

Example

Circle the number next to your gender.

If you have not registered yourself as a resident in Japan, circle (1 No). If you have, circle (2 Yes).

グループ長 課長	担当者

Report of Name in Roman Letters of Person Insured by Employees' Pension Insurance
厚生年金保険被保険者 ローマ字氏名届

Basic Pension Number on Pension Handbook				Date of Birth (Western Year)			Sex	Do you have a resident register?										
0	9	8	7	6	5	4	3	2	1	1 9	9	0	0	9	1	1	① Male	1 No
										2 Female	② Yes							

Name of Insured Person	
Name in Roman Letters	(In katakana characters) ホン ギルトン (In Roman letters) HONG KILDONG

Write your name in Roman letters as it appears on your Resident Card (or Special Permanent Resident Certificate) or a certified copy of your resident register, using capital letters.

* If you have a name in kanji characters and/or a nickname, fill in below (These fields are optional).

Name in kanji characters	(In katakana characters) コウ 洪 (Family name)	キツドク 吉童 (名)
Nickname	(In katakana characters) ジュウキ 住基 (Family name)	タロウ 太郎 (名)

If your name in kanji characters is recorded on your resident register, fill in this field (Optional).

* If the insured person does not have a name in Roman letters, place a check mark (✓) in the box next to the reason that applies to your case.

Reasons	<input type="checkbox"/> I am a resident of short-term-stay status. <input type="checkbox"/> I have an address overseas. <input type="checkbox"/> My Resident Card (or Special Permanent Resident Certificate) does not contain a name in Roman letters. <input type="checkbox"/> Other
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If you do not have a name in Roman letters because you do not have a Resident Card or for another reason, place a check mark (✓) in the box next to the reason that applies to your case.

【Instructions for Completing this Form】

1. In the column under "Do you have a resident register?", circle the number next to your answer.
2. When writing your name in *katakana* characters, use the same characters (transliterate your name into *katakana* the same way) as those entered in the notification of acquisition of eligibility for health/employees' pension insurance.
3. Write your name in Roman letters as it appears on your Resident Card, Special Permanent Resident Certificate, or a certified copy of your resident register, using capital letters. If you do not have a name in Roman letters, enter in the "Name in Roman Letters" field your name in *katakana* characters as it appears on the notification of acquisition of eligibility for health/employees' pension insurance, etc. and specify the reason in the "Reason" field.
4. If this form is signed by the employer, the seal of the employer is not necessary.

事業所所在地	〒 100-8945 千代田区霞ヶ関 1-2-2	令和〇年〇月〇日 提出
事業所名称	年金サービス 株式会社	
事業主氏名	年金 良一	Ⓜ
電話番号	03 - 1234 - 5678	

If your nickname is listed on your resident register, fill in this field (Optional).

社会保険労務士の提出代行者印	Ⓜ
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年金事務所印 事務センター印