

Name: _____

Submission date: _____

No.	Document	Prepared	Before submitting
1	Application for extension of period of stay 在留期間更新許可申請書	☐	☐ Sign · all pages
APPLICANT's documents			
2	ID photo (3×4cm) 証明写真	☐	☐ Attach photo · name on back
3	Passport パスポート	☐	☐ Original + color copy
4	Residence Card 在留カード	☐	☐ Original + color copy
5	Résumé (CV) 履歴書	☐	☐ Check name · dates
6	Income certificate – latest year 個人住民税の課税証明書（最新年度）	☐	☐ Original · issued within 3 months
7	Tax payment certificate – latest year 個人住民税の納税証明書（最新年度）	☐	☐ Original · issued within 3 months
8	Employment Contract / Terms 雇用契約書	☐	☐ Check name · dates
Documents prepared by the COMPANY			
9	Individual dispatch contract 労働者派遣個別契約書	☐	☐ Check name · dates
10	Pledge from the dispatch agency 申請人の派遣労働に関する誓約書（派遣元用）	☐	☐ Sign · all pages
11	Pledge from the host company 申請人の派遣労働に関する誓約書（派遣先用）	☐	☐ Sign · all pages
12	Dispatch agency management record 派遣元管理台帳	☐	☐ Check name · dates
13	Host company management record 派遣先管理台帳	☐	☐ Check name · dates
14	Work status report 就業状況報告書	☐	☐ Check name · dates
15	Company's withholding tax summary 給与所得の源泉徴収票等の法定調書合計表の写し	☐	☐ Check name · dates
16	Declaration about the organisation's representative 所属機関の代表者に関する申告書（参考様式）	☐	☐ Check name · dates

※ This sheet is for your own check – do NOT submit it to Immigration. Case-by-case documents: see the guide.

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