

March 8, 2016

To All Faculty Members

**Request for Submission of your Individual Number**

Since the enforcement of the Individual Number System in Japan commonly known as “MY NUMBER” (the Social Security and Tax Number System), all employers have been required to collect their employees’ individual numbers. Collected Individual Numbers must be printed on social documents and submitted to relevant social offices including tax offices from January 2016.

Collection of your Individual Number procedure as follows,

**1. Collection Kit/s**

Distributed by staff in charge of Accounting Section in your department  
**from March 10, 2016.** Letter, instruction and reply- envelop are included in the kit/s.

**2. Submission**

Prepare both **Copies** of

- 1) Notification card noting your Individual Number
- 2) Personal identification document

Use the reply-envelop and seal it; do not use the internal mailing system, **directly hand in** to your Accounting Section staff **by April 15, 2016.**

Please note that we will mail a letter of reminder to your home in case of your submission not being confirmed after the deadline.

For those who will resign or retire at the end of this academic year, please submit all documents **by March 31.**

**3. Call Center and support**

“Fuji Xerox MY NUMBER Support Center” will be set up in time with distribution to respond to inquiries by phone or e-mail in Japanese.

**For inquiries in English**, send e-mail to Payment Welfare Section, Personnel,  
[kyuuyofukuri@jmi.tmu.ac.jp](mailto:kyuuyofukuri@jmi.tmu.ac.jp)

For handling personal information relating to MY NUMBER, special safety control measures are required as in guideline of “Act on the Use of Numbers to Identify a Specific Individual in the Administrative Procedure”. Comply with the ACT, we limit handling the data to the specific section: Personnel and Accounting only, and use outsourcing provided by Fuji Xerox Co., Ltd, a professional company for collection and management of MY NUMBER data.

We appreciate your understanding and cooperation on this matter.

Sincerely yours,

Manager of Personnel and Manager of Accounting  
General Affairs Division  
Tokyo Metropolitan University Public University Corporation