

Words of the Month

Hard Work Doesn't Betray.

General Affairs Department

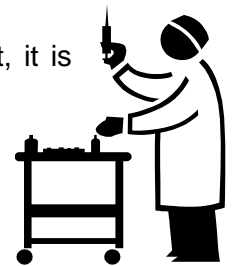


Submit Year-End Tax Adjustment Form

Year-end tax adjustment form was attached to your salary statement last month. Please submit it by the deadline. As the attached explained, your dependents have to be your relatives and have earned less than ¥1.03 million within 2017. If you add wrong person as your dependent, the Tax Office will ask us to review your tax exemption for dependents and recalculate the tax. Please double-check how much your dependents earn. If your relatives earn more than ¥1.03 million but are listed on the year-end tax adjustment form, please cross off the names with double lines.

The Influenza Prevention

- ① **Flu Vaccine Shot**...Even if you get flu shot, you might still get sick with the flu. But, it is reported that the flu shot reduces the risks of severe symptoms.
- ② **Handwashing**...Handwashing is the effective way to remove virus from your hands. It's the basic for infection prevention.
- ③ **Proper Humidity**...Dry air weakens defense function of your throat and increases the risks of getting the flu. Humidifier can help maintaining proper humidity between 50-60%.
- ④ **Enough Rest and Balanced Meals**...Have enough rest and balanced meals on daily basis to boost your immune system.
- ⑤ **Avoid Crowds**...In the flu season, it's better to refrain from going out to crowded and busy places. If you need to go out, wear a mask and make it quick.



As mentioned above, the flu shot can reduce the risks of severe symptoms. Ask your doctor for more details. We recommend you to take the shot.

Annual Health Examination

We conducted annual health examination on October 14, 21 and 28. If you have problems on your health exam results, have re-examination (detailed examination) as soon as possible. You need to pay for the re-examination, so bring health insurance card with you. In addition, those who pass the exam should be careful to maintain a regular routine and stay healthy.

Interpretation Service at the Pension Office

Hamamatsu-Nishi Pension Office started interpretation services in multiple languages from October 2017. Please check the details below. If you have questions about pension systems in Japan or your pension eligibility, go visit their office. You can make an appointment as well. Call 0570-05-1165 for an appointment.

Office Hours	9:00 – 17:00 (Monday – Friday)
Language	English, Chinese, Korean, Portuguese, Spanish
Consulting Topics	Any topics related to pension
Notes	<ul style="list-style-type: none">• You can't have the interpretation service on the phone.• This service is free of charge.