



Migrant Workers Office
Osaka, Japan

GUIDE TO LABOR DOCUMENTATION

SPECIFIED SKILLED WORKER (SSW) 特定技能 **New/Initial Accreditation 新規登録**

- **Application Form using SSW Form No. 06-2019V1 (Annex E)**
特定技能申請書 様式 SSW No. 06-2019V1 (Annex E)
 - Ensure that the form is properly accomplished by the Accepting Organization.
書類は受入れ企業が作成すること
 - Ensure that the checkbox (Direct Employer/Dispatch Company) has a checkmark.
チェックボックス（直接雇用／人材派遣企業）にチェックがあるか確認
- **Copy of Business/License Permit** issued by the respective Ministry or the appropriate Japanese regulatory office exercising jurisdiction or authority over the occupational category, **with an English translation** duly certified as to its truthfulness and signed by the translator. If the translator is Japanese, his/her hanko or inkan should be stamped beside his/her name.
日本の行政機関から発行された**企業の営業許可書**の写しとその翻訳 翻訳には翻訳者の署名を付すこと（翻訳者が日本人の場合は印鑑を付すこと）
 - Ensure that the name and signature/hanko/inkan of the translator are found in the English translation.
翻訳書類に翻訳者名、署名／判子／印鑑の記載・押印の確認
 - Ensure that the English name of the Accepting Organization is consistent in all documents submitted.
全ての書類上での受入れ企業の英訳名が統一されているかの確認
 - Ensure that the Business/License Permit is valid and has not expired.
企業営業許可書の有効期限が満了でないかの確認
- **Company profile** to include **number of Filipinos working in the company** whether full/part-time; permanent residents, official representative, contact information, description of business and assets/financial standing using **SSW Form No. 02-2019V1 (Annex D)** and list of Filipinos presently working with the Accepting Organization (AO)/Dispatch Company (DC) whether part/full time using **SSW Form No. 02A-2019V1 (Annex D1) 企業プロフィール 様式 SSW No. 02-2019V1 (Annex D)**
フィリピン労働者人数（社員・パート、永住者含む）公式代表者、連絡先、職内容と財務状態を記載すること**名簿 様式 SSW No.02A-2019V1 (Annex D1)** 受け入れ機関／人材派遣企業で現在勤務中のフィリピン国籍労働者の名簿（社員・パート含む）

- The name and hanko/inkan of the authorized signatory should be present in the document.
承認権者名、判子／印鑑押印が必須

- **Original Company Registration** (tokibo tohon) taken within the last 3 months issued by the Prefectural Legal Affairs Bureau, or the latest proof of tax payment in the case of sole proprietorship, issued by the appropriate Japanese government agency with an **English translation** duly certified as to its truthfulness and signed by the translator

3か月以内に法務省にて発行された**登記簿謄本**、自営業者の場合は日本の行政機関から発行された**納税証明書**とその翻訳、翻訳には翻訳者の署名を付すこと（翻訳者が日本人の場合は印鑑を付すこと

- The Company Registration must have been secured within the last three (3) months.
登記簿謄本は発行日から3か月以内のものを提出する
- Ensure that the name and signature/hanko/inkan of the translator are found in the English translation.
翻訳書類には翻訳者名、署名／判子／印鑑の記載・押印の確認
- Ensure that the English name of the Accepting Organization is consistent in all documents submitted.
全ての書類上での受入れ企業の英訳名が統一されているかの確認
- Ensure that the President/CEO/Managing Director is the signatory in all pertinent documents. If not, the AO should indicate an authorized representative in the SSW Application Form.
社長／代表取締役／専務取締役がすべての書類においての署名者である事、そうでない場合、受入れ企業は委任された代表者名をSSW申請書に記載すること
- Sole Proprietorship does not have Company Registration. Alternative document such as Tax Payment Certificate may be accepted.
自営業者で登記簿謄本の提出が不可な場合、納税証明書などの代替書類の受入れが可能

- **List of tasks, duties and responsibilities** and/or description of the occupational category to be performed by the workers, with an explanation and proof of the salaries received by Japanese workers performing similar work using SSW Form No. 01B-2019V1 (Annex C2)

特定技能者によりこなされる仕事・責任内容と職業の説明書、及び同等な職務をこなす日本人の給料の証明書 様式 SSW NO. 01B-2019V1 (Annex C2)

- The name and hanko/inkan of the authorized signatory should be present in the document.
承認権者名、判子／印鑑押印が必須
- Ensure that the occupational position is consistent in all submitted documents.
職務（肩書）がすべての書類において統一されているかの確認

- **Recruitment Agreement**, using the POEA template, entered into by the AO or DC and the Sending Organization (SO) duly notarized in Japan

POEA 様式の受け入れ機関／人材派遣企業と送り出し機関の協定書 日本の公証役場で公証印を押捺すること

- Agreement is between the AO and the partner licensed recruitment agency.
協定は受入れ企業とパートナーの送り出し機関とのもの
 - Must have been notarized in Japan within the last six (6) months.
6 ヶ月以内に日本で公証印の押捺されたもの
 - The name and hanko/inkan of the Japan signatory should be on every page of the Recruitment Agreement.
日本側の署名者名、判子／印鑑を協定書のすべてのページに記載・押印する
 - The signatory of the PRA should be its POEA-registered representative.
送り出し機関の署名者は POEA 上に登録されている代表者であること
 - Check/ensure that all provisions in the POEA template are included in the Recruitment Agreement particularly dispute settlement, termination and applicable laws.
POEA 様式の協定書規定、特に紛争解決、解約、適用法が含まれているかの確認
 - Period of effectivity of agreement (Termination Clause) should not be more than four (4) years.
協定有効期間（契約解除条規）は 4 年間まで
- Copy of the **valid POEA license** of the SO and the identification page of the **passport of the owner**
POEA から発行された送り出し機関の有効な許可書と代表者のパスポートの写し
 - Ensure that the license of the PRA is valid and a copy of passport/any government issued ID of the owner/authorized representative has been submitted.
有効な送り出し機関の許可書と代表者／委任代理人のパスポート又は公的に発行された身分証明書の写しの提出の確認
 - Ensure that the POEA certification on the deployment of Filipino workers under SSW has been submitted or the name of PRA is included in the List provided by the POEA.
特定技能としてのフィリピン国籍労働者配置に関する POEA の証明書、又は送り出し機関名が POEA 上のリスト内に含まれているかの確認
- Copy of the identification page of the **passport of the owner/valid government issued ID** of the authorized representative of the AO or DC who must be an officer or employee, in case the signatory is not the owner or the president, a Special Power of Attorney (SPA) for the purpose must be attached
受け入れ機関／人材派遣企業の代表者のパスポートの写し、又は公的に発行された身分証明書。署名者が雇用主／代表取締役でない場合は委任状を提出すること
 - Ensure that a copy of passport/any government issued ID of the owner/authorized representative of the AO or DC has been submitted.
受け入れ機関か人材派遣企業の雇用主／委任された代理人のパスポート／公的に発行された身分証明書の写しの提出の確認
- Manpower request/job order indicating the positions, number of positions required and salary per position using SSW Form No. 01-2019V1 (Annex C)
役職、求人数、給料を記載している求人依頼書（Manpower Request/Job Order）様式 SSW No. 01-2019V1 (Annex C)

- Ensure that the Manpower Request/Job Order is addressed to the PRA.
求人依頼書は送り出し機関宛てである事
- The position, visa category, number of workers needed, and basic monthly salary should be specified.
役職、ビザ、求人数、基本月給を明記する事
- Ensure that an explanation and proof of salaries/benefits received by Japanese workers performing similar work has been submitted.
同等な職務をこなす日本人の給料／手当の説明書と証明書の提出の確認
- The name and hanko/inkan of the authorized signatory should be present in the document.
承認権者名、判子／印鑑押印が必須

■ Employment Contract (Annex B)

雇用契約書 (Annex B)

- Employment Contract for SSW and Annex B – SSW Form No. 02-2019v1 should be used.
特定技能の雇用契約書と Annex B - SSW 様式 No.02-2019v1 の利用
- The name and hanko/inkan of the authorized signatory of the AO should be stamped on every page.
全てのページに受入れ企業の承認権者名、判子／印鑑押印が必須
- Ensure that the Contract Duration should not be more than 3 years.
雇用期間は3年間まで
- Ensure that the “Type of work” is consistent with the Manpower Request/Job Order.
職種は求人依頼書と統一していることの確認
- Ensure that the Place of Employment is consistent with Company Profile/Company Registration.
就業場所は企業プロフィール／登記簿謄本と統一していることの確認
- If the Working Hours is indicated as “irregular for 1 year”, the annual company calendar is required.
勤務時間が‘1年間変則的’である場合、企業カレンダーの提出が必須
- Ensure that the “total number of annual days off” and “annual paid leaves” are specified.
年間休日数と年間有給日数の明記
- Check the hourly wage against the Minimum Prefectural Hourly Wage. The hourly wage should never be lower than the minimum Prefectural Hourly Wage. The ideal offer is Yen 100 more than the minimum Prefectural Hourly Wage.
時給金額と県別の最低賃金金額の確認。時給は最低賃金より下回ってはなりません。理想的な時給金額は最低賃金金額より100円以上増しです。
- Ensure that the indicated wage is consistent with the Manpower Request.
記載されている賃金は求人依頼書と統一されているかの確認
- The average deduction for accommodations is Yen 15,000. More than that should be subject for consultation.
家賃の控除額は平均15,000円であり、上回る場合は相談が必要となる
- The deduction for Utilities should be indicated with the remarks “actual prorated cost of utilities”. Average expense for utilities is Yen 5,000. More than that should be subject for consultation.
光熱費の控除額は平均5,000円であり、‘actual prorated cost of utilities’と備考として記載する。金額が上回る場合は相談が必要となる

- Salary breakdown using SSW Form No. 01-2019V1 (Annex C1)
給与内訳 様式 SSW No. 01-2019V1 (Annex C1)
 - All entries in the Payment of Wages document must be consistent with the Salary Scheme Breakdown and Manpower Request documents.
賃金の支払いの記載事項は給与内訳と求人依頼書と一致している必要がある
 - The name and hanko/inkan of the authorized signatory should be present in the document.
承認権者名、判子／印鑑押印が必須

- Other documents as may be required by POLO based on prevailing conditions or realities in Japan
日本の一般的な状況や現実に基づき POLO 審査上にて必要とされる他の書類

Additional for Dispatch Company

人材派遣企業は以下も提出要

- Copy of **dispatch license or permit** issued by the Ministry of Health Labour and Welfare (MHLW) with an English translation duly certified and signed as to its truthfulness by the translator
厚生労働省から発行された人材派遣許可書の写しとその翻訳 翻訳には翻訳者の署名を付すこと（翻訳者が日本人の場合は印鑑を付すこと）

- **List of names and addresses of clients** using SSW Form No. 03-2019V1 (Annex G) bearing company hanko
顧客の名簿 様式 SSW No. 03-2019V1 (Annex G) 社印を押捺すること

- **Manpower request/job order from the client** indicating the positions, the number of positions required and salary per position, using SSW Form No. 01-2019V1 (ANNEX C)
顧客からの求人依頼書（Manpower Request/ Job Order）役職、求人数と給料を記載すること 様式 SSW No.01-2019V1 (Annex C)

- Notarized basic **dispatch service agreement** between the DC and the client with an English translation duly certified and signed as to its truthfulness by the translator
公証印押捺済の人材派遣企業と顧客の業務委託契約書とその翻訳 翻訳には翻訳者の署名を付すこと（翻訳者が日本人の場合は印鑑を付すこと）

- Employment condition statement prescribed by the Ministry of Justice with an English translation duly certified as to its truthfulness and signed by the translator using MOJ reference (Annex I)
法務省 様式 (Annex I) 就業条件明示書とその翻訳 翻訳には翻訳者の署名を付すこと（翻訳者が日本人の場合は印鑑を付すこと）

SPECIFIED SKILLED WORKER (SSW) 特定技能 (SSW)

Documentary Requirements 必要書類

Document 書類	New Accepting Organization 新規	Additional Job Order 追加求人
<p>Application Form using SSW Form No. 06-2019V1 (Annex E/Annex F) 特定技能申請書 様式 SSW No. 06-2019V1 (Annex E/Annex F)</p>	•	•
<p>Copy of Business/License Permit issued by the respective Ministry or the appropriate Japanese regulatory office exercising jurisdiction or authority over the occupational category, with an English translation duly certified as to its truthfulness and signed by the translator 日本の行政機関から発行された企業の営業許可書の写しとその翻訳 翻訳には翻訳者の署名を付すこと（翻訳者が日本人の場合は印鑑を付すこと）</p>	•	
<p>Company profile to include number of Filipinos working in the company whether full/part time; permanent residents, official representative, contact information, description of business and assets/financial standing using SSW Form No. 02-2019V1 (Annex D) and list of Filipinos presently working with the Accepting Organization (AO)/Dispatch Company (DC) whether part/full time using SSW Form No. 02A-2019V1 (Annex D1) 企業プロフィール 様式 SSW No. 02-2019V1 (Annex D) フィリピン労働者人数（社員・パート、永住者含む）公式代表者、連絡先、職内容と財務状態を記載すること 名簿 様式 SSW No.02A-2019V1 (Annex D1) 受け入れ機関／人材派遣企業で現在勤務中のフィリピン国籍労働者の名簿（社員・パート含む）</p>	•	
<p>Original Company Registration (tokibo tohon) taken within the last 3 months issued by the MOJ, or the latest proof of tax payment in the case of sole proprietorship, issued by the appropriate Japanese government agency with an English translation duly certified as to its truthfulness and signed by the translator 3か月以内に法務省にて発行された登記簿謄本、自営業者の場合は日本の行政機関から発行された納税証明書とその翻訳、翻訳には翻訳者の署名を付すこと（翻訳者が日本人の場合は印鑑を付すこと）</p>	•	
<p>Recruitment Agreement, using the POEA template, entered into by the AO or DC and the Sending Organization (SO) duly notarized in Japan POEA 様式の受け入れ機関／人材派遣企業と送り出し機関の協定書 日本の公証役場で公証印を押捺すること</p>	•	
<p>Copy of the identification page of the passport of the owner or the authorized representative of the AO or DC who must be an officer or employee, in case the signatory is not the owner or the president, a Special Power of Attorney (SPA) for the purpose must be attached 受け入れ機関／人材派遣企業の代表者のパスポートの写し、又は公的に発行された身分証明書。署名者が雇用主／代表取締役でない場合は委任状を提出すること</p>	•	
<p>Copy of the valid POEA license of the SO and the identification page of the passport of the owner 送り出し機関の POEA 許可書の写しと代表者のパスポートの写し</p>	•	
<p>Manpower request/job order indicating the positions, number of positions required and salary per position using SSW Form No. 01-2019V1 (Annex C) 役職、求人数、給料を記載している求人依頼書（Manpower Request/Job Order）様式 SSW No. 01-2019V1 (Annex C)</p>	•	•

<p>List of tasks, duties and responsibilities and/or description of the occupational category to be performed by the workers, with an explanation and proof of the salaries received by Japanese workers performing similar work using SSW Form No. 01B-2019V1 (Annex C2)</p> <p>特定技能者によりこなされる仕事・責任内容と職業の説明書、及び同等な職務をこなす日本人の給料の証明書 様式 SSW NO. 01B-2019V1 (Annex C2)</p>	•	
<p>Employment Contract (Annex B)</p> <p>雇用契約書 (Annex B)</p>	•	
<p>Salary breakdown using SSW Form No. 01-2019V1 (Annex C1)</p> <p>給与内訳 様式 SSW No. 01-2019V1 (Annex C1)</p>	•	
<p>Other documents as may be required by POLO based on prevailing conditions or realities in Japan</p> <p>日本の一般的な状況や現実に基づき POLO 審査上にて必要とされる他の書類</p>	•	<p>(Previously verified documents)</p> <p>(過去に認証された雇用書等)</p>

TECHNICAL INTERN TRAINING PROGRAM (TITP)

New/Initial Accreditation 技能実習制度新規登録

- Copy of **Business/License Permit** issued by the MOJ and the MHLW to the SvO, with an English translation bearing the name and signature of the translator

監理団体許可書（厚生労働省及び法務省が発行したもの）の写し及びその翻訳 翻訳には翻訳者の署名を付すこと（翻訳者が日本人の場合は印鑑を付すこと）

 - Ensure that the name and signature/hanko/inkan of the translator are found in the English translation. 翻訳には翻訳者名、署名／判子／印鑑の記載・押捺があるかの確認
 - Ensure that the English name of the Supervising Organization is consistent in all documents submitted, including previously verified documents. 監理団体の英訳名が過去の認証書類も含む全ての書類において統一されているかの確認
 - Ensure that the Business/License Permit is valid and has not expired. 監理団体許可書の有効期限が満了していないかの確認
- Copy of **Notification of License Term** of SvO issued the MOJ and the MHLW, with an English translation bearing the name and signature of the translator

監理団体許可条件通知書（厚生労働省及び法務省が発行したもの）の写し及びその翻訳 翻訳には翻訳者の署名を付すこと（翻訳者が日本人の場合は印鑑を付すこと）

 - Ensure that the name and signature/hanko/inkan of the translator are found in the English translation. 翻訳には翻訳者名、署名／判子／印鑑の記載・押捺があるかの確認

- Ensure that the English name of the Supervising Organization is consistent in all documents submitted, including previously verified documents.

監理団体の英訳名が過去の認証書類も含む全ての書類において統一されているかの確認

- **Original Company Registration** of the Supervising Organization issued by the Prefectural Legal Affairs Bureau with the English translation

法務省が発行した監理団体の登記簿謄本及びその翻訳 翻訳には翻訳者の署名を付すこと
(翻訳者が日本人の場合は印鑑を付すこと)

- The Company Registration must have been secured within the last three (3) months.
登記簿謄本は3ヵ月以内に発行されたもの
- Ensure that the name and signature/hanko/inkan of the translator are found in the English translation.
翻訳には翻訳者名、署名/判子/印鑑の記載・押捺があるかの確認
- Ensure that the English name of the Supervising Organization is consistent in all documents submitted.
監理団体の英訳名が過去の認証書類も含む全ての書類において統一されているかの確認
- Ensure that the President/CEO/Managing Director is the signatory in all pertinent documents. If not, an authorization signed by the President/CEO/Managing Director on the appointment of authorized signatory with specimen signature/hanko/inkan and position in the organization, should be submitted.
社長/代表取締役/専務取締役がすべての書類においての署名者である事、そうでない場合、任命された代理人の署名見本、組織内での肩書きが記載されており
社長/代表取締役/専務取締役によって署名された委任状の提出が必須

- **Original Company Registration** of the Implementing Organization issued by the Prefectural Legal Affairs Bureau with the English translation

法務省が発行した実習実施機関の登記簿謄本及びその翻訳 翻訳には翻訳者の署名を付すこと
(翻訳者が日本人の場合は印鑑を付すこと)

- The Company Registration must have been secured within the last three (3) months.
登記簿謄本は3ヵ月以内に発行されたもの
- Ensure that the name and signature/hanko/inkan of the translator are found in the English translation.
翻訳には翻訳者名、署名/判子/印鑑の記載・押捺があるかの確認
- Ensure that the English name of the Implementing Organization is consistent in all documents submitted.
実習実施期間の英訳名が全ての書類において統一されているかの確認
- Sole Proprietorship does not have Company Registration. Alternative document such as Tax Payment Certificate may be accepted. What we want to establish here is the owner of the business who should be the signatory in all the pertinent documents
自営業者は登記簿謄本の所有が無いため、納税証明書などの代替書類の受入れが可能です。ここで確立したいのは署名者となる企業所有者の確認です。

- **Criteria of Job Category and Operation** issued by the MHLW, with an English translation bearing the name and signature of the translator

厚生労働省が定める技能実習計画審査基準の写し及びその翻訳 翻訳には翻訳者の署名を付すこと（翻訳者が日本人の場合は印鑑を付すこと）

- Ensure that the name and signature/hanko/inkan of the translator are found in the English translation.
翻訳には翻訳者名、署名／判子／印鑑の記載・押捺があるかの確認
- If translated by the OTIT, no need for a translator
外国人技能実習機構の翻訳の場合翻訳者は不要
- Ensure that the Job Category is consistent with the Draft Technical Plan, Technical Intern Offer (TIO), Employment Contract (EC) and other pertinent documents.
技能実習計画審査基準が実習実施予定表、技能実習求人通知、雇用契約書と他の関連する書類と統一されているかの確認

- **Draft Technical Plan** with an English translation bearing the name and signature of the translator

技能実習実施予定表及びその翻訳 翻訳には翻訳者の署名を付すこと（翻訳者が日本人の場合は印鑑を付すこと）

- Ensure that the name and signature/hanko/inkan of the translator are found in the English translation.
翻訳には翻訳者名、署名／判子／印鑑の記載・押捺があるかの確認
- If translated by the OTIT, no need for a translator
外国人技能実習機構の翻訳の場合翻訳者は不要
- Worksite must be consistent with TIO and EC.
就業場所は技能実習求人通知書と雇用契約書と一致していること
- Ensure that the Implementing Organization is consistent with other submitted documents such as TIO, Certification, EC and others.
実習実施機関が技能実習求人通知書、証明書、雇用契約書等他の書類と統一されているかの確認
- Check for the total number of hours is consistent with what is written in the EC
合計時間が雇用契約書と一致しているかの確認
- For TITP I, the first month is spent for in-house orientation so it is normally left vacant. Thus, generally, in the calculation of monthly wage, the total number of hours should be divided by eleven (11) months multiplied by the hourly wage offer.
技能実習 1 号の最初の一ヵ月は研修期間のため通常は空欄である。従って一般的に月給、合計時間の計算は割る 11 ヶ月掛ける時間給になる

- **Recruitment Agreement**, using the POEA template, issued by the SvO to the Sending Organization and duly notarized in Japan

POEA 様式を使用し、日本で公証された監理団体及び送出し機関の協定書

- Agreement is between the Supervising Organization and the partner licensed recruitment agency.
協定締結は監理団体と認定フィリピン人材派遣機関で行われる

- Must have been notarized in Japan within the last six (6) months.
公証印を押捺して6ヵ月以内のものである事
- The name and hanko/inkan of the Japan signatory should be on every page of the Recruitment Agreement.
すべてのページに日本側の署名者が署名する
- The signatory of the agreement should be the Supervising Organization's partner POEA-licensed PRA representative.
管理団体パートナーの認定フィリピン派遣エージェンシーの署名者は POEA 登録上の代表者である事
- Check/ensure that all provisions in the POEA template are included in the Recruitment Agreement particularly dispute settlement, termination and applicable laws.
POEA 様式の協定書規定、特に紛争解決、解約、適用法が含まれているかの確認
- Period of effectivity of agreement (Termination Clause) should not be more than four (4) years.
協定有効期間（契約解除条規）は4年間まで

▪ **Technical Intern Offer (TIO)** indicating the positions, the number of positions and salary per position, using POLO TITP Form No. 2018-01

職種、求人数、給料の詳細を記した技能実習求人通知 様式 POLO TITP No. 2018-01

- The position, name of implementing organization, number of trainees required and the salary offer (gross and net) should be specified.
役職、実習実施機関、実習生求人人数、給料（グロスとネット）の明記
- Ensure that each position has a corresponding Criteria of Job Category and Draft Technical Plan
役職と技能実習計画審査基準及び実習実施予定表が一致しているかの確認
- Ensure that the Implementing Organization is the same as in the Draft Technical Plan
実習実施機関が実習実施予定表と一致しているかの確認
- Signatory of the TIO should be the authorized signatory of the Supervising Organization
技能実習求人通知書の署名者が監理団体の承認権者名である事
- Ensure that the TIO is addressed to the PRA.
技能実習求人通知書は送り出し機関宛てである事
- The maximum contract duration/period of stay for TITP I trainees is three (3) years and two (2) years for TITP iii
雇用期間／在留期間は最長で技能実習1号は3年、技能実習3号は2年

▪ **Certification** on the number of employees POLO TITP Form No. 2018-01a

実習実施機関の従業員人数の証明書 様式 POLO TITP No.2018-01a

- Must be signed by the authorized signatory of the Implementing Organization
実習実施機関の承認権者にて署名されている事
- Check the stated salary of the Japanese worker and that of the trainee. If salary of the Japanese worker is higher, there should be a justification for this. Copy of pay slip with English translation of the Japanese worker may be required for validation purposes

日本人労働者と技能実習生の給与の確認。日本人労働者の給料の方が高ければ、弁明する必要があります。検証のために日本人労働者の給料明細の写しとその翻訳が必要になる場合があります。

▪ **Employment Contract and Written Employment Terms and Condition**

雇用契約書と雇用条件書

- Ensure that the form is the revised EC prescribed by the OTIT
外国人技能実習機構書式改訂版の雇用契約書を利用する事
- The name and hanko/inkan of the authorized signatory of the Implementing Organization should be stamped on every page.
全てのページに実習実施機関の承認権者にて署名されている事
- Ensure that the place of work is the same as that in the Draft Technical Plan
就業場所は実習実施予定表と一致しているかの確認
- Ensure that the indicated position is the same as that in the Job Category, Technical Plan and TIO
役職と技能実習計画審査基準、実習実施予定表、及び技能実習求人通知が一致しているかの確認
- If the Working Hours is indicated as “irregular for 1 year”, the annual company calendar is required for submission
勤務時間が‘1年間変則的’である場合、企業カレンダーの提出が必須
- Check the hourly wage against the Minimum Prefectural Hourly Wage. The hourly wage should never be lower than the minimum Prefectural Hourly Wage.
時給金額と県別の最低賃金金額の確認。時給は最低賃金より下回ってはなりません。
- For TITP iii, the ideal offer is Yen 100 more than the minimum Prefectural Hourly Wage.
技能実習 3 号の理想的な時給金額は最低賃金金額より 100 円以上増しです。
- The average deduction for accommodations is Yen 15,000. More than that should be subject for consultation.
家賃の控除額は平均 15,000 円であり、上回る場合は相談が必要となる
- Countercheck the deduction for accommodations with the contract provision on housing.
家賃控除額を契約条項と共に再確認する
- The deduction for Utilities should be indicated with the remarks “actual prorated cost of utilities”. Average expense for utilities is Yen 5,000. More than that should be subject for consultation.
光熱費の控除額は平均 5,000 円であり、‘actual prorated cost of utilities’ と備考として記載する。金額が上回る場合は相談が必要となる

▪ **Addendum to the Master Employment Contract, using POLO TITP Form No. 2018-02**

雇用契約書の補遺文書 POLO 様式 TITP No.2018-02

- The name and hanko/inkan of the authorized signatory should be found in every page.
全てのページに承認権者名の記載、判子／印鑑が押捺れている事
- The indicated maximum period of stay/contract duration should be consistent with the TIO

最長在留期間／雇用期間が技能実習求人通知と一致している事

- Other documents as may be required by POLO based on prevailing conditions or realities in Japan (POEA license, copy of passports/government IDs, previously verified employment documents, etc.)
日本の一般的な状況や現実に基づき POLO 審査上にて必要とされる他の書類 (POEA 許可書、パスポート／身分証明書のコピー、認証済 (過去の) 雇用契約書等)

TECHNICAL INTERN TRAINING PROGRAM (TITP) 技能実習制度 (TITP)

Documentary Requirements 必要書類

Document 書類	New Implementing Organization 新規 技能実習機関	Additional Job Order 追加 技能実習 求人	Contract Renewal (TITP iii) 雇用契約更新 (TITP3号)	
			TIT still in JP 日本在留中	TIT in PH (more than 6 months) フィリピン帰国済の技能実習生
Copy of Business/License Permit issued by the MOJ and the MHLW to the SvO, with an English translation bearing the name and signature of the translator 監理団体許可書 (厚生労働省及び法務省が発行したもの) の写し及びその翻訳 翻訳には、翻訳者の署名を付すこと	•			
Copy of Notification of License Term of SvO issued the MOJ and the MHLW, with an English translation bearing the name and signature of the translator 監理団体許可条件通知書 (厚生労働省及び法務省が発行したもの) の写し及びその翻訳 翻訳には、翻訳者の署名を付すこと	•			
Criteria of Job Category and Operation issued by the MHLW, with an English translation bearing the name and signature of the translator 厚生労働省が定める技能実習計画審査基準の写し及びその翻訳 翻訳には、翻訳者の署名を付すこと	•	•	•	•
Draft Technical Plan with an English translation bearing the name and signature of the translator 技能実習実施計画のドラフト及びその翻訳、翻訳には翻訳者の署名を付すこと	•	•	•	•
Technical Intern Offer (TIO) indicating the positions, the number of positions and salary per position, using POLO TITP Form No. 2018-01 技能実習求人通知。職種、求人数、給料の詳細を記したものの POLO 様式 No. 2018-01	•	•		•
Certification on the number of employees POLO TITP Form No. 2018-01a 実習実施機関の従業員人数の証明書 POLO 様式 No. 2018-01a	•	•		•
Additional Technical Intern Offer , using POLO TITP Form No. 2018-03 技能実習求人通知(追加用), POLO 様式 TITP No. 2018-03		•		•

Employment Contract for Technical Intern, using OTIT Reference Form 1-14 技能実習生のための雇用契約書 外国人技能実習機構 様式 1-14	•	•	•	•
Employment Terms and Conditions with Attachment on Wage Payment , using OTIT Reference Form 1-15 雇用条件書及び賃金の支払書 外国人技能実習機構 様式 1-15	•	•	•	•
Addendum to the Master Employment Contract, using POLO TITP Form No. 2018-02 雇用契約書の補遺文書 (Addendum) POLO 様式 TITP No.2018-02	•	•	•	•
Other documents as may be required by POLO based on prevailing conditions or realities in Japan (<i>POEA license, copy of passports/government IDs,</i> <i>previously verified employment documents, etc.</i>) POLO から必須される他の書類 (POEA 許可書、パスポート/身分 証明書のコピー、認証済 (過去の) 雇用契約書等)		•	•	•

COMMON MISTAKES COMMITTED REGARDING THE SUBMISSION OF EMPLOYMENT DOCUMENTS (SSW & TITP) 書類上の一般的な誤り (特定技能・技能実習)

DOCUMENT: ENGLISH TRANSLATION

書類：翻訳

- Discrepancy on the name of supervising organization (ex. **Sample Org Kyodo Kumiai** → **Sample Org Cooperative Association**). English translation must be done on the content/text of the whole document, but the name of the cooperative/company should be the same with the registered name in Japan
 監理団体名の不一致 (例：Sample Org Kyodo Kumiai → Sample Org Cooperative Association)
 翻訳は書類全体の文脈に応じて作成する必要があるが、企業名は日本で登録されている名前で全ての書類において統一しなければならない
- Name, signature and hanko of the translator is not indicated
 翻訳者の名前、サイン、はんこの記載・押捺が無い
- Submission of **original** English translation document
 翻訳書類原本の提出

DOCUMENT: BUSINESS LICENSE/PERMIT AND COMPANY REGISTRATION

書類：営業許可書と登記簿謄本

- Submission of the **latest copy** of business license/permit
 最新の営業許可書写しの提出
- Submission of the **latest original** company registration (tokibo tohon) taken within the last three (3) months
 最新の登記簿謄本の提出 (3か月以内のもの)

DOCUMENT: BUSINESS LICENSE/PERMIT AND COMPANY REGISTRATION

書類：営業許可書と登記簿謄本

- Submission of **latest original** tax payment receipt, in lieu of the company registration for sole proprietorship business setup
最新な納税証明書の提出

DOCUMENT: RECRUITMENT AGREEMENT

書類：協定書

- Submission of the **latest original** recruitment agreement
最新な協定書の提出
- Name, signature and hanko of the representative director is not indicated on every page of recruitment agreement document
代表者の名前、サインとはんこが全てのページに記載されていない
- Submission of notarized recruitment agreement to POLO-Osaka
公証印が無い協定書の提出

DOCUMENT: MANPOWER REQUEST / JOB ORDER

書類：求人依頼書

- Specific title of the position in manpower request/job order is not indicated (ex. regular staff → agricultural worker, poultry worker etc.
役職が詳しく記載されていない（例：正社員→農業労働者、家禽労働者等）

DOCUMENT: MANPOWER REQUEST / JOB ORDER

書類：求人依頼書

- Discrepancy as to the indicated basic/gross monthly salary between the Wage Payment and Salary Breakdown/Scheme documents
賃金の支払いと給与明示書の基本給与、総給与などの不一致
- Name, signature and hanko of the representative director is not indicated
代表者名、サインとはんこの記載がされていない

DOCUMENT: EMPLOYMENT CONTRACT

書類：雇用契約書

- Name, signature and hanko of the representative director is not indicated on every page of recruitment agreement
代表者名、サイン、はんこが全てのページに記載されていない
- Discrepancy as to the indicated basic/gross monthly salary between the Manpower/ Job Order Request and Salary Breakdown/Scheme documents
賃金の支払いと給与明示書の基本給与、総給与などの不一致

DOCUMENT: EMPLOYMENT CONTRACT

書類：雇用契約書

- None submission of company calendar for implementing organizations adopting irregular working hour system
変形労働時間制の企業の企業カレンダーの提出が無い
- Benefits provided under the previous employment contract were reduced in the subsequent employment contract (TITP)
過去の契約書に記載されていた手当や給付などが減らされている

DOCUMENT: EMPLOYMENT CONTRACT

書類：雇用契約書

- None submission of previously verified individual contract of the trainee/intern (TITP iii – Employment Contract renewal)
過去の雇用契約書の提出が無い（TITP3号雇用契約更新）
- None submission of Notice of Change of Signatory or Notice of Change of Company Name (applicable for contracts with discrepancies from the previously verified documents)
過去の契約書から署名者に変更があった場合の署名者変更届の書類の提出が無い

DOCUMENT: EMPLOYMENT CONTRACT

書類：雇用契約書

- None submission of copy of passport and visa/COE (if available) of the trainee/intern under TITP iii
技能実習生のパスポートのコピー、ビザ/在留資格認定証明書（有れば）の提出が無い
- Name and signature of the worker/intern (TITP iii) is not indicated
技能実習生の名前、サインの記載が無い

THINGS TO REMEMBER

留意事項

- Required documents translated into English should bear the name of the official translator with his signature and hanko/inkan.
翻訳された書類は翻訳者の名前、サインとはんこが必要です。
- The corporate annual calendar should be submitted if the unit of system used is per year.
一年単位の変形労働時間制を採用している場合は企業カレンダーの提出が必要

COMMON OBSERVATIONS/POLICIES

一般的な見解／方針

- Specified Skill Workers (SSW) are defined by the Japanese Immigration as workers possessing medium-level skills such that only TITP trainees who have finished three years of technical internship training (graduates of TITP ii) are allowed to change visas to SSW without them having to undergo and passing the language and skills test (provided that they will work in the same job category as that of their internship training).

特定技能労働者（SSW）は日本の入国管理局によって、中級レベルの技能を獲得している労働者として定義され、3年間の技能実習を終えた技能実習生（TITPii 卒業者）のみが言語と技能のテストを受けずにビザを特定技能に変更する事が可能（ただし技能実習時と同じ職種で働く事が条件）

- So much so that SSW is comparable to TITP iii.
特定技能は技能実習3号と匹敵する
- For trainees proceeding to TITP iii, POLO-Osaka requires that they receive salaries/wages higher than minimum wage, taking into consideration that they have earned three (3) years of experience and expertise in their job category. As a general unwritten rule, the salary offer for trainees proceeding to TITP iii should be ¥100 higher than the prefectural minimum hourly wage.
技能実習3号に進む実習生の場合、3年の経験と専門知識を獲得していることを考慮し、POLO大阪は実習生が最低賃金よりも高い給与／賃金を受け取ることを要求しています。不文律の原則として技能実習3号に進む実習生の給与は都道府県の最低賃金より 100円増しでなければならない
- POLO-Osaka follows the same rule for trainees changing visa to SSW.
POLO大阪はビザを特定技能に変更する実習生についても同じ規定に従います
- If the prospective Accepting organization (for SSW) or Implementing organization (for TITP iii) cannot meet the above requirement, POLO-Osaka allows/accepts offsetting benefits such as free accommodations, and other forms of guaranteed allowances.
受入れ企業（特定技能）または実習実施機関（技能実習3号）が上記の要件を満たせない場合、POLO大阪は家賃代無料化などの相殺の給付やその他の形態の保証された手当の給付で許可／受入れます
- If the prospective Accepting organization (for SSW) or Implementing organization (for TITP iii) cannot meet the above requirements but the workers/trainees are already in Japan, POLO-Osaka requires the worker or trainee to execute an affidavit that 1) He has decided to continue working and is not going home; and that 2) He accepts the salary offer of the AO or IO despite his knowledge that the offer is low as per evaluation by the POLO.
受入れ機関（特定技能）または実習実施機関（技能実習3号）が上記の要件を満たせないが、すでに労働者／実習生が日本にいる場合、POLO大阪は労働者または実習生に1) 彼は働き続け帰国をしない、2) POLOの審査上、受入れ企業または実習実施機関の給与額が低い事を把握した上でオファーを受け入れる事を述べた宣誓供述書を執行する事を要求します

COMMON OBSERVATIONS/POLICIES

一般的な見解／方針

TITP ii Trainees to SSW:

技能実習生 2 号から特定技能:

1. It is observed by the POLO that accepting organizations for SSW were and are Implementing Organizations for TITP trainees.
POLO は特定技能の受入れ企業が技能実習生の実習実施機関であると見解している
2. In the same manner, the Supervising Organizations for TITP are also Registered Support Organizations for SSW.
同様に技能実習の監理団体も特定技能の登録支援機関である
3. Trainees who have finished TITP ii are generally offered by their Implementing Organizations visas as SSW. In effect, in most cases, the IO is simultaneously also an AO.
技能実習 2 号を修了した実習生は一般的に実習実施機関から特定技能ビザの提供をオファーされます。ほとんどの場合実習実施機関は同時に受入れ企業でもある
4. As far as POLO-Osaka is concerned, this is acceptable provided the employer has applied for accreditation with a partner Phil licensed agency.
POLO 大阪に関する限り、これは雇用主がフィリピン認定派遣エージェンシーとの協定の認定申請をされている場合に許容される