

To the resident of the Gardens,

Important information from Ishikawa Post office to share.

If you receive a notice like the attached picture, please fill **ALL of the CURRENT resident's names** (including roommates, newly arrived family member and kids) and return it back to the post office.

You can simply put it to the orange mail post near Jimmy's on campus to be delivered back to the Ishikawa Post office.

If this notice was given to your unit, there is a mail or a box that is address to your unit, but the name of receiver and the resident's name on file do not match.

The mail or the box **WILL NOT be delivered**, unless, the name is confirmed by the current resident, it will be sent back to the sender.

※For the resident with roommates, you may get this notice more frequently since there are more people coming-in and out.

Please, fill out the form EVERYTIME you receive with **ALL of the CURRENT resident's names**, the mail man will update the file with notification form.

9 0 4 - 1 1 9 9	通信事務(依頼信) POSTAL SERVICE (postage paid)
日本郵便株式会社	石川 集配センター 行 ISHIKAWA Post Office
お客さまへ Dear Customer:	
いつも弊社サービスをご利用いただきありがとうございます。 弊社では、郵便物等の配達に当たっては、お客さまの表札、あるいは、お客さまからお申し出のあった「転居届」によりお届け先を確認しております。 しかしながら、お客さまあての郵便物等については、前記の方法によりお届け先の確認ができないため、配達できない状況にありますので、恐れ入りますが、裏面にお客さまの住所、氏名等をご記入の上、お早めにお近くの郵便ポストに投函していただきますようご協力をお願いいたします。	
Thank you for always using our postal service. When delivering mail or parcels, we check the receiver's address against nameplate, or the Change of Address Notice previously submitted by customers. However, as these methods cannot be used for mail addressed to you, it is not possible for us to deliver your mail. Therefore, we would like your cooperation in completing the reverse side by entering your name(s) and address. Please post this card in a nearby mailbox at your earliest convenience.	
日本郵便株式会社 JAPAN POST Co., Ltd	石川 郵便局 ISHIKAWA Branch

届出年月日 (西暦) 年 月 日
 Date of Filing 20 Yr. Mo Day

住所 Address

居住者氏名 Name(s) of Resident(s)

1		5	
2		6	
3		7	
4		8	

【個人情報の取扱いについて】 Handling of personal information
 この居住者カードに記入されたお名前、ご住所等の情報は、郵便物及び荷物の配達に使用します。
 The name(s) and address written on this card are used only for the delivery of mail and parcels.



Mail post near

Jimmie's.

Thank you for your understanding and cooperation in advance.

- OKINAWA-SV III The Gardens Office -
 沖縄科学技術大学院大学学園宿舎内
 1919-1 Tancha, Onna-son Okinawa, Japan

The Gardens SS building B1

The Gardens Office

Direct Phone: 098-982-3150 (Village Office)

FAX: 098-982-3155 (Village Office)

Cell Phone: 070-8703-2326