

# Checklist for applicants of Temporary Loan (Emergency Funds)

※Please contact nearby Social Welfare Council for consultation  
before start preparing documents.

※Please enclose this Checklist if you send the form by mail.

## ●Necessary documents for all applicants

- ①Application form for Temporary Loan/Emergency Funds
- ②Signed acknowledgement of Temporary Loan/Emergency Funds
- ③Written explanation of important matters concerning Temporary Loan/Emergency Funds
- ④Document proves income situation(one of them)

- Payment slip before & after the income decrease
- Copies of bankbooks before & after the income decrease
- (for Freelancer or Self employed)Copies of bills before & after the income decrease
- Copies of work schedule, etc. that prove the contract decrease

※In case the above documets are not available, use "**Petition for Stating Current Income Decrease**"

- ⑤A copy of Certificate of Residence includes the whole member's registration details("My Number" not required)
- ⑥A copy of a bank account(bankbook) to which the money to be transferred  
(contains Name in *kana*, name of the bank & branch, page which shows account number, or an ATM card)

※The whole name is sometimes abbreviated on ATM cards. Submission of copies of front & back cover  
of a bankbook is appreciated.

- ⑦Personal ID ※Residence Card for foreign residents
  - A copy of driving license or other ID with a photo on it
  - If above mentioned IDs are not available, a copy of Health Insurance card
  - A copy of Residence Card (front& back) for foreign residents

## ●Items to be checked before submission

- Wrote "Date", "Name" on the bottom of the form and affixed *inkan*
- Fill in "Amount of the loan", "Address. Name, Date of birth", "Repayment of the loan", and affixed *inkan*
- Wrote "Date", "Address", "Name", and affixed *inkan* on the Written explanation of important matters
- Attached a document proves income situation
  - Above mentioned documents were not available, so prepared the Petition and filled in the portion outlined  
by the thick border and wrote "Date, Address, Name" on the bottom and affixes *inkan*
- Obtained Certificate of Residence which includes the whole member's registration details
- Copied a bankbook which clearly shows name of the bank and branch, holder, account number
- Made a copy of either of the following personal IDs
  - Driving License                      • Other ID with photo on it (                      )
  - Health Insurance card              ※Residence card (front & back)
- All the necessary documents are ready
  - Application form for the loan      • Signed acknowledgment      • Written explanation of important matters
  - A document proves income situation or Petition for Stating Current Income Decrease
  - Certificate of Residence              • A copy of bankbook or ATM card
  - A copy of personal ID
- Made a copy of Signed acknowledgement to keep at home

Date; mm, dd, Year 20 ,



**[Name of the Applicants of the Loan]** \_\_\_\_\_