Form No.9(related to Article17)

Notification of Agreement on Overtime work Working on Holidays

Type of business	Name of business	Address of business establishment (telephone number)

	Specific reasons for workers being required to work overtime	Type of business	Number of workers (those aged 18 and over in completed years)	Normal working hours	Hours that can be extended		Period
					One day	The specified period exceeding one day (the initial date in reckoning	
(1) Workers who do not fall under (2) below							
(2) Workers working under a variable-working-hours system on a year-to-year basis							

Specific reasons for workers being required to work on holidays	Type of business	Number of workers (those aged 18 and over in completed years)	Scheduled holidays	Holidays when workers are required to work, and starting time and closing time	Period

Date of conclusion of an agreement Month day,year
Name of a labor union that is the party concerned in an agreement or the title and name of the representative of the majority of workers Title Name [Seal]
Selection method of the party concerned in an agreement (in the representative of the majority of workers) ( )
Month day,year

To: Director of Central Labor Standards Inspection Office

Employer Title Name [Seal]

These materials contain samples of documents regarding registration, visa, taxation, personnel and labor matters that are necessary when a foreign company establishes a corporation or other entity in Japan as well as descriptive examples of how to fill them out. A portion of the English content has been updated through a provisional translation. These documents are not published by competent authorities and therefore are not official. For those who are going through the official procedures, please download the latest official documents from the competent authorities and related bodies or consult a person who specializes in advising on such information and procedures.

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The competent authorities relating to these documents: Ministry of Health, Labour and Welfare
URL: http://shinsei.e-gov.go.jp/search/servlet/Procedure?CLASSNAME=GTAMSTDETAIL&id=4950000009671&fromGTAMSTLIST=true&SYORIMODE=