

Health insurance

Employees' pension insurance

Basic amount for calculation of monthly remuneration of person insured

Business establishment reference code						Notification of Basic Amount for Calculation serial number				
① Person insured reference number	② Name of insured		③ Date of birth	④ Type	⑤ ⑥ Amount of previous standard monthly remuneration		⑦ Previous revision year, causes			
Monthly income					⑫ Sum total of monthly remuneration for the months whose number of basis days of payment is not less than seventeen		⑬ Applicable years and months		⑮ Remarks (amount of retroactive payment, monthly amount of difference corresponding to a pay rise (reduction), months in which a pay rise (reduction) is given)	
⑧ Number of basis days of payment of remuneration for basis month for calculation	⑨ Amount in currency	⑩ Amount in kind	⑪ Total		⑭ Average amount	⑮ Corrected average amount		⑮ Remarks (amount of retroactive payment, monthly amount of difference corresponding to a pay rise (reduction), months in which a pay rise (reduction) is given)		
					⑯ ⑰ *Amount of standard monthly remuneration after determination		⑱ ※Month scheduled for revision		⑳ ※Reasons for issue	
A										
B										
C										
D										
E										

Column for licensed social insurance consultant use

Date of submission

Date of receipt

Address of business establishment 〒 —

Name of business establishment

Name of employer

Phone number ()

© Carefully read the explanation of the methods of entering and the printed numbers on the other side of the page, and enter.

These sample application forms indicate the essential points and descriptive examples of registration, visa, taxation, and personnel and labor affairs that are necessary when a foreign company establishes a corporation etc. in Japan. These documents are not published by competent authorities and therefore are not official. Therefore, when going through the official procedures consult a specialist or download the official documents from the competent authorities.

The competent authorities relating to these documents: Ministry of Internal Affairs and Communications

URL: <http://www.nenkin.go.jp/service/kounen/hokenryo-kankei/hoshu/20141104-01.files/0000002547.pdf>

The use of the information provided in these sample documents is based on your own responsibility. While JETRO makes every effort to ensure that we provide accurate information, we will not be held liable for any loss or damage incurred by your use of the contents of such information.

Input Examples

Date of submission of this Notification
In principle, submit the Notification of
Basic Amount for Calculation on or
before July 10.

"A) Person insured reference number"
column
The numbers of health insurance
identification certificates are printed out in
numerical order.

"B) Name of person insured" column
The name is printed out in katakana in
some cases. If there is any mistake,
submit a Notification of Change
(Correction) of Name (available at a
pension office, etc.).

"C) Date of birth" column
The date of birth of persons born in Meiji
is printed out with "1," that of persons
born in Taisho is printed out with "3," that
of persons born in Showa is printed out
with "5," and that of persons born in
Heisei is printed out with "7." If the
number included in the date of birth is a
single-digit number, it is printed out with 0
before that number in such manner as
"01." If there is any mistake, submit a
Notification of Correction of Date of Birth
(available at a pension office, etc.)."

"D) Classification" column
If the person insured is a male other than
a minor, "1," in the case of a female, "2,"
in the case of a minor, "3," in the case of a
male other than a minor enrolled in an
employees' pension fund, "5," in the case
of a female enrolled in an employees'
pension fund, "6," and in the case of a
minor enrolled in an employees' pension
fund, "7" are printed out.

All persons insured as of July 1 this year (excluding those who have acquired qualification on and after June 1) are the subject of this Notification.
Enter the amount of remuneration paid to subject persons insured during April, May, and June, the average amount, etc.
With relation to persons insured as of May 19 for whom input processing has been performed by a pension office, etc., the name, date of birth, previous standard monthly remuneration, etc. are printed out.

Health insurance		Employees' pension insurance		Basic amount for calculation of monthly remuneration of person insured																
Business establishment reference code				Notification of Basic Amount for Calculation serial number																
① Person insured reference number	② Name of insured	③ Date of birth	④ Type	⑤ ⑥ Amount of previous standard monthly remuneration	⑦ Previous revision year, causes		⑧ Monthly income		⑨ Number of basis days of payment of remuneration for basis month for calculation	⑩ Amount in currency	⑪ Amount in kind	⑫ Total	⑬ Sum total of monthly remuneration for the months whose number of basis days of payment is not less than seventeen	⑭ Applicable years and months	⑮ Remarks (amount of retroactive payment, monthly amount of difference corresponding to a pay rise (reduction), months in which a pay rise (reduction) is given)	⑯	⑰	⑱	⑲	⑳
												⑭ Average amount	⑮ Corrected average amount			⑱	⑲	⑳	㉑	㉒
												⑭	⑮			⑱	⑲	⑳	㉑	㉒
												⑭	⑮			⑱	⑲	⑳	㉑	㉒
A	①	②	③	④ 1	⑤ 健	⑥ 厚	⑦	⑧	⑨	⑩	⑪	⑫	⑬	⑭ 年 9 月	⑮	⑯	⑰	⑱	⑲	⑳
B	①	②	③	④ 2	⑤ 健	⑥ 厚	⑦	⑧	⑨	⑩	⑪	⑫	⑬	⑭ 年 9 月	⑮	⑯	⑰	⑱	⑲	⑳
C	①	②	③	④	⑤ 健	⑥ 厚	⑦	⑧	⑨	⑩	⑪	⑫	⑬	⑭ 年 9 月	⑮	⑯	⑰	⑱	⑲	⑳
D	①	②	③	④ 2	⑤ 健	⑥ 厚	⑦	⑧	⑨	⑩	⑪	⑫	⑬	⑭ 年 9 月	⑮	⑯	⑰	⑱	⑲	⑳
E	①	②	③	④	⑤ 健	⑥ 厚	⑦	⑧	⑨	⑩	⑪	⑫	⑬	⑭ 年 9 月	⑮	⑯	⑰	⑱	⑲	⑳

"I) Amount in currency" column
Enter the remuneration paid in currency during April, May, and June in the respective month columns. In the case of a bank transfer, etc., enter in the same manner. Commutation allowance, etc., as well as salary, are included in remuneration.
If the difference corresponding to a pay rise has been paid due to the pay rise being retroactive, enter the amount combined with such amount, and enter to that effect in the "R Remarks" column.

"J) Amount in kind" column
When benefits in kind such as meals, housing, and commuter tickets are provided during April, May, and June, enter such benefits after converting them into money, and with regard to meals and housing, enter the amount calculated according to the value on a prefecture-by-prefecture basis.
* The value was revised on April 1, 2012.

"K) Total" column
Enter the total amount of remuneration for each month. If the number of basis days of payment is less than seventeen days per month, enter in the column for the month and draw a horizontal line. As for short-term workers, however, enter the total amount for the months whose number of basis days of payment is more than fifteen.
* A short-term worker refers to a so-called part-time worker.

"L) Sum total of monthly remuneration for the months whose number of basis days of payment is not less than seventeen" column
Enter the sum total of remuneration for the months whose number of basis days of payment is not less than seventeen. As for short-term workers, if the number of basis days of payment is less than seventeen for all the months, enter the sum total of remuneration for the months whose number of basis days of payment is not less than fifteen.

"E) F) Amount of previous standard monthly remuneration column"
The amount of standard monthly remuneration of a person insured that has been specified at the time of submission of the Notification of Basic Amount for Calculation is printed out in thousands of yen in the column concerned. For example, in the case of five hundred thousand yen, "500" is printed out.
Health insurance and employees' pension insurance differ in the upper and lower limit of the amount of standard monthly remuneration.

"H) Number of basis days of payment" column number of basis days of payment refers to,the XXX number of days.
For example, as for persons who receive a monthly salary, enter the number of calendar days, and as for persons, who receive daily wages, enter the number of days they have been at work. If the amount for the number of absences is deducted from the salary in the case of a person who receives a monthly salary, enter the number of days obtained by deducting the number of absences from the number of days stipulated in rules of employment, etc.
* In this case, as the closing date is the 15th of every month and the payment date is the 25th of the said month, enter "31 days" for the period commencing on March 16 and ending on April 15, as for April.

Column for licensed social insurance consultant use		
<div>Seal</div>		
Address of business establishment	〒	—
Name of business establishment		
Name of employer	<div>Seal</div>	
Phone number	()

◎ Please do not fill out * columns.
◎ Carefully read the explanation of the methods of entering and the printed numbers on the other side of the page, and enter.

[Signature and seal of entrepreneur]
Enter the name, etc. of the business establishment and affix the entrepreneur's seal. (If the entrepreneur affixes his/her signature in person, affixation of his/her seal can be omitted.)
If the number of pages of notification amounts to not less than two, enter the name, etc. of the business establishment and affix the entrepreneur's seal on the first page, and only enter the name on the remaining pages, and affixation of the entrepreneur's seal can be omitted.

* In the case of declaration of calculation by the average of annual remuneration, as submission of documents is separately required, for further information, peruse the Japan Pension Service website (<http://www.nenkin.go.jp>), or contact a competent pension office.

Date of submission	
Date of receipt	

JETRO Investing in Japan
Laws & Regulations on Setting Up Business in Japan
Samples of forms businesses are required to submit to authorities 4-9d

"N) Average amount" column
Enter the amount obtained by dividing" L Sum total of monthly remuneration for the months whose number of basis days of payment is not less than seventeen" by the number of months whose number of basis days of payment is not less than seventeen (discard any fractional sum less than one yen).
As for short-term workers, however, if the number of basis days of payment is less than seventeen for all the months, enter the amount obtained by dividing the sum total of remuneration for the months whose number of basis days of payment is not less than fifteen by the number of such months.

"O) Corrected average amount" column
If the difference is included in the remuneration for April, May, and June due to a pay rise being retroactive to March, enter the average amount for three months after deducting the difference.
In the case of declaration of calculation by the average of annual remuneration, enter the average amount of remuneration received during the period starting in July of the preceding year and ending in June of the current year.
*If one month's salary has not been paid due to qualification having been acquired midway through the period for which such remuneration is to be paid (the month when a worker has been hired midway), enter the average amount for months excluding the month when such salary is to be paid.

"R) Remarks" column
Indicate the amount of retroactive payment, the monthly amount of difference corresponding to a pay rise (reduction), months in which a pay rise (reduction) is given, leave, layoff, etc.
As for short-term workers, enter "Part-time worker."
In the case of declaration of calculation by the average of annual remuneration, enter "Yearly average."
*If one month's salary has not been paid due to qualification having been acquired midway through the period for which such remuneration is to be paid (the month when a worker has been hired midway), enter the date of acquisition of qualification.