

Social insurance		
Category	Process Timing	Service Content
Health insurance / welfare pension	Yearly	Create and submit a calculation basic report
	Monthly	Create and submit a monthly change notification
	X times/Year	Create and submit a bonus payment notification / bonus payment report summary
	As needed	Create and submit a qualification acquisition notification
	As needed	Create and submit a qualification loss report
	As needed	Create and submit a name change (correction) notification
	As needed	Create and submit an address change notification
	As needed	Prepare and submit a health insurance dependents (change)
	As needed	Create and submit a notification of classification change of national pension No. 3
	As needed	Create and Submit a notification of national pension No. 3 insured person's name change
	As needed	Create and Submit a notification of national pension No. 3 insured address change
	As needed	Prepare and submit of an applicant for getting a childbirth before and after childbirth
	As needed	Making changes and submitting notification of change (termination) of acquirer before and after childbirth
	As needed	Create and submit a monthly change notification at the end of prenatal postpartum break
	As needed	Create and submit an application form for new child care leave etc. (new / extended)
	As needed	Creating and submitting an end notification of childcare leave etc
	As needed	Create and submit a time remuneration monthly change notification at the end of Childcare leave
	As needed	Prepare and submit a nurturing special exemption request form
	As needed	Create and submit a nursing-care insurance exemption (applicable / not applicable)
	As needed	Notification of Loss of Qualification /Create and submit Over 70 years old Applicant Applicable / Not applicable Notice
	As needed	Prepare and submit a re-issuance application
	As needed	Prepare and submit a medical treatment expenses application
	As needed	Prepare and submit a high-cost medical care payment application
As needed	Create and submit a credit application application	
As needed	Create and submit an injury and disease allowance payment application	
As needed	Create and submit an application for payment of lump-sum birth payment or a lump sum payment application	
As needed	Prepare and submit a childbirth allowance grant application	
Employment insurance	As needed	Create and submit a qualification acquisition notification
	As needed	Notification of Loss of Qualification / Create and Submit an Employment Certificate
	As needed	Create and submit name a change notification
	As needed	Create and submit a wage certificates etc at the age of 60
	As needed	Create and submit a monthly wage certificate (child caring) at the time of closure
	As needed	Create and submit a childcare leave benefit confirmation slip
	As needed	Creation and submit a monthly wage certificate (childcare / nursing care) at the time of closure
	As needed	Create and submit an application for childcare leave benefit entitlement confirmation slip and childcare leave basic benefit payment
	As needed	Create and submit a nursing care leave benefit payment application
As needed	Prepare and submit an application for continuous employment benefit payment for older employees	
Labor Insurance	Yearly	Estimate labor insurance - Create and submit a declaration premium declaration
	As needed	Prepare and submit an agreement notification (36 agreement) on overtime / holiday work
	As needed	Create and submit an overall comprehensive safety and health manager, safety manager, sanitation supervisor, industrial physician appointment report
	As needed	Create and submit a medical treatment (compensation) benefit invoice
	As needed	Create and submit an invoice for medical treatment (compensation)
	As needed	Create and submit a leave (compensation) benefit payment invoice
	As needed	Prepare and submit a casualties report
	As needed	Create and submit a Third-party act Disaster notification