



## 市政厅相关业务

### 1 住民登録 Resident Registration 居民登录

来日時にうけとった在留カードには、あなたの情報は載っていますが、日本での住所は載っていません。そのため居住することになる市区町村の役所の窓口へ行き、住所登録が必要となります。その際に必要なものは、在留カード、パスポートです。

When you come to Japan, you receive residence card. On the card you can see your personal information. But you need to register your address in Japan, for that you need to go to a city hall with your residence card, and your passport.

来日拿到在留卡后，需到所居住的市区町村的政府部门登录住址。所需材料为：在留卡、护照。

### 2 国民健康保険 National Health Insurance 国民健康保険

全ての人に、国民健康保険などの公的医療保険への加入義務があり、日本に 3 か月以上滞在する外国人も加入の対象になっています。国民健康保険に加入すると、保険医療機関などで診療または薬の処方を受けた際、医療費の一部負担金として 30%を支払うだけで済みます。

Every resident must join the national health insurance plan, and foreigners who are going to stay more than three months are also have that responsibility. When you go to hospitals with the insurance card, you only need to pay 30% as a part of contribution of medical expense.

每人都有加入国民健康保险的义务，凡在日本滞留 3 个月以上的外国人都应加入国民健康保险。加入国民健康保险后，在医疗保险机构等支付医药费时，只需承担医药费的 30%。

① 市役所で加入 Join at the city hall 在市政厅办理手续

② 後日、保険証（国民健康被保険者証）受け取り Receive the insurance card at a later date  
若干工作日后可收到保险证（国民健康被保険者证）

③ その後、国民健康保険料の支払い Pay premiums for the insurance later 支付国民健康保险

#### (1) 保険証の送付 National Health Insurance Card 保险证的寄送

国民健康保険証は簡易書留で住民票の住所に送付します。届出日の翌日以降に発送します。発送の 2～3 日後に配達されます。届いたら、常に携帯しなくさないよう管理してください。

Your insurance card will be delivered the week after you have gone through necessary procedures. Once you receive this card, please carry this with you at any times and do not lose it. (National Health Insurance card: 国民健康保険証)

国民健康保険证会以一般挂号信的方式寄送到你填在住民票上的地址。一般会在办理手续的第二天以后发送，2～3 天可到达。收到保险证以后请时常携带，避免遗失。

(2) 国民健康保険料 National Health Insurance Premium Payment 国民健康保険金

保険料は必ず支払わなければいけません。 \*届いた納付書を持って 郵便局・銀行・コンビニエンスストアで支払いを済ませてください。保険料は日本における前年の所得金額により決定します。そのため、毎年所得の申告が必要です。前年の所得がない場合、申告により、皆さんは保険料が70%減額されます。保険料は年間で約25,000円です。

You must pay the insurance fee. \*When you receive the payment statement, take it to a post office, a bank, or a convenience store and complete the payment. (National Health Insurance fee payment statement: 国民健康保険料納付書) Your insurance fees are determined by the previous year's amount of income in Japan. On declaration of lack of income, your insurance fee will be reduced by 70% and your yearly fee will be about 25,000yen per year.

请务必支付保险金。 \*携帯缴费通知单，到邮局、银行、便利店等完成支付。因70%的保险金已被减免，每年共计约付25000日元。

3 個人番号（マイナンバー） Individual Number (My Number) 个人数字信息

日本に住民登録のある人について12桁の番号が付与されます。この番号を「個人番号通知書」に記載し、約2週間～4週間後に皆さんに届きます。

All the residents in Japan will be given a 12 digit number. A "Individual Number notice" which holds this number will be delivered to you in 2 to 4 weeks.

在日本进行居民登录的人都会收到一个12位数的个人号码。这个号码记录在通知书上，约在2~4周后到达住所。

## Premium recalculation when you withdraw from National Health Insurance (NHI)

When you joined company's health insurance or moved out from Suita city, your enrollment of NHI at Suita becomes invalid. In that case, we will send you revised bill for premium payment after recalculation, therefore please pay accordingly.

If you pay by account transfer, the revised amount will be withdrawn.

If the premiums have been paid too much, we will send the refund paper, so please follow the procedure.

### Structure of Insurance Premium

NHI annual premium (from April to March) are divided by 10 payment periods (from June to March).

As shown below, you pay 1.2 months' premium per one period.

### Quota of the premium

month	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March
payment period			1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
payment deadline (Month/date)			6/30	7/31	8/31	9/30	10/31	11/30	12/28	1/31	2/28	3/31
Actual months premiums calculated			April & May (partial)	May (partial) & June (partial)	June (partial) & July (partial)	July (partial) & August (partial)	August (partial) & Sep.	Oct. & Nov. (partial)	Nov. (partial) & Dec. (partial)	Dec. (partial) & Jan. (partial)	Jan. (partial) & Feb. (partial)	Feb. (partial) & March

\*If you move out from Suita city in August and have paid up to 3rd period, you need to pay the remainder for July.

\*If you join NHI after June, annual premium is calculated from your joining month to March, and payment is divided by some periods.

\*If your procedure of joining NHI is delayed, you may need to pay more than 2 months' premium per one period.

\*If your joining procedure is made in/after April and you have been entitled before March, premium for the period before March is billed altogether at one time in June.

\*The deadline of all advance payment is the end of June.

\*Please note that every case is not always the same as described above.

When you withdraw from NHI in Suita, your premium payment needed is up to one month before the month you lose its validity.

Ex.1) if you join company's insurance on March 20, you need to pay the premium until February.

Ex.2) if you move out from Suita on May 30, you have to pay until April.

Insurance premium notification is sent in mid-June every year. Even if you move out from Suita before mid-June, you are requested to pay for the 1st period (for April and May).

For more information, contact the NHI eligibility section. (06-6384-1241)