

### 3. Important Procedures

#### 3-1 【Guide to the City Hall】

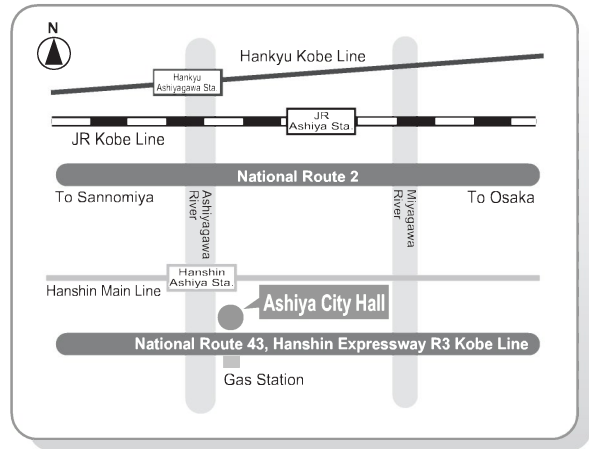
As of January, 2018

	South Building	North Building	East Building
4F	<ul style="list-style-type: none"> <li>• Audit Secretariat</li> <li>• Equity Committee Secretariat</li> </ul>	<ul style="list-style-type: none"> <li>• Management Section</li> <li>• School Personnel Section</li> <li>• School Education Section</li> <li>• Lifelong Learning Section</li> <li>• Youth Development Section</li> </ul>	/
3F	<ul style="list-style-type: none"> <li>• City Council Secretariat</li> </ul>	<ul style="list-style-type: none"> <li>• Public Relations and International Exchange Section</li> <li>• Press Club</li> <li>• Citizens' Participation Section</li> <li>• Environment Section</li> </ul>	<ul style="list-style-type: none"> <li>• Information Technology Policy Section</li> <li>• Disaster Prevention and Security Section</li> </ul>
2F	<ul style="list-style-type: none"> <li>• Mayor's Secretarial Section</li> <li>• Policy Promotion Section</li> <li>• Documents and Legislation Section</li> <li>• Human Resources Section</li> <li>• Land Administration Section</li> <li>• Contract Inspection Section</li> <li>• Finance Section</li> </ul>	<ul style="list-style-type: none"> <li>• Taxation Section</li> <li>• Credit Management Section</li> </ul>	<ul style="list-style-type: none"> <li>• Construction General Affairs Section</li> <li>• Road Section</li> <li>• Parks and Greens Section</li> <li>• Urban Planning Section</li> <li>• Building Guidance Section</li> <li>• Construction Section</li> <li>• Urban Improvement Section</li> <li>• Housing Section</li> </ul>
1F	<ul style="list-style-type: none"> <li>• Insurance Section</li> <li>• Social Welfare Section</li> <li>• Community Welfare Section</li> <li>• Livelihood Assistance Section</li> <li>• Disability Welfare Section</li> <li>• Senior Citizens' Long-term Care Section</li> <li>• Childrearing Promotion Section</li> </ul>	<ul style="list-style-type: none"> <li>• Human Rights Promotion Section</li> <li>• Citizens' Section</li> <li>• Baby Station</li> </ul>	<ul style="list-style-type: none"> <li>• Waterworks Customer Center</li> <li>• Housing Management Center</li> <li>• Waterworks Management Section</li> <li>• Waterworks Operation Section</li> <li>• Waterworks Engineering Section</li> <li>• Sewerage Section</li> </ul>
B1F	<ul style="list-style-type: none"> <li>• Accounting Section</li> <li>• Ashiya City Public Payment Counter</li> <li>• Help &amp; Advice Section</li> <li><i>Okomaridesu-ka</i></li> </ul>	<ul style="list-style-type: none"> <li>• Shop</li> <li>• Cafeteria</li> <li>• Security Office</li> </ul>	<ul style="list-style-type: none"> <li>• North / South Basement Passageway</li> </ul>

# Guide to Ashiya City Hall

## Ashiya City Hall

- Address: 7-6 Seido-cho, Ashiya City #659-8501  
☎ 31-2121 (main telephone)
- Closed: on Saturdays, Sundays, Public Holidays,  
Year-end & New Year's Holidays  
(Dec. 29 - Jan. 3)
- Office hours: 9:00 a.m. - 5:30 p.m.  
(except lunch break, 12:00 noon - 12:45 p.m.)



### ■ From Hankyu Ashiyagawa Station

On foot: Go along Ashiyagawa River towards the sea (south); 13-minute walk.

By bus: Go to bus stop #5 south of the station, and take a bus passing by Hanshin Ashiya Station; get off at "Hanshin Ashiya" Stop; 6-minute ride.

### ■ From JR Ashiya Station

On foot: Get out at the south exit and walk towards Kobe (west) until you reach Ashiyagawa River (7-minute walk); then, go along Ashiyagawa River towards the sea (south); 9-minute walk.

By bus: The bus stops are north of the station; take either "Shio-ashiya Chuo Yuki" or "Ashiyahama Eigyoshomae Yuki" bus and get off at "Hanshin Ashiya" stop; 7-minute ride.

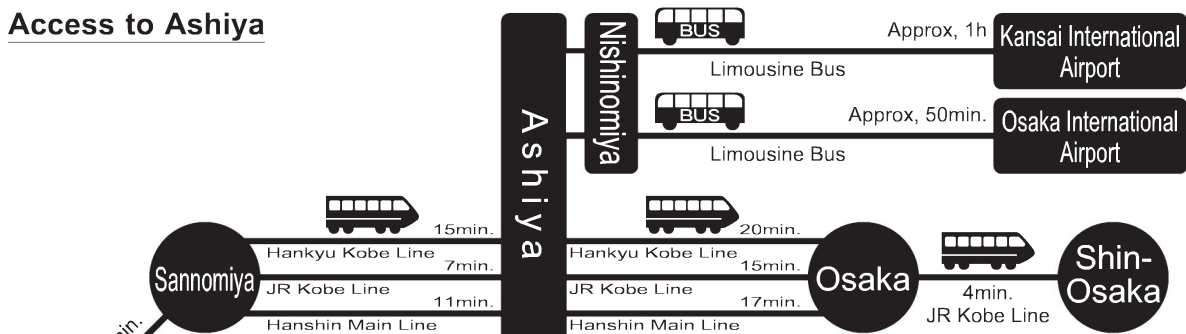
### ■ From Hanshin Ashiya Station

On foot: Get out at the east exit, take the stairs and go towards the sea (south); 1-minute walk

## Access



### Access to Ashiya



## 3-2 【A New Residency Management System】

Inquiries: Citizens' Section ☎ 38-2030

### 3-2-1 The Basic Resident Registration System for Foreign Residents

Up to now the registration of residence for foreign nationals was carried out according to the Alien Registration system, which was abolished as of July 9, 2012, and the Basic Resident Registration Law was amended. With the new system, foreign residents have been listed on the Basic Resident Registration along with Japanese residents, and a *Juminhyo* Resident Certificate has been issued to foreign residents.

### 3-2-2 Eligible Foreign Registrants for *Juminhyo* Resident Certificate

1. Mid- to long-term residents (those who are issued a *Zairyu* Residence Card)
2. Special permanent residents
3. Those granted landing permission for temporary refuge or granted permission for a provisional stay
4. Those staying in Japan through the time of giving birth and those who have renounced Japanese nationality

### 3-2-3 Main Changes in the Law

1. The Certificate of Alien Registration was abolished. Special permanent residents have been issued a Special Permanent Resident Certificate. Mid- to long-term residents have been issued a *Zairyu* Residence Card. For a period of time, however, the old Alien Registration Certificate continues to be valid (see procedures for renewing in [Table A](#)).
2. Since foreign nationals have also been listed in the Basic Resident Registration, municipalities have been able to issue certified copies of the *Juminhyo* residence record listing all members of such household, including both Japanese and foreign nationals.
3. Up to now, changes in status of residence or period of stay required application to both the Immigration Bureau and the municipality. With the new system, persons with a *Zairyu* Residence Card need to apply only at the Immigration Bureau. For persons with a Special Permanent Resident Certificate, changes in items on the card and renewal of the period of validity continue to be seen to at the City Hall.
4. In the case of moving out, it is now necessary to report in your former municipality for the change of address.
5. A “special re-entry permit” system has been introduced. Foreign nationals in possession of a valid passport and a *Zairyu* Residence Card, or a Special Permanent Resident Certificate, who left the country for not more than one year (two years for a Special Permanent Resident) in principle, would not be required to apply for a re-entry permit when returning to Japan.

[Table A](#) Changeover Period for The New Card

Mid- to long-term residents				
Status	Age as of July 9, 2012	Changeover period	Place for application	
Permanent residents	16 years old or older	By July 8, 2015	Osaka Regional Immigration Bureau: 1-29-53 Nanko-Kita, Suminoe-ku, Osaka ☎ 06-4703-2100	
	Under 16 years old	By July 8, 2015 or by the 16 <sup>th</sup> birthday: the earlier of the two dates		
Others	16 years old or older	By the final day of the valid period of stay (visa)		Kobe District Immigration Office: 29 Kaigan-dori, Chuo-ku, Kobe ☎ 078-391-6377
	Under 16 years old	By the final day of the valid period of stay (visa) or by the 16 <sup>th</sup> birthday: the earlier of the two dates		

Special permanent residents		
Age as of July 9, 2012	Changeover period	Place for application
16 years old or older	By July 8, 2015 or by the expiration date of the Certificate of Alien Registration: the later of the two dates.	Ashiya City Hall, North Wing 1F, Citizens' Section, Counter 18 ☎ 38-2030
Under 16 years old	By the 16 <sup>th</sup> birthday	

### 3-3 【Procedures for Residence】

#### 《Mid- to long-term residents》

- ◆ For permission for extension of the period of stay, permission for change of status of residence, permission for change of activities, permission for acquisition of a status of residence, etc., please inquire at:

Inquiries: Kobe Immigration Information Center

(Osaka Regional Immigration Bureau Kobe District Immigration Office;  
29 Kaigan-dori, Chuo-ku, Kobe)


※ Open weekdays 8:30 a.m. – 5:15 p.m. (closed Saturdays, Sundays, holidays)

Telephone (common for throughout Japan): ☎ 0570-013904


For IP phone calls, PHS and calls from abroad: ☎ 03-5796-7112

※ Languages used: Japanese, English, Chinese, Korean, Spanish

- ◆ For details on status of residence, etc., the following homepage provides information in 13 languages:  
The Council of Local Authorities for International Relations (CLAIR) Multilingual Living Information

 <http://www.clair.or.jp/tagengo/>

- ◆ A New Residence Management System, the following homepage provides information in 26 languages:

 [http://www.immi-moj.go.jp/newimmiact\\_1/](http://www.immi-moj.go.jp/newimmiact_1/)

#### 《For Special permanent residents》

- ◆ Regarding the Special Permanent Resident Certificate, please inquire at the Ashiya City Hall (1F Counter 18, Citizens' Section) about procedures for renewal of the period of validity, changes in items mentioned, reissue of the Certificate, etc.
- ◆ When a child is born whose father and mother are special permanent residents, or one of whom is a special permanent resident, after notification of the birth, it may be required to apply, in the municipality of their residence, for permission for special permanent residence. Please inquire at the Citizens' Section of the City Hall for details. (☎ 38-2030)

### 3-4 【Moving in and out】

Inquiries: Citizens' Section ☎ 38-2030

The Basic Resident Registration is fundamental in clarifying questions of residence of Ashiya citizens and is the basis for various administrative services such as the national health insurance, the national pension, etc.

Type	Period	Required documents
Moving in	Within 14 days of moving in. (It is not possible to file a notification before moving in.)	<ol style="list-style-type: none"> <li>1. Seal (if available)</li> <li>2. Applicant's proof of identification</li> <li>3. Certificate of moving out (issued at the place you are moving from)</li> <li>4. National pension handbook (subscribers only)</li> <li>5. Certification of recipient status for long-term care insurance (affected persons only)</li> <li>6. <i>Zairyu</i> Residence Card or Special Permanent Resident Certificate (of all persons moving in)</li> <li>7. Proof of relationship with the head of household</li> </ol>
Moving out (to another city / country)	Before you move out If you decide to move out of the city / country. Please be sure to file an application without delay.	<ol style="list-style-type: none"> <li>1. Seal (if available)</li> <li>2. Applicant's proof of identification</li> <li>3. National Health Insurance card (subscribers only)</li> <li>4. Medical care certificate for people such as the elderly, children (certificate holders only)</li> <li>5. Certificate of long-term care insurance (certificate holders only)</li> </ol>
Change of residence (within Ashiya)	Within 14 days of change of residence. (It is not possible to file a notification before change of residence.)	<ol style="list-style-type: none"> <li>1. Seal (if available)</li> <li>2. Applicant's proof of identification</li> <li>3. National Pension handbook (subscribers only)</li> <li>4. National Health Insurance card (subscribers only)</li> <li>5. Certificate of long-term care insurance (certificate holders only)</li> <li>6. Medical care certificate for people such as the elderly, children (certificate holders only)</li> <li>7. <i>Zairyu</i> Residence Card or Special Permanent Resident Certificate (of all persons moving in)</li> <li>8. Proof of relationship with the head of household</li> </ol>

### 3-5 【Notification of the Family Register】

Inquiries: Citizens' Section ☎ 38-2030

In accordance with the Family Registration Law, Foreign nationals residing in Japan are required to report births and deaths in the family, and they can do so also in the case of marriage or divorce. To do so, in both cases, registration of residence and procedures at the immigration bureau are required. (In cases of notification of marriage or divorce, procedures differ depending on nationalities. For details please inquire at the Ashiya City Hall Citizens' Section.)

Type	Period	Required documents	Also important
Notification of birth	Within 14 days including the day of birth	<ol style="list-style-type: none"> <li>1. Birth notification form</li> <li>2. Maternity record book</li> </ol>	<ol style="list-style-type: none"> <li>1. Notification is made to the municipal office of your registered domicile or that of the actual place of birth.</li> <li>2. A birth certificate is required. (attached to the notification form of birth; to be filled out and signed by a doctor or a midwife)</li> </ol>
Notification of death	Within 7 days	<ol style="list-style-type: none"> <li>1. Death notification form</li> <li>2. National health insurance Certificate (<i>Kenko Hokensho</i>) (subscribers only)</li> <li>3. National pension notebook (subscribers only)</li> <li>4. Long-term care insurance certificate (certificate holders only)</li> </ol>	<ol style="list-style-type: none"> <li>1. Notification is made to the municipal office of the place of death or that of the person reporting.</li> <li>2. A death certificate is required. (attached to the notification form of death; to be filled out and signed by a doctor)</li> </ol>

■ Notifications for the family registry are also received on Saturdays, Sundays and during the night on weekdays at Ashiya City Hall North Wing Floor B1 Security Office. These notifications are examined on a later day by an official, but if the documents are properly prepared, they are dated according the day received. If possible, please confirm the contents of the documents ahead of time.

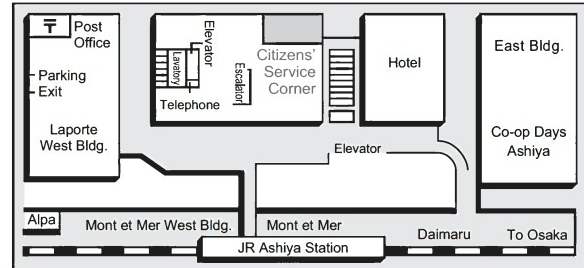
■ In order to prevent identity fraud, etc., the identity of the person submitting a notification (of marriage, divorce, adoption, disowning, adopted child and recognition) is checked.

Please bring any one of the following documents: your *Zairyu* Residence Card, Special Permanent Resident Certificate, driver's license, passport, etc., or a government-issued certificate with your photograph, etc.. It is possible to submit a report without bringing along such identification, but in that case notification of receipt of the report is later sent by postal mail to the person reporting.

# Laporte Citizens' Service Corner

Name	Laporte Citizens' Service Corner
Open hours	Weekdays 10:00 a.m. – 7:00 p.m.
	Saturdays, Sundays, Holidays 10:00 a.m. – 5:00 p.m.
Days closed	December 29 – January 3
	Days the Laporte Main Building is closed (Usually closed 2 <sup>nd</sup> and 3 <sup>rd</sup> Thursdays of the month)
Location	Laporte Main Building 3F, facing JR Ashiya Station 4-1-308 Funado-cho, Ashiya #659-0093
Phone	31-3130

## Guide to the Laporte Citizens' Service Corner (Laporte Main Building, 3F)



※Please inquire by telephone about services offered by the Laporte Citizens' Service Corner.

### 3-6 【National Pension】

Inquiries: Citizens' Section Pension Subsection ☎ 38-2036

The purpose of the National Pension system is to provide security in the event of illness in old age or a disability remaining after an injury.

#### 3-6-1 Eligibility

All persons from age 20 to 60 with a domicile in Japan and not enrolled in another public pension plan (welfare pension, mutual-aid pension, etc.) are eligible.

#### 3-6-2 Period of Enrollment

Persons who have paid the insurance premiums for at least 25 years, when reaching the age of 65, can receive the pension. In the case your stay in Japan was too short for you to qualify for the pension, and your payment of premiums had exceeded 6 months, you will receive a refund if you request it within 2 years after leaving Japan.

- \* For special permanent residents there is a special provision regarding the number of years required.
- \* Persons who were enrolled in a welfare pension or other public pension can count their years in that system towards the years required with the national pension system.

#### 3-6-3 Insurance Premiums

Premiums for the national pension insurance system are revised each year. The amount was ¥15,040 per month as of April 2013.

You can receive additional benefit payments if you pay an extra of ¥400/month. Also, there is a discount plan in insurance premiums for advance premium payment.

#### 3-6-4 Pension Payments

From the age of 65 pension payments can be received. A person who wishes can receive a reduced amount from the age of 60.

In some cases, people with disabilities due to illness or injury, and in some cases also when the policyholder dies, can receive the payments.

### 3-6-5 Welfare Benefits for Pensionless Foreign Senior Citizens

■Content: Benefits are available to senior citizens who could not meet the time requirements for the national pension due to issues related to their nationality or as a result of having lived overseas.

■Eligibility: residents of Ashiya born on or before April 1, 1926 who fall into either of the following 3 categories –

- 1) Individuals registered as residents of Japan according to the Alien Registration Act as of January 1, 1982;
- 2) Individuals registered as residents of Japan according to the Alien Registration Act before January 1, 1982 who acquired Japanese citizenship on or after April 1, 1961 and who did not qualify as recipients of a pension due to not having met the requirements for length of stay;
- 3) Japanese people who stayed overseas for a long time, who returned to Japan on or after April 1, 1961 and who did not qualify as recipients of a pension due to not having met the requirements for length of stay.

Note that the following persons are excluded from eligibility:

1. Recipients of public pension (¥712,000 or more annually)
2. Recipients of special grants like the one provided by Ashiya City for severely disabled people
3. Recipients of welfare (for livelihood)
4. Individuals — or spouse or dependent with duty of support — whose income surpasses the set limit.  
Payment provided is ¥33,233/month (¥398,800/year).

## 3-7 【Taxes】

Taxes fall into the categories of national taxes paid to the central government and Prefecture and City taxes. The main types of taxes handled by the City are as follows:

### 3-7-1 Individual City Tax

Inquiries: Taxation Section Resident Tax Subsection ☎ 38-2016

The costs of maintaining everyday services for citizens (welfare, health, supervision of roads, garbage collection, etc.) are borne by the local residents with this tax.

1. Persons who pay Individual City Tax
  - Those who live in the City as of January 1 of that year and who received an income above a stipulated amount during the previous year.
  - Those who, though not living in the City, have an office, a business establishment or a house there as of January 1 of that year.

2. Persons required to report their income:

Persons subject to taxation are required to report to the City Hall their income of the previous year. The following persons, however, are not required to report their income to the City Hall: those who file a final income tax return (*kakutei shinkoku*); those who had no income in the previous year (though you have to declare in cases when a certificate is necessary); those who receive no income apart from a salary which is reported to the City by the employer.

3. The amount of tax

The amount of tax to be paid is the total of “income levy” (a percentage of income) plus (when income exceeds a specified amount) a “per capita levy”. The fiscal year 2013 is as below.

• Income levy:	Taxable income level	Tax rate
	Uniform for all	City tax: 6% Prefectural tax: 4%

- Per capita levy:

The per capita levy for Ashiya residents is ¥3,000 per year, to which is added the per capita levy of ¥1,800 per year for Hyogo Prefecture residents.

※There will be an increase in the period 2014 to 2023, as follows:

The per capita levy for Ashiya residents will be ¥3,500 per year, to which will be added the per capita levy of ¥2,300 per year for Hyogo Prefecture residents.

4. Reduction and exemption from City Tax

Those who satisfy the necessary requirements and apply before the deadline can in some cases be reduced or exempted from paying the City Tax.

### 3-7-2 Fixed Assets Tax and City Planning Tax

Inquiries: Taxation Section Fixed Assets Tax Subsection ☎ 38-2017

The Fixed Assets Tax is levied every year on those who, as of January 1 of that year, own real property, such as land, housing and other types of depreciable assets (all referred to here as fixed assets). The tax is calculated based on the value of the fixed assets.

The City Planning Tax is levied to cover the costs of city planning undertakings and land adjustments. It is paid together with the Fixed Assets Tax.

#### 1. Persons who pay the Fixed Assets Tax and the City Planning Tax

Land	Persons entered in the property tax ledger as owners
Housing	Persons entered in the property tax ledger as owners
Depreciable assets	Persons entered in the depreciable assets ledger as owners

#### 2. Calculating the tax

- The Fixed Assets Tax = The Fixed Assets Tax base × tax rate 1.4%
- The City Planning Tax = The City Planning Tax base × tax rate 0.3%

### 3-7-3 Light Vehicle Tax

Inquiries: Taxation Section Management Subsection ☎ 38-2015

Levied on those who own motorized bicycles, light motor vehicles, small-sized special motor vehicles, and two-wheeled small-sized motor vehicles as of April 1 of that year.

The places for procedures and the required documents are as follows:

Category	Place	Phone
Motorized bicycle (125 cc or under); small-sized special motor vehicles	Ashiya City Hall Taxation Section Tax Certification Counter	(0797) 38-2015
Two-wheeled vehicles over 125 cc	Hyogo Land Transportation Dept. Kobe Transportation Bureau Branch, 34-2 Uozakihama-cho, Higashinada-ku, Kobe #658-0024	(050) 5540-2066
3 and 4-wheeled light vehicles	Light Motor Vehicle Inspection Organization, Hyogo Office 67-1 Isumi Aza Magota, Tamatsu-cho, Nishi-ku, Kobe #651-2145	(078) 927-3648

### 3-7-4 Payment of Taxes

Inquiries: Taxation Section Management Subsection ☎ 38-2015

For the ordinary collection of individual city taxes, fixed assets taxes, city planning taxes and light vehicle taxes, a tax notice and a payment form is sent to each individual. When paying, take the payment form to a financial institution such as a bank or post office, or to the Taxation Section of the City Hall.

※As of fiscal 2014 it will be possible, with some exceptions, to pay via a convenience store, a computer, a mobile phone or an ATM.

#### ■ Payment by account transfer:

Payment by account transfer means that payment is transferred automatically from your savings account.

By using account transfer, you will not need to go to a bank or post office each time you send payment; the transfer is automatic. If you would like to arrange for this way of paying, fill out the “City Tax Payment-by-Account Transfer Request Form” which is available at the City Hall Taxation Section and at post offices and banks, and leave it in the box provided there. Procedures take about one month.

### 3-7-5 Issuing of the Various Certificates

Inquiries: Taxation Section Management Subsection ☎ 38-2015

If you need a document certifying payment of City and Prefectural Taxes, Fixed Assets Taxes or Light Vehicle Taxes, please bring your driver’s license or other identification to apply. If another person is to apply for you, a letter of proxy will be required.

■ The fee for issuing each certificate is ¥300.



## 3-8 【National Health Insurance (*Kokumin Kenko Hoken*)】

Inquiries: Insurance Section Insurance Subsection ☎ 38-2035

In Japan there is a system of public medical insurance so that, in the case of illness or injury, a person can feel secure and receive medical treatment. The National Health Insurance is a mutual-help system by which everyone contributes payments regularly so as to reduce the expense involved when someone needs to see a doctor.

### 3-8-1 Eligibility

Persons who meet the following conditions are enrolled in the National Health Insurance of Ashiya City:

- 1) Living in Ashiya
- 2) Registered as a resident
- 3) Having a valid visa and likely to reside in Japan more than 3 months
- 4) Not being enrolled in a public health insurance plan at the place of work
- 5) Not being enrolled in a Medical Care System for the Elderly Aged 75 and over
- 6) Not receiving livelihood protection

### 3-8-2 National Health Insurance Card

Each person, when enrolled, is issued a National Health Insurance Card.

- 1) When seeing a doctor, present your card at the reception.
- 2) The card cannot be used by anyone other than the person whose name is on the card. Use of the card by a different person is punishable by law.
- 3) Please be sure to return your card if you are moving out of Ashiya or if you enroll in another health insurance plan.

### 3-8-3 Paying the Health Insurance Premiums

Premiums for the National Health Insurance are calculated each year in accordance with the number of members of a household and their income of the previous year.

The insurance premiums are paid in 8 monthly installments from July to February of the following year.

Please use the payment slips sent by the City to pay at a financial institution or at the City Hall.

Note that payment by account transfer is convenient. If you want to arrange for this, fill out an application form available at a financial institution or the City Hall and apply there.

※As of fiscal 2014 it will be possible, with some exceptions, to pay via a convenience store, a computer, a mobile phone or an ATM.

### 3-8-4 Insurance Benefits

When seeing a doctor at a medical institution that accepts National Health Insurance, in principle the patient pays 30% of the cost (with some variation depending on age).

The following, however, are not covered by the National Health Insurance:

- Medical examinations
- The thorough “*ningen-dokku*” physical examination
- Eutocia (normal childbirth)
- Cosmetic surgery
- Extra hospital room charge
- Vaccinations
- Orthodontics
- Injury or illness incurred on the job (workmen’s accident compensation insurance takes precedence)
- Injury or illness due to a traffic accident (except when notification of injury or sickness due to a third party is submitted)

Other benefits are as follows:

- 1) High-cost medical care expenses: A partial refund when the financial burden on the patient is great.
- 2) Childbirth and child care lump-sum allowance: paid when the policyholder gives birth

- 3) Funeral expenses: paid to the chief mourner of the funeral when the policyholder dies
- 4) Medical expenses: A partial refund in such cases as when the policyholder sees a doctor without submitting the insurance card, due to an unavoidable cause, and pays the full medical fee, or when a supportive device such as a corset is made
- 5) Medical expenses abroad: A partial refund in the case of seeing a doctor while abroad due to sudden illness, etc. (excluding travel abroad for the purpose of receiving treatment). This partial refund does not apply, however, to medical treatment not covered by the National Health Insurance inside Japan.
- 6) Other benefits: There are benefits apart from 1-5 above. For details, please inquire.  
To receive payment, there are required documents. Please be sure to inquire ahead of time.

### 3-9 【Medical Care System for the Elderly Aged 75 and over】

Inquiries: Insurance Section Medical Care for the Elderly Aged 75 and over Subsection ☎ 38-2037

This is a medical insurance system for the elderly aged 75 and over (or those aged 65 and over who have a certain disability).

#### 3-9-1 Eligibility

Persons who fit all of the following requirements are enrolled in the Ashiya City Medical Care System for the Elderly Aged 75 and over:

- 1) Persons aged 75 and over, or 65 and over if suffering impairments
- 2) Living in Ashiya City
- 3) Registered as a resident
- 4) Having a valid visa and likely to reside in Japan more than 3 months
- 5) Not receiving livelihood protection

#### 3-9-2 Paying the Health Insurance Premiums

Premiums are calculated for each individual in accordance with his or her income of the previous year.

There are two ways of paying: deduction from pension payments received (the special collection of premiums) or payment by using a payment form at a financial institution (the ordinary collection of premiums). It is also possible to arrange to have the premiums withdrawn from your bank account.

※Payment through convenience stores is possible from fiscal 2014 (please note that there are exceptions).

#### 3-9-3 Insurance Benefits

When seeing a doctor at a medical institution that handles Medical Care for the Elderly Aged 75 and over, the patient pays either 10% or 30% of the cost. The percentage paid by the patient is determined according to the amount of residence tax on taxable income.

The following, however, are not covered by this insurance:

- Medical examinations      ● The thorough “ningen-dokku” physical examination
- Cosmetic surgery
- Extra hospital charge for bed, etc.
- Vaccinations                      ● Orthodontics
- Injury or illness incurred on the job (workmen’s accident compensation insurance takes precedence)
- Injury or illness due to a traffic accident (except when notification is submitted that the injury or sickness is due to a third party)

Also, in the case of hospitalization, the cost of meals (the standard shared burden) is borne by the patient.

Other benefits are as follows:

- 1) High-cost medical care expenses: A partial refund when the financial burden on the patient for a given month exceeds an upper limit
- 2) High-cost nursing and medical care total expenses: an arrangement to reduce a high-cost burden on the patient. Payment is made if the sum of costs for the patient over one year for medical insurance plus nursing care insurance exceeds an upper limit
- 3) Funeral expenses: paid to the chief mourner of the funeral when the policyholder dies
- 4) Medical expenses: A partial refund in such cases as when the policyholder sees a doctor without submitting the insurance card, due to an unavoidable cause, and pays the full medical fee, or when a supportive device such as a corset is made

- 5) Medical expenses abroad: A partial refund in the case of seeing a doctor while abroad due to sudden illness, etc. (excluding travel abroad for the purpose of receiving treatment). This partial refund does not apply, however, to medical treatment not covered by the National Health Insurance inside Japan.
- 6) Other benefits: There are benefits apart from 1-5 above. For details, please inquire.  
To receive payment, there are required documents. Please be sure to inquire ahead of time.

### 3-10 【Long-term Care Insurance】

Inquiries: Long-term Care Insurance Section Certification Subsection ☎ 38-2024

Long-term Care Insurance is a social insurance system which provides, overall, benefits of insurance and medical service, as well as welfare services, in accordance with the patient's mental and physical condition, when long-term care is needed for a bed-ridden patient with an illness such as dementia.

#### 3-10-1 Persons Who Are Enrolled

Foreign nationals living in Japan are also required to enroll in this system. This requirement applies to the following persons living in Ashiya City:

- 1) Persons aged 65 and over
- 2) Persons aged 40 to 64 who are enrolled in the National Health Insurance or in a public medical insurance at their place of work
- 3) Persons having a valid visa and likely to reside in Japan more than 3 months

#### 3-10-2 When Long-term Care Is Needed...

When long-term care and watchful attention is needed in daily life for meals, bathing, excretion, etc., please apply for the Certificate of Needed Long-term Care. Applications are examined, judged and acknowledged in accordance with a standard common to the whole country, and assigned to one of 7 levels of needed Long-term Care: "Support Necessary" (levels 1 and 2) and "Long-term Care Necessary" (levels 1-5).

#### 3-10-3 Services Available

Services available include those received at home (Home Care Services) and those which are received when entering a facility (Service at Facilities). The upper limit on costs of services using Long-term Care Insurance differs according to the Long-term Care level.

#### 3-10-4 Costs for Using the Services

When making use services of the Long-term Care Insurance, in principle the user pays 10% of the cost. The remaining 90% is paid by the insurance.

The costs for daily life and for meals and stay (cost for the stay at a facility) incurred using the services are paid entirely by the patient. (For low-income earners there is a reduction in the costs for meals and stay.)

Regarding Home Care Services, there is a maximum per-month payment (the upper limit for insurance payments) fixed according to the level of needed long-term care. Costs exceeding this maximum are paid entirely by the user.

#### 3-10-5 Insurance Premiums

Inquiries: Long-term Care Insurance Section Premium Subsection ☎ 38-2046

For persons aged 65 and over, premiums are set by Ashiya City.

The monthly premiums as of April 2013 were ¥5,090, this being deducted from the pension payments of persons receiving an annual pension of ¥180,000 or more. Other persons make the payments at a financial institution, etc. using a payment form. Note that premiums are determined in accordance with level of income.

The cost of premiums for persons aged 40 to 64 who are enrolled in a medical insurance plan follows a different calculation, which depends on that health insurance plan. Payment is made together with medical insurance premiums, and there are no procedures for the policyholder to see to.

### 3-11 【Welfare Medical Expenses Subsidy System】

Inquiries: Community Welfare Section Welfare and Medical Treatment Subsection ☎ 38-2076

Welfare Medical Expenses Subsidy System is a system by which Hyogo Prefecture and Ashiya City provide partial assistance, reducing the financial burden of medical expenses with a subsidy for persons pertaining to one of the programs offered.

Please inquire for details on eligibility and conditions regarding income.

- Medical Expenses Subsidy System for the elderly
- Medical Expenses Subsidy System for fatherless families
- Medical Expenses Subsidy System for infants, etc.
- Medical Expenses Subsidy System for people with disabilities and senior citizens with disabilities
- Medical Expenses Subsidy System for children

### 3-12 【Health (Pregnancy and Child Care)】

Inquiries: Health Center ☎ 31-1586

The Ashiya City Public Health Center, in its mission to care for the health of Ashiya citizens, carries out a wide range of services. In order to lead an enjoyable and fulfilling life, it is important to maintain a healthy mind and body.

#### 3-12-1 Adult Health Care Services

Please inquire for detailed information on schedules and fees.

- 1) Issuing of a Health Record Notebook: To help citizens aged 40 and over improve their health, a Health Record Notebook is issued containing advice on preserving good health, a mini-guide for a healthy life, etc.
- 2) Medical examination: A health checkup (a 3-hour “*ningen dokku*”) with examinations for stomach cancer and other types of cancer, osteoporosis (for an extra charge), and a dental checkup (free of charge)
- 3) Specific medical examination, and medical examinations for Medical Care for the Elderly Aged 75 and over: An examination with emphasis on early discovery of lifestyle diseases
- 4) Home visits to support health care: For persons aged 40 and over: a visit by a public health nurse to provide guidance for preventive care or when a problem comes to light in examination results
- 5) Health education: Lectures on health, instruction on exercise and nutrition, personal consultations on improving one’s lifestyle
- 6) Health consultations: personal consultations with a doctor, dentist, public health nurse or dietitian

#### 3-12-2 Mother and Child Health Care Services (Pregnancy, Childbirth, Child Care)

A Maternity Record Notebook is issued to those who are acknowledged by a medical institution to be pregnant. This notebook is designed for recording the condition of health of the mother and the child. It is required for medical checkups of mother or baby and when receiving a vaccination. Also, at the time of issuing the notebook, financial assistance is provided for medical examinations of the pregnant woman (a maximum of ¥5,000 each time, for a maximum of 14 times).

##### 《Medical checkups for infants》

Medical checkups are provided at the Ashiya City Public Health Center for infants at 4 months of age, at 1 year and 6 months, and at 3 years. Some medical institutions do checkups at 10 months.

If you are worried that your child may have some allergy, you can inquire at the Ashiya City Public Health Center, where allergy examinations are done. Information is sent directly to those inquiring.

##### 《Vaccinations for infants》

Periodic vaccinations such as for polio and BCG are carried out at designated medical institutions in Ashiya City. Please inquire at the Ashiya City Public Health Center about ages for vaccinations, the number of vaccinations, and the designated medical institutions.

### 3-13 【Child Day Care Center】

Inquiries: Childcare Section ☎ 38-2128

When the usual circumstances of guardians leave them unable to take care of their children, due to work, illness or a need to tend to a sick person, child welfare institutions can look after children in place of the guardians.

The hours of this service are arranged by consultation, taking into consideration the working and commuting hours of the guardians.

The fee for child day care center is determined in accordance with the guardians' income tax or resident tax of the previous year.

Please inquire at the Childcare Section of the City Hall about procedures for enrolling a child.

### 3-14 【Education (Schools and Kindergartens)】

Inquiries: Board of Education Management Section ☎ 38-2085

#### 3-14-1 Educational System

Compulsory education in Japan takes in elementary school (ages 6 to 12) and junior high school (ages 12 to 15), 9 years in total. Beyond that, those who would like to further their education can, after passing the required entrance examinations, go on to 3 years of senior high school and 4 years of university (or 2 years of junior college). The academic year for all schools runs from April to March. There are national schools (now referred to as "Incorporated Administrative Agency"), public schools (either prefectural or municipal) and private schools.

#### 3-14-2 Elementary Schools and Junior High Schools

If you would like to enroll your children in a municipal elementary school/junior high school, please inquire at the Board of Education Management Section on the 4<sup>th</sup> Floor of Ashiya City Hall, North Wing. The school is determined by the area in which you live. Classes are in Japanese. There is no tuition fee, but you must pay the fee for the lunches provided at the school, and cover the costs of school supplies, school trip, etc.

#### 3-14-3 Entering a Kindergarten

There is no district system for the Municipal kindergartens (2-year childcare). You may choose any kindergarten which is within walking distance from your home. A guardian brings the child to and from the kindergarten, in principle on foot.

The call for applications is in October each year. For details, please see the "Kindergarten Guide" distributed at each kindergarten (available only in Japanese).

#### 3-14-4 Japanese Instructors

Some pupils attending public elementary and junior high schools in the city may encounter difficulties with the classes in Japanese. To help those pupils adapt more quickly to school life, in some cases volunteer instructors of Japanese can be dispatched for short periods.

Please consult at your school.

#### 3-14-5 Reducing the Burden of Guardians

For guardians who have difficulty paying school expenses, there is a system by which a partial benefit payment or a remission of school fees is provided. Please inquire about details, which vary according to the guardians' income. The following benefits are available:

- ◆The Private Kindergarten Attendance Grant
- ◆Subsidy for Schooling
- ◆An exemption from municipal kindergarten care charges
- ◆Ashiya City Scholarship
- ◆Subsidy for Korean School Attendance

### 3-14-6 Places to Contact Regarding the Education of Children of Foreign Nationality

(Source: The Children's Multicultural Center)

Type of consultation	Place	Contact telephone and address	Times	Other
Education	The Children's Multicultural Center	0797-35-4537 1-2 Niihama-cho, Ashiya (at Hyogo Prefectural International High School)	Monday – Friday 9:00 a.m. – 5:00 p.m.	With an appointment in advance, oral translation to the native language is possible
	Hyogo Children Crisis Consultation Center	☎0120-783-111 2006-107 Yamaguni, Kato (at Hyogo Prefecture <i>Kyoiku Kenkyusho</i> )	Monday – Friday 9:00 a.m. – 5:00 p.m.	By appointment
	Hyogo Prefectural Special Support Education Center	☎078-222-3604 2-1-1 Sakaguchidori, Chuo-ku, Kobe (Hyogo Welfare Center, 3 <sup>rd</sup> Floor)	Monday – Friday 9:00 a.m. – 5:00 p.m. Saturday 9:00 a.m. – 12:00 noon	By appointment
Entering or changing schools	Ashiya City Board of Education Management Section	☎0797-38-2085 7-6 Seido-cho, Ashiya- (at Ashiya City Hall)	Monday – Friday 9:00 a.m. – 5:30 p.m.	
Other consultations	Hyogo International Association Information and Advisory Service	☎078-382-2052 1-1-3 Higashikawasaki-cho, Chuo-ku, Kobe (Kobe Crystal Tower, 6 <sup>th</sup> Floor)	Monday – Friday 9:00 a.m. – 5:00 p.m.	Languages used: English, Chinese, Spanish, Portuguese