

When applying for a member of your family or relatives as your additional dependent

【Conditions and Explanation】

This procedure is required when there is a change in dependents (as additional) due to family members who has been newly accompanied, marriage, childbirth, divorce, spouse quitting work, etc.

In order to be certified, in principle, it is necessary to meet the following four conditions. You must apply attaching certificates (documents) that make sure below 4 conditions apply and he/she is necessary to be certified by the Health Insurance Organization. Then the health insurance card for your dependent will be provided.

1. Supported mainly from the income of the insured person
2. Within the scope of those who can become dependents: The range of family members who can become dependents is determined to be relatives within the third degree of kinship. In addition, the conditions differ depending on whether you live together or separate.
3. Be under 75 years of age
4. Have a certificate of residence in Japan

【Procedure】

Documents for submission		Notification of Change of Health Insurance Dependents (健康保険被扶養者異動届 Kenko Hoken Hifuyosha Ido Todoke)
Other required documents		Documents proving that you meet the criteria for recognition of dependents (please confirm below)
Eligible person		Employees who have a family change occurred recently
Deadline		Within 5 days in principle after the occurrence of the family change
Submit to	NML/ Nissan Motor Kyushu	Internal mail : A) 人事 SC (中国) 家族異動担当 ` A)HR SC (China) Family Transfer Officer “ sending by mail : 〒220 – 8686 横浜市西区高島 1-1-1 日産自動車株式会社 A) 人事 SC (中国) 家族異動担当 `1-1-1 Takashima, Nishi-ku, Yokohama, Kanagawa, 220-8686, Nissan Motor Co. A) HR SC (China) Family Transfer Officer ”
	Other company	Health Insurance Counter in each related office

Attachment Details

When you have a dependent at the same time as you join the company	<input type="checkbox"/> Certificate of residence (住民票 Jumin Hyo) with a relationship for all members of the household <input type="checkbox"/> Certificate of income (収入証明書 Shunyu Shomei Sho) Example: (With income: Pay slips for the last three months, etc.) (Without income: Tax exemption certificate, retirement certificate, etc.) <input type="checkbox"/> Declaration of Dependent Status (扶養状況申告書 Fuyo Jokyo Sinkoku Sho) *in case of upper 18 years old <input type="checkbox"/> National Pension No. 3 Notification Form (国民年金第三号届出書 Kokumin Nenkin Daisango Dodokedesho)
When you get married	<input type="checkbox"/> Certificate of residence (住民票 Jumin Hyo) with a relationship for all members of the household <input type="checkbox"/> Certificate of income (収入証明書 Shunyu Shomei Sho) Example: (With income: Pay slips for the last three months, etc.) (Without income: Tax exemption certificate, retirement certificate, etc.) <input type="checkbox"/> Certificate showing the date of marriage <input type="checkbox"/> Declaration of Dependent Status (扶養状況申告書 Fuyo Jokyo Shinkoku Sho) *In case of 18 years old and above <input type="checkbox"/> Disqualification certification (資格喪失証明書 Shikaku Soshitsu Shomei Sho) *In case of National Health Insurance or uninsured is not required <input type="checkbox"/> National Pension No. 3 Notification Form (国民年金第三号届出書 Kokumin Nenkin Daisango Todokede Sho)
When your spouse quits the job	<input type="checkbox"/> Certificate of residence (住民票 Jumin Hyo) with a relationship for all members of the household <input type="checkbox"/> Retirement certificate (退職証明書 Taishoku Shomei Sho) or disqualification certificate (資格喪失証明書 Shikaku Soshitsu Shomei Sho) <input type="checkbox"/> Declaration of Dependent Status (扶養状況申告書 Fuyo Jokyo Shinkoku Sho) *In case of 18 years old and above <input type="checkbox"/> National Pension No. 3 Notification Form (国民年金第三号届出書 Kokumin Nenkin Daisango Todokede Sho)
When your child was born	<input type="checkbox"/> Residence certificate showing the relationship of all household members