

This is ACROSEED, Immigration Lawyer's office.

On behalf of Rakuten Inc., we are supporting visa procedures for Rakuten employee.

In accordance with Rakuten Head Office's relocation, foreign nationality employee who possesses working visa would need report "NOTIFICATION OF THE CONTRACTING ORGANIZATION" to Immigration Bureau.

This procedure is required from Immigration Bureau for all the working visa holder to report to Immigration.

Please follow the instruction as follows;

1. Print the format of NOTIFICATION(attached) and put your Name on the section ①, and your Signature on the section ④.
2. Submit the signed NOTIFICATION with copy of both front and back side of Residence card to Mail Center, No. 4 counter, 9th floor at Rakuten Tower or Mail Center at Rakuten Crimson House.

*** Please submit the documents by the end of July ***

If we do not receive the documents by the above dead line, you would need to report to Immigration Bureau by yourself.

Should you have any questions, please do not hesitate to contact us.

Best regards,

Miki Furutani

ACROSEED Immigration Lawyer's Office