

## Submission document chart for dependent certification

- ◎ "Certification target" on this chart is the "family member" applying as dependent for health insurance
- ◎ As long as the picture is clear the document maybe a photo copy. ◎ Please submit certificates, such as certificate of residence, which were issued within the last 3 months.
- ◎ In case we are not able to confirm the relationship between the dependent and insured person or the fact of livelihood maintenance we may request for additional document submission.

Where to obtain the documents		Japan Health Insurance Association Website		Municipalities			School	Current employment	previous employment †	Tax Office		Financial Institution	Pension Office	Confirmation of parents joint support for child ※5		Remarks		
		Situation		Living separately ※1	Married			Part-time job	Resigned within a year ※3	Self employed Income from real estate	Business close	Living separately	Pension recipient	Spouse enrolled in social insurance	Spouse enrolled in National Health Insurance			
Documents to be submitted ※When applying for Official documents please request for "Personal number (My ※Copy is accepted for the submitting documents		Dependent Insurance Enrollment Form (increase)	Dependent Data Form	Pension Handbook	Certificate of Residence for the whole family (Must include relationship description) (DO NOT list personal number)	Certificate of Family Register (Check relationship between insured individual)	Marriage certificate (Not required when the spouse is listed on the Certificate of Residence for the whole family)	(Non) Tax certificate (Must fill out income column)	"Student ID" or "Certificate of enrollment"	or Employment agreement (Notice of employment)	"Salary Slip" last 3 months	Resignation certificate	"Tax return" and "Balance Sheet" or "Blue Return"	Sole proprietorship's "Business closure notification form"	Document to prove payment last 3 months (Cannot be handed)	"Lastest "Notice of pension revision" or "Pension transfer notice"	Proof of "Maternity leave-Childcare leave" or Spouse's "tax withholding slip" or Spouse's "Tax Return" and "Balance Sheet" or "Blue Return"	Spouse's "Tax Return"
Spouse	Unemployed (No income)	○	○	○	○	△	○	△	○	○	○	○	○	○	○	○	<ul style="list-style-type: none"> <li>• In case of common law spouse, relationship on certificate of residence has to be "Not officially registered wife (husband)"</li> <li>• In case of "Housemate" cannot be certified</li> <li>• Pension handbook is necessary for national pension procedure.</li> </ul>	
	Unemployed (Resigned within a year from )	○	○	○	○	△	○	○	○	○	○	○	○	○	○	○		
	In employment	○	○	○	○	△	○	○	○	○	○	○	○	○	○	○		
Child	Finished compulsory education	○	△	△	△	△	△	△	△	△	△	△	△	△	△	△	<ul style="list-style-type: none"> <li>• Spouse's stepchild to be dealt the same as biological child</li> <li>• In case the spouse is not the insured individual's dependent, there is a need to check the parent's joint support for child.</li> </ul>	
	Students above High school (Schools including prep schools which school year is over 1 year)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		
	Other than students: Finished over compulsory education (Night school, Online program, other schools with school year less than 1 year)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		
Parents / Grandparents	Unemployed	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	<ul style="list-style-type: none"> <li>• Submission of proof of income for all certification target ("Family member" applying as dependent) and other members living together is required. In case the member is a student or below, proof of income is unnecessary.</li> <li>• In case the certification target and spouse are living separately, the spouse's proof of income needs to be submitted,</li> <li>• Household separation (Separate householder under the same address) are generally dealt as separated.</li> </ul>	
	Unemployed (Resigned within a year from )	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		
	In employment	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		
Siblings / Grandchild	Finished compulsory education	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	<ul style="list-style-type: none"> <li>• To check the priority obligation of support, submission of proof of income for all members living together is required. In case the member is a student or below, proof of income is unnecessary.</li> <li>• Specify the reason to seek certification as the dependent family of the insured individual on the Dependent data form.</li> </ul>	
	Students above High school (Schools including prep schools which school year is over 1 year)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		
	Other than students: Finished over compulsory education (Night school, Online program, other schools with school year less than 1 year)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		
Relatives other than above (Must be living together)	Finished compulsory education	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	<ul style="list-style-type: none"> <li>• To check the priority obligation of support, submission of proof of income for all members living together is required. In case the member is a student or below, proof of income is unnecessary.</li> <li>• Specify the reason to seek certification as the dependent family of the insured individual on the Dependent data form.</li> </ul>	
	Other than students: Finished over compulsory education (Night school, Online program, other schools with school year less than 1 year)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		
	Students above High school (Schools including prep schools which school year is over 1 year)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		

※1 In case the insured individual is on solo transfer due to company reason this is dealt as living together. In this case, if the certification target is not the spouse or child, they must be living with the insured individual's spouse or child. If the child is living away from parents due to school attendance, this is dealt as living together.

※2 When insured individual and certification target has as different surname this is necessary.

※3 Regarding resignation certificate

Submitting documents for retirees who resigned within a year from the submission date are as follows. In case of (3) ~ (4) written oath (Health insurance specific format) attachment is necessary

Situation	Submitting documents
(1) Not enrolled in employment insurance	Resignation certificate (States that you were not uninsured in employment insurance) + 1 months payslip (copy)
(2) Receiving unemployment insurance or finished	Certificate of employee insurance eligible recipient (copy)
(3) Not receiving unemployment insurance or not qualified	Employment insurance insured certificate of unemployed 1・2 (copy) + Pledge concerning dependant certification (Download from website)
(4) Extending payment of unemployment insurance	Employment insurance insured certificate of unemployed 1・2 (copy) + Notification of extension on employment insurance + Pledge concerning dependant certification (Download from website)

※4 (1) In the case of newly started own business (or has started new business however have not done tax return yet) submit "business plan" or "notification of opening of business"

(2) In case own business was closed, submit "business closure notice" or "memorandum"

(3) In case the certification target is self employed, the income will be "Gross income — Direct required expenses". Direct required expense means the cost to stock raw materials for production activity (Purchasing cost, material cost, outsourcing cost for processing), indirect cost such as utility costs • entertainment expenses are not included

### ※5 Parent's joint support for child

- Married couples with children have the responsibility support the child together. (Parent's joint support for child)
- In case of health insurance, when parents support the child together, the child will be the dependent of whichever parent that has higher income.
- For this reason, if one of the parents is not an insured individual of Amazon Japan Health Insurance, we will request for the proof of income for verification.
- Income includes salary income and other incomes. Amazon employees who has income such as RSU other than their monthly salary income, and as a result their income becomes higher than their spouse, they are eligible to have their child as their dependent by submitting their latest tax return.