

Change of Registered Information (Individuals)

To register a change of your personal details, please fill in all relevant information with your registered signature or seal and submit to us by post.

- ※Please fill in this form with a non-erasable ball-point pen. Applications made with erasable pen cannot be accepted.
- ※This form cannot be used to notify us of your Individual Number (My Number).

1. Current Details

※Please fill in all fields within the bold lines.

Date	/	/
------	---	---

Name 	Signature or Seal (Currently registered signature or seal)
B-Link Number, BIC Code ※Please provide one	※If you have lost your seal or forgotten your signature, please provide your new seal or signature

2. New Details

- ※For change of address, name, or if you have forgotten your registered signature or seal, please provide an item of ID with this form. (Please see attached sheet for required ID)
- ※You do not have to fill in fields that have not changed.

I hereby request the following changes be made to the above account.

Name (Kanji or Katakana) ※English field is required ※Please provide full name (including middle name, etc.) as shown on your ID ----- (English)	Signature or Seal (New signature or seal) ※If you have lost your registered seal or forgotten your registered signature, please provide the same seal or signature that you provided in the above "Signature or Seal" field
Address 〒	※Please provide seal or signature. If both are provided, we will register your seal only
Home Tel : Home FAX : Mobile : Office Tel :	Advice of Transfer to be received by: <input type="checkbox"/> Post to home address <input type="checkbox"/> Home FAX
E-mail	Others

For Office Use

印鑑照合	入力日	入力	照査	承認

Sample of completed Change of Registered Information (Individuals) form

※When changing your address or name, a piece of ID showing the new details is required. A piece of ID is also required when updating a lost seal or forgotten signature
 ※Please note that we do not return account application forms or identification documents that have been submitted

<1.Current Details>

① **Date**
 Please provide the date that you submit the form.

② **Name**
 Please provide your name as currently registered with us. If your name has changed, please provide your old name here. Corrections to your name cannot be accepted. If you make a mistake, please fill in a new form.

③ **B-Link Number, BIC Code**
 The B-Link is the 7-digit account number at SMBC that you transfer funds to when using GoRemit. (24XXXXXX or 25XXXXXX) The BIC Code consists of 2 letters and 3 numbers. (total 5 digits)

④ **Signature or Seal**
 If you have registered your seal with us, please seal here. If you have registered your signature with us, please sign here. If you have lost the seal you registered with us, or have forgotten the signature you registered with us, please provide your new signature or seal here. Please also provide the same signature or seal in field number ⑨. When updating a lost seal or forgotten signature, we require a piece of ID with this form.

<2.New Details>
 ※You do not have to fill in fields that have not changed.

⑤ **Name**
 If your name has changed, please provide your new name here. The "English" field is required. Corrections to your name cannot be accepted. If you make a mistake, please fill in a new form.

⑥ **Address**
 If your home address has changed please provide your new address here.

⑦ **Telephone, FAX number**
 If your telephone or FAX number has changed, or if you are adding a new number, please provide here.

⑧ **E-mail**
 If your e-mail address has changed, please provide your new e-mail address here.

⑨ **Signature or Seal (New signature or seal)**
 Please provide your new signature or seal here.

⑩ **Advide of Transfer to be received by**
 If you wish to change how you receive your Advice of Transfers, please select one method here.

⑪ **Others**
 If your occupation, place of employment etc. has changed, please provide details here.

1.Current Details

※Please fill in all fields within the bold lines.

① Date 2016 / 6 / 23	
② Taro Shinsei	Signature or Seal (Currently registered signature or seal) ④
B-Link Number, BIC Code ※Please provide one ③ 2424242	※If you have lost your seal or forgotten your signature, please provide your new seal or signature

2.New Details

※For change of address, name, or if you have forgotten your registered signature or seal, please provide an item of ID with this form. (Please see attached sheet for required ID)
 ※You do not have to fill in fields that have not changed.

I hereby request the following changes be made to the above account.

⑤ 目黒 太郎 ※English field is required ※Please provide full name (including middle name, etc.) as shown on your ID (English) TARO MEGURO	Signature or Seal (New signature or seal) ⑨
⑥ 103-8303 2-4-3 Nihonbashi Muro-machi, Chuo-ku, Tokyo-to	※If you have lost your registered seal or forgotten your registered signature, please provide the same seal or signature that you provided in the above "Signature or Seal" field ※Please provide seal or signature. If both are provided, we will register your seal only
⑦ 03-1234-5678 03-1234-5678 090-1234-5678 03-5678-1234	Advice of Transfer to be received by: ⑩ <input checked="" type="checkbox"/> Post to home address <input type="checkbox"/> Home FAX
⑧ goremit@shinseibank.com	Others ⑪

[How to make a correction] If you make a mistake when filling in the form, please follow the instructions below. (Correction tape is not acceptable.)

<When using a signature as identification>

Muromachi
Nihonbashi Minatoku
 Signature **Taro Shinsei**

- ① Cross out the mistake using two parallel lines.
- ② Provide your signature in the nearest available space to the correction.

<When using a personal seal (hanko) as identification>

Muromachi
Nihonbashi Minatoku

- ① Cross out the mistake using two parallel lines.
- ② Stamp over the parallel lines.

Required Documents

When registering a change to your name or address, we require a copy of a piece of ID showing your new details along with the change request form. Please submit a completed and signed or sealed form with ID if required. Please see below for changes that require ID. Please ensure photocopies are provided on vertical A4 paper.

● Change of Address

A piece of ID showing your new address, your name and your date of birth.

● Change of Name

A piece of ID showing both your previous and new name (where possible), current address and date of birth (Residence Card, Drivers License, Residence Certificate, etc.)

● Change of Address and Name

A piece of ID showing both your previous and new name (where possible), current address and date of birth (Residence Card, Drivers License, Residence Certificate, etc.)

● Change of Signature or Seal

If you have lost your original seal or do not remember your original signature, please submit a piece of ID showing your name, address and date of birth.

● Change of Telephone number, FAX number, E-mail address or Advice of Transfer receipt method

If changing only these details, ID is not required.

Important Information Regarding Required Documents

●When changing details that require ID confirmation, please submit one item from either [A] or [B] shown below.

<Foreign Residents>

[A] A clear photocopy within its expiry date showing your name, address, and date of birth.

※Please ensure photocopies are provided on vertical A4 paper. Do not cut to size.

Documents	Note
Residence Card Special Permanent Resident Certificate	<ul style="list-style-type: none"> Please make sure that the card number at the top right is clear and not cut-off by the photocopier. Please provide a copy of the reverse side even if blank.
Japanese Drivers' License	<ul style="list-style-type: none"> Must be issued over 6 months ago. If new details are shown on the reverse side, please provide a copy of this side as well. Please make sure that the issuer's seal shown at the bottom right of the front side of the card is clear on the photocopy. ※When using a drivers' license as ID, we may contact you to confirm that you are residing in Japan.

[B] An original copy issued within the last 6 months. Photocopies cannot be accepted.

Documents	Note
Official transcript of Resident Record (Juminhyo no utsushi)	<ul style="list-style-type: none"> If the certificate consists of multiple pages, please provide all pages. Must NOT show Individual Number (My Number). (When requesting the certificate from your local municipality, please ask that they print a copy that does not show your individual number.) If the certificate shows your place of birth, please black this part out. Must show period of stay. (When requesting the certificate from your local municipality, please ask that they print a copy that shows your period of stay in Japan.)

Samples of Required Documents

Documents submitted must be within their expiry date or currently valid. Please black out place of birth or sensitive information. Please do not black out any other details. If new details are shown on the reverse side of the document submitted, please ensure that the copy taken is clear and legible.

●Residence Card (copy)

Please ensure card number is clear and not cut-off by the photocopier.

●Japanese drivers license (copy)

Do not black out address.

Please ensure that issuer's seal is clearly visible. (also required when new information is added to the reverse side)

●Official transcript of Resident Record (juminhyo no utsushi)

Please provide a copy that does not show your Individual Number. If your Individual Number is shown, please black it out.