



February, 2016

To: OIST-all

From: HR Management Section
OIST. S.C.

Purpose of Usage of the Specific Personal Information

HR Management Section will use your and your dependents' individual numbers (stipulated by the act on the use of numbers to identify a specific individual in the administrative procedure) for the purposes limited in the table below.

Tax	1	Withholding tax statement issuance
	2	Declaration of dependents' exemption for income tax, and declaration of deduction for insurance premiums and special tax exemption for spouse
	3	Declaration on the beneficiaries of retirement income
	4	Property formation savings applications and declarations
Social Insurances	1	Private school mutual aid notifications
	2	Private school mutual aid applications and claims
	3	Employment insurance notifications
	4	Employment insurance applications and claims
	5	Employment insurance certificate issuance