

Labor insurance

①6 Type
3160

To: Labor Director of the Bureau
Head of Labor Standards Inspectors
Director of Public Employment Security
Office

As follows { (a) Apply (In the case of 31600 or 31601)
(b) Apply the enrollment of workmen's
compensation insurance (In the case of 31602)
(c) Employment insurance

0: Notice of establishment of insurance affiliation
(continuance)(notice of consignment of paperwork)
1: Date (y/m/d) of notice of establishment
of insurance affiliation (fixed term)
2: Application form of voluntary enrollment
(notice of consignment of paperwork)

Date

① Employer	Address or place	
	Name	
② Business	Address	Postal code number Telephone number ()
	Name	
③ Summary of business		
④ Type of business		
⑤ Enrolled labor insurance	(a) Workmen's compensation insurance (b) Employment insurance	
⑥ Date (y/m/d) of the establishment of insurance affiliation	(Labor accident) / / (Employment) / /	
⑦ The number of insured workers of employment insurance	Regular/Short-term person Operarius person	
⑧ Estimated amount of total wages	One thousand yen	
⑨ Consignment affairs association	Address	Postal code number Telephone number ()
	Name	
	Name of representative	Affixing the name and seal (or sign up) [Seal]
⑩ Contents of consignment affairs		
⑪ Date (y/m/d) of business commencement	/ /	
⑫ Date (y/m/d) of business termination	/ /	
⑬ Contract amount of construction business	yen	
⑭ Estimated amount of production for stock replenishment of material for the tree harvesting business	Cubic meter	
⑮ Orderer	Address	Postal code number Telephone number ()
	Name	

Employer

①7 Address<kana>
Postal code number (clause2)
Address (sequel -name of town) (clause3)
Address (sequel -chome -banchi) (clause4)
Address (sequel -Name of building/condo etc.) (clause5)

①8 Address<kanji>
Name of shi/ku/gun (clause6)
Address (sequel -name of town) (clause7)
Address (sequel -chome -banchi) (clause8)
Address (sequel -Name of building/condo etc.) (clause9)

①9 title/name<kana>
title/name (clause10)
title/name(sequel) (clause11)
title/name(sequel) (clause12)
title/name(sequel) (clause13)
title/name(sequel) (clause14)

②0 title/name<kanji>
title/name (clause15)
title/name(sequel) (clause16)
title/name(sequel) (clause17)

②1 Date (y/m/d) of the establishment of insurance affiliation (31600 or 31601) (clause18)
②2 Date (y/m/d) of the consignment of paperwork (31600 or 31602) (clause19)
②3 Number of full time workers (clause20)
②4 Classification of insurance affiliation etc. (31600 or 31602) (clause21)

②5 Enrolled labor insurance number (31600 or 31602) (clause22)
②6 Applied labor insurance number 1 (clause23)
②7 Applied insurance number 2 (clause24)

②8 Business place number of employment insurance (31600 or 31602) (clause25)
②9 Classification of prefecture (31600 or 31602) (clause26)
③0 Special notice code (31600 or 31602) (clause27)
③1 Key number (2) (31600) (clause28)
③2 Type of business (clause29)
③3 Industry classification (31600 or 31602) (clause30)
③4 Data instructions code (clause31)
③5 Re-enter area (clause32)

③6 Modified clause (clause33)
③7 Modified clause (clause34)
③8 Date (y/m/d) of receipt (Imperial era name: Heisei 7) (clause35)
③9 An employer identification number (clause36)

Affixing the name and seal (or sign up) of the name of the employer
(in the case of a corporation, its name and representative's 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: <https://shinsei.e-gov.go.jp/search/servlet/Procedure?CLASSNAME=GTAEGOVMSDETAIL&menSeqNo=0000008074&id=4950019900001>