**“*ANNEX A”***

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| **EMPLOYER/COMPANY** | | **:** |
| **WORKER** | | **:** |
| **JOB POSITION/TITLE** | | **:** |
| *Job Description* | | **:** |
| 1. **List of Actual Duties/Work Assignment of the Worker** | | |
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| 1. **List of Criteria/Qualifications Required by the Company** | | |
|  | College Graduate/Bachelor’s Degree in \_\_\_\_\_\_\_\_\_\_\_ | |
|  | Language Proficiency:   1. Japanese Language – JLPT \_\_\_ level or its equivalent 2. English Language – Business level | |
|  | Related Experience: at least \_\_\_\_\_ year/s | |
|  | Others: \_\_\_\_\_\_ | |
|  | Others: \_\_\_\_\_\_ | |

**“*ANNEX B”***

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| **SALARY SCHEME/BREAKDOWN** | | |
| **EMPLOYER/COMPANY** | **:** | |
| **WORKER** | **:** | |
| **JOB POSITION/TITLE** | **:** | |
| 1. **Basic Monthly Salary** | | : JPY |
| 1. **Approximate Deductions** | |  |
| 1. Income Tax | | : JPY |
| 1. Social Insurance/Shakai hoken *(health insurance, employment insurance, pension)* | | : JPY |
| 1. Housing / Accommodation | | : |
| 1. Accommodation Utilities | | : |
| 1. **Total Deductions (1+2+3+4)** | | : JPY |
| **Net pay/Take home pay (A-C)** | | : JPY |
|  | | |
| 1. **Other Allowances/Benefits (monthly/yearly)** | | |
| 1. Housing / Accommodation | | : JPY |
| 1. Accommodation Utilities | | : JPY |
| 1. Commutation/Transportation | | : actual cost or JPY |
| 1. Technical allowance (if any) | | : JPY |
| 1. (Other allowances) | |  |
| 1. (Other allowances) | |  |