

§1    お客さま情報    —    Personal Information

Japanese	Reading	English	Req	Tip / Notes
氏名	Shimei	Full name	✓	Write in katakana for foreign names. Some fo...
フリガナ	Furigana	Phonetic reading (katakana)	✓	Write your name in katakana. This becomes yo...
生年月日	Seinengappi	Date of birth	✓	Format: 年(year) 月(month) 日(day). Use Japanes...
性別	Seibetsu	Gender	✓	男 (otoko) = Male, 女 (onna) = Female. Circle ...
国籍・地域	Kokuseki / Chiiki	Nationality / Region	✓	Write your country of nationality. For Taiwa...
住所	Jūsho	Address	✓	Write in kanji if possible. Ward office staf...
方書	Katagaki	Building name / room number		Apartment/mansion name and room number. e.g. ...
電話番号	Denwa bangō	Phone number	✓	Must be a Japanese phone number. Some banks ...

§2    本人確認書類    —    Identity Verification Documents

Japanese	Reading	English	Req	Tip / Notes
在留カード番号	Zairyū kado bangō	Residence Card number	✓	Alphanumeric code on the front of your Resid...
在留資格	Zairyū shikaku	Residence status / Visa type	✓	e.g. 技術・人文知識・国際業務, 日本人の配偶者等, 留学, 永住者
在留期間	Zairyū kikan	Period of stay	✓	e.g. 1年, 3年, 5年. As shown on your Residence ...
個人番号	Kojin bangō	My Number (Individual Number)		Not always required at opening, but may be r...

§3    ご職業    —    Employment Information

Japanese	Reading	English	Req	Tip / Notes
職業	Shokugyō	Occupation	✓	e.g. 会社員 (company employee), 自営業 (self-emplo...
勤務先	Kinmusaki	Place of employment / Employer		Company name. Required at megabanks, optiona...

§4    口座情報    —    Account Details

Japanese	Reading	English	Req	Tip / Notes
口座の種類	Kōza no shurui	Type of account	✓	Almost always 普通預金 (ordinary savings) for pe...
利用目的	Riyō mokuteki	Purpose of account use	✓	Common answers: 給与受取 (salary deposit), 生活費 (...)
暗証番号	Anshō bangō	PIN (4-digit personal identificatio...	✓	Choose a 4-digit PIN for your cash card. Avo...

§5    届出印・署名    —    Seal or Signature

Japanese	Reading	English	Req	Tip / Notes
印	In	Seal (inkan / hanko)		Hanko/inkan — increasingly optional for fore...
署名	Shomei	Signature	✓	Sign your name. Foreigners can use a written...

Useful Phrases — Print & bring to the ward office

STATING YOUR PURPOSE

口座を開きたいのですが

Kōza wo hirakitai no desu ga  
I'd like to open a bank account

SPECIFYING ACCOUNT TYPE

普通預金口座をお願いします

Futsū yokin kōza wo onegai shimasu  
An ordinary savings account, please

ASKING ABOUT ENGLISH FORMS

英語の申込書はありますか？

Eigo no mōshikomisho wa arimasu ka?  
Do you have an English application form?

ASKING ABOUT DEBIT CARD

デビットカードは作れますか？

Debitto kādo wa tsukuremasu ka?  
Can I get a debit card?

ASKING ABOUT ONLINE BANKING

インターネットバンキングの登録もお願いしたいです

Intānetto bankingu no tōroku mo onegai shitai desu  
I'd also like to register for online banking

NO HANKO

印鑑を持っていません。署名でもいいですか？

Inkan wo motte imasen. Shomei demo ii desu ka?  
I don't have a personal seal. Is a signature OK?

EXPLAINING YOU'RE NEW

日本に来たばかりで、初めて口座を作ります

Nihon ni kita bakari de, hajimete kōza wo tsukurimasu  
I just arrived in Japan and this is my first account

PURPOSE OF ACCOUNT

給与の受け取りと生活費のために使います

Kyūyo no uketori to seikatsuhi no tame ni tsukaimasu  
I'll use it for receiving salary and living expenses

ASKING ABOUT CASH CARD DELIVERY

キャッシュカードはいつ届きますか？

Kyasshu kādo wa itsu todokimasu ka?  
When will my cash card arrive?

ASKING FOR HELP

記入を手伝っていただけますか？

Kinyū wo tetsudatte itadakemasu ka?  
Could you help me fill this out?