very much for always making an effort for education, research activities of Hosei University.

It is necessary for the university to acquire the Social Security and Tax Number (personal number) by the Social Security and Tax Number System introduction from January, 2016. In line with this, a correspondence method is informed as follows. Please cooperate about the personal number acquisition.

Note

1 About the Social Security and Tax Number System

(1) Outline

In the field of social security, tax, and anti-disaster measures, the Social Security and Tax Number System ("Social security, tax number system" based on "Act on the Use of Numbers to Identify a Specific Individual in the Administrative Procedure") is introduced from January, 2016.

Because the university performs the procedure for a tax, and social insurance, we have a duty to list the personal number of the faculty members (including the student employment, a commission compensation person, a commissioned business trustee) and dependent relatives on all sorts of business forms related to social insurance and tax certificate slip, and to submit them to the related organizations. Therefore it is necessary to acquire a personal number from faculty members and dependent relatives.

(2) About the notice of the personal number

"Notification card" of the personal number is mailed **to the resident's card place** for all having a resident's card from October, 2015. **Please keep "Notification card" carefully.**

2 About correspondence of the university

(1) Applicable range

Faculty member (including a part-time teacher), dependent relatives of the faculty member, student staff, TA, RA, lecturer, lawyer

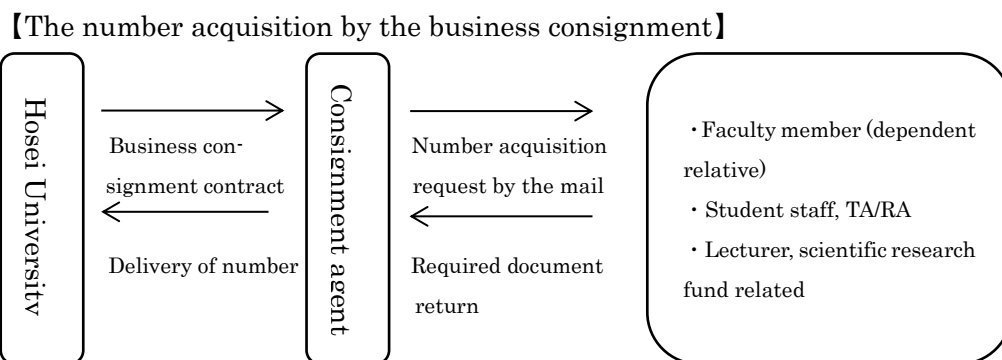
※All the person receiving a salary, an allowance, and so on from educational foundation Hosei University are applicable.

(2) About the personal number acquisition

Because a applicable range is widespread, the university copes all by business consignment about the personal number acquisition in terms of the safety management.

As to the business flow, documents about the number acquisition is sent to the home of the applicable person directly from the business consignment agent who

made a consignment contract, and the applicable person sends back required documents together to the consignment agent. The acquired personal number is finally delivered to Hosei University and the number is managed at the university (human resource department).



### (3) About the consignment agent

The consignment agent is "**Yamato System Development Co.,Ltd.**".

※The agent has been chosen on the basis of safety first.

### 3 Request to all of you

**After January, 2016, the sealed letter of the personal number acquisition request is going to be delivered to the home by mail from "Yamato System Development Co.,Ltd " which Hosei University consigns.** As to the person receiving a salary, an allowance, and so on from Hosei University, a personal number is necessary to list a personal number on all sorts of business forms related to social insurance and tax certificate slip and submit them to the related organizations. Therefore, please cooperate about the offer of the personal number. **Please be sure to confirm a sealed letter delivered to the home, and send it back with necessary documents together.**

※The sealed letter of the personal number acquisition request is not delivered anymore in case that a personal number has already been provided to Hosei University.

### 4 Others

- (1) Please refer to Cabinet Secretariat homepage, government public information online for the summary about the Social Security and Tax Number System.
- (2) In addition, please contact the human resource department if there are any questions.

Best regards

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