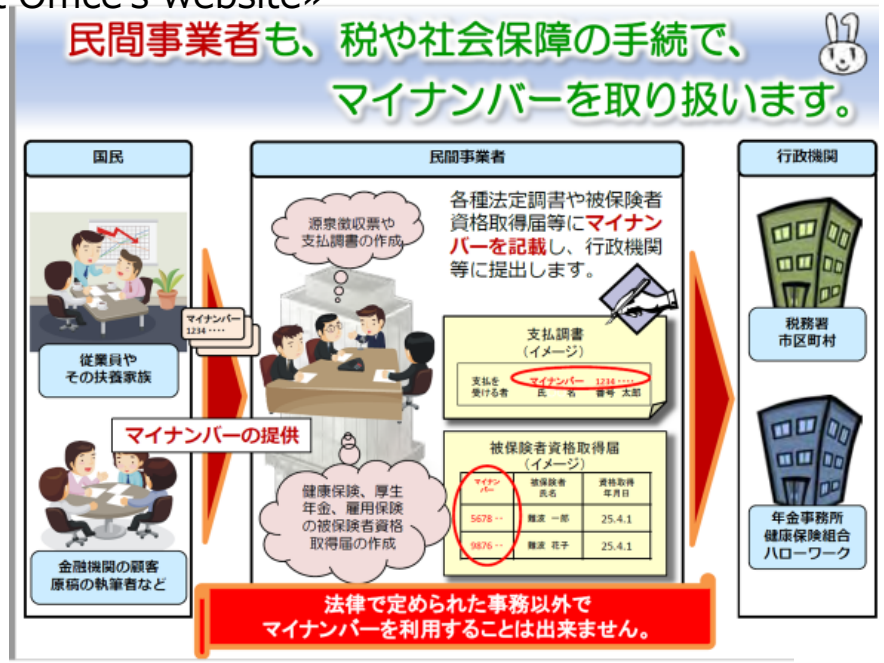
Procedures for My Number ID registration using a mobile phone

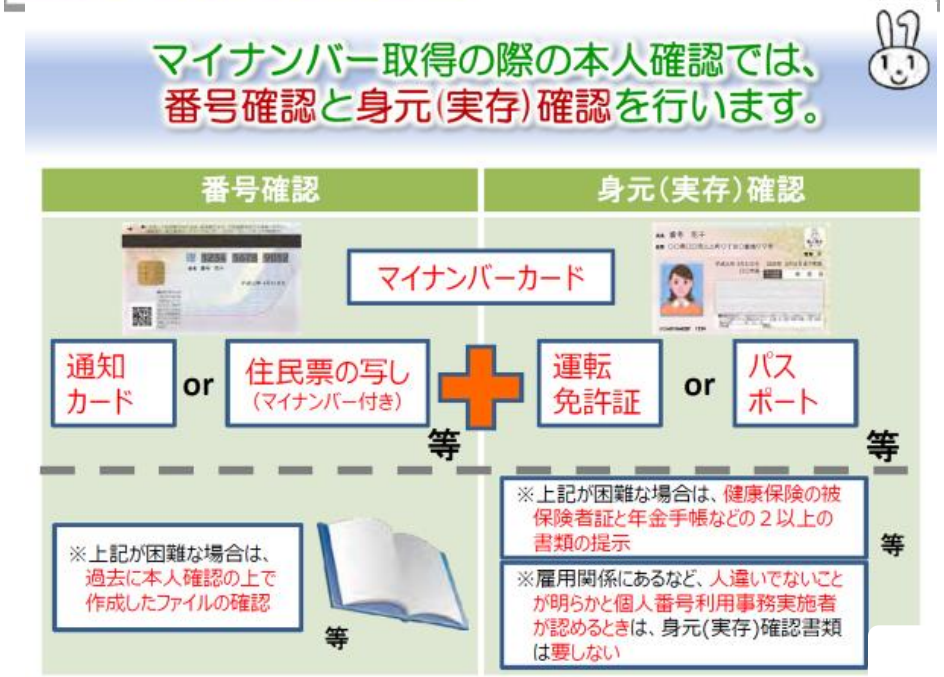
Group HR & Administrative Service Department
Suntory Business Systems Limited

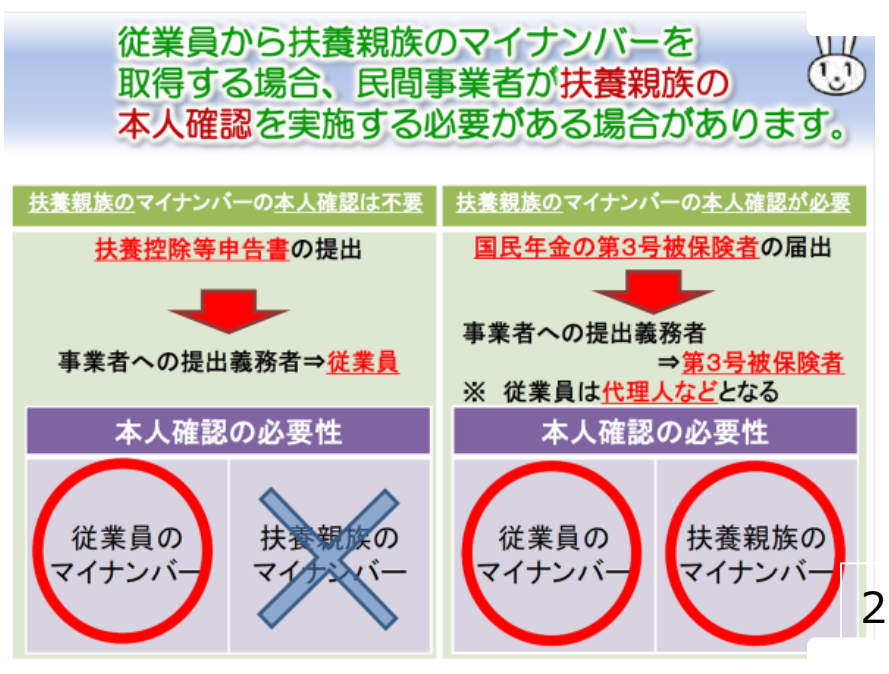
January 31, 2024

What is the My Number System and how to check registration details?

«Source: Cabinet Office's website»







◆The purpose of using My Numbers (individual numbers)

We shall use your and your dependents' individual numbers for the following purposes.
Individual numbers you submit to us shall be strictly managed and stored according to our company regulations.

① Affairs related to withholding taxes handled by the employee or a payer based on the Income Tax Act
② Affairs related to withholding taxes handled by the employee or a payer based on the Inheritance Tax Act
③ Preparation of legal documents related to dividend income from the transaction of financial instruments by the employer in the
employees' saving system
④ Preparation of legal documents related to dividend income from the transaction of financial instruments by the chairman or secretariat of the employee stock ownership association, employee shareholding association, expanded shareholding association
⑤ Affairs related to resident taxes handled by the employer or a payer based on the local tax law
⑥ Affairs related to social insurance handled by the employer based on the Health Insurance Act
⑦ Employee-pension-related notification
⑧ Affairs related to withholding taxes associated with corporate pension benefits and applications for receiving old-age benefits.
⑨ Affairs related to labor insurance handled by the employer based on the Employment Insurance Act
⑩ Affairs related to long-term care insurance handled by the employer based on the Long-Term Care Insurance Act
⑪ Affairs related to adding personal numbers to documents associated with the items listed in ① through ⑩ above
⑫ Tasks associated items listed in ① through ⑩ above

If you agree to the statements above, please provide us with your My Number (individual number).

◆Things required for registration

Use your smartphone to take photos of the following.

*The maximum image size is 5 MB.

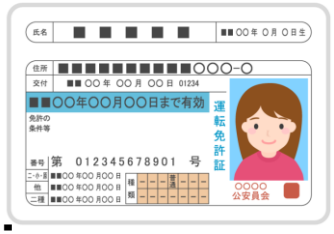
1. For your registration,
prepare the following:

①Anything that shows your My Number such as your My Number Card

Note: Make sure to take a photo of the reverse side of the card.

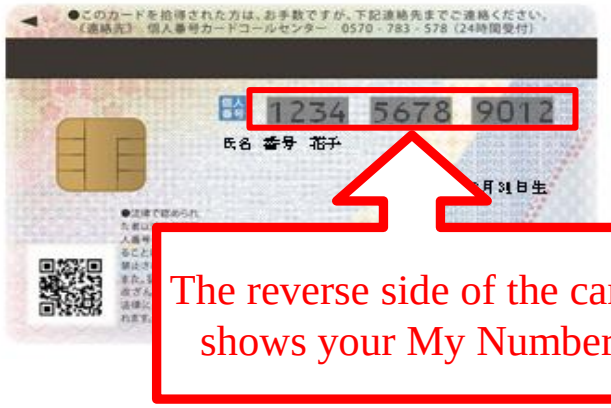
+

②Anything that confirms your identity such as your driver's license



Attach the photo of the reverse side of the card showing your My Number.

マイナンバーカードの様式 Reverse side



The reverse side of the card shows your My Number.

Reference

マイナンバーカードの様式 Front side

2. For your spouse's registration,
prepare the following:

①Anything that shows their My Numbers, such as their My Number Cards

Note: Make sure to take a photo of the reverse side of the card.

How to access the menu and enter information

URL for accessing the menu

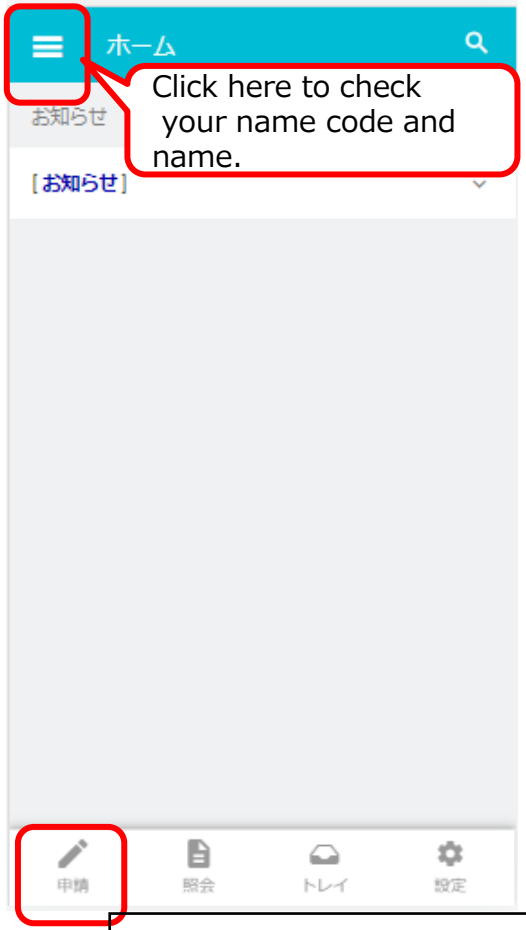
https://suntory-cws.company.works-hi.com/self-workflow/csd/login

QR code

You cannot open the file from the Suntory's internal network (including VPN). Access the file from your mobile phone.

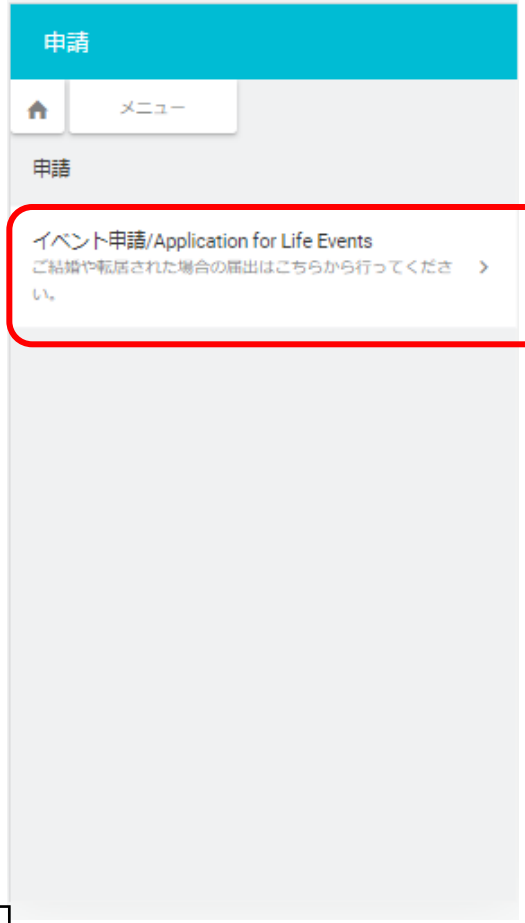
Log in by entering your ID and password used for the HR payroll self service menu.

When accessing for the first time, enter your employee code in the password field.
*If you don't know your password, contact the HR personnel of your company.



Click here to check your name code and name.

Click the application button.



How to access the menu and enter information

A

B

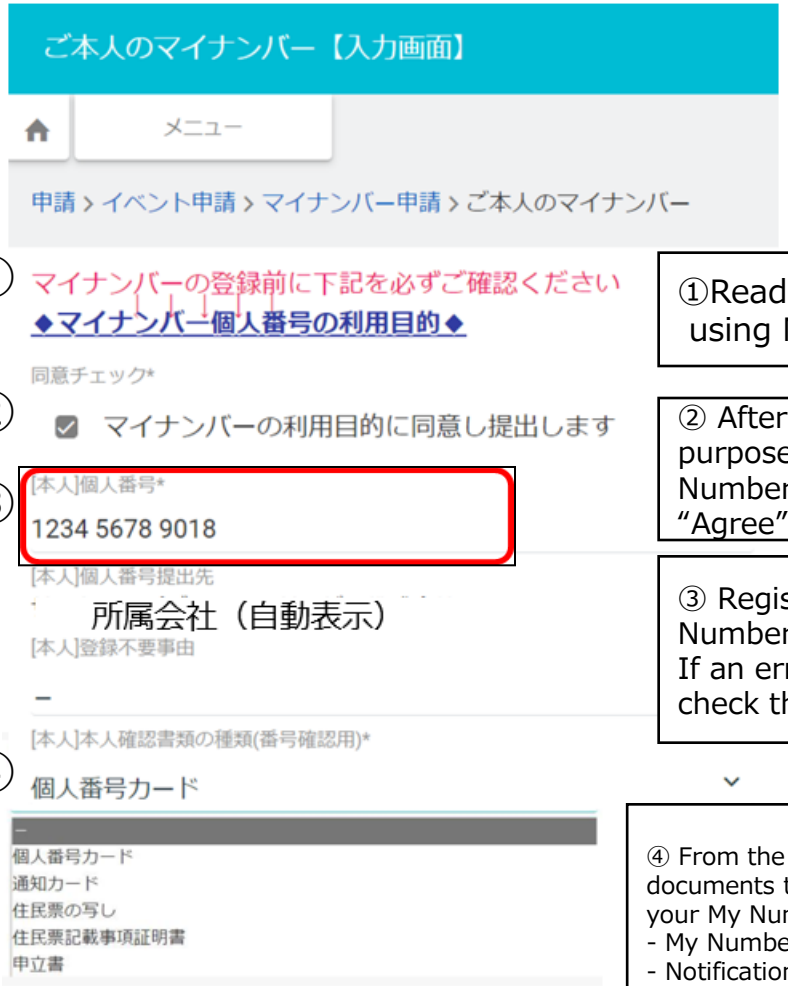
*If you are an employee of a company that doesn't use the Event Application menu, Screen B will appear.

Choose the person to register.

"Your My Number"
Application for yourself (employee)

"Your family's My Number"
Application for your dependent (s)
- **Spouse**
- **Children, etc.**

Registering your My Number

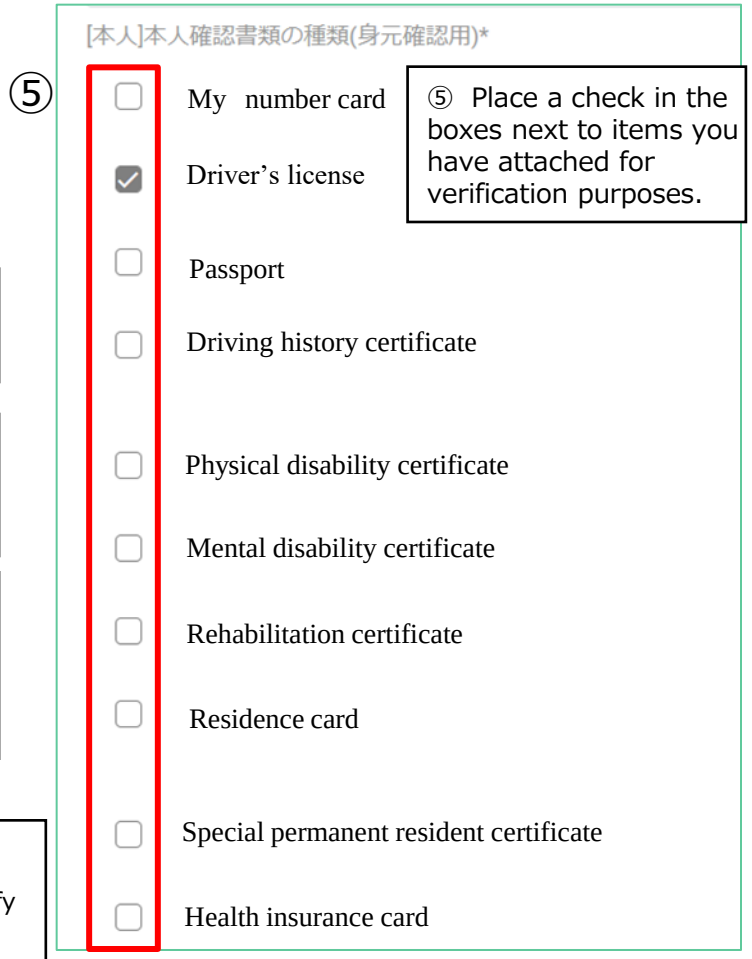


①Read the purpose of using My Numbers.

② After reading the purpose of using My Numbers (①), check the "Agree" checkbox.

③ Register your My Number.
If an error occurs, check the number again.

④ From the pulldown menu, select documents to be submitted to verify your My Number:
- My Number Card
- Notification card
- Copy of certificate of residence
  Copy of items listed in resident register
- Petition



⑤ Place a check in the boxes next to items you have attached for verification purposes.

[Preparation]
Take a photo of documents to upload (④⑤) and save them in your smartphone.

Copy of items listed in resident register

Registering your My Number

⑥

[本人]本人確認ファイル(番号確認用)*

ファイルをアップロード

マイナンバーの届出に必要な書類を添付してください。
添付可能な拡張子：bmp, gif, jpeg, jpg
添付可能なファイルサイズ：5 MB

⑥ Upload the supporting document(s) selected in step ④ (Ensure the document shows your My Number).

⑥ Ensure documents to be submitted show your My Number.

⑦

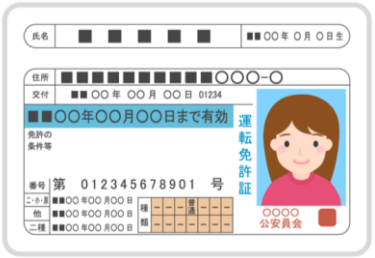
[本人]本人確認ファイル(身元確認用)*

マイナンバーの届出に必要な書類を添付してください。
添付可能な拡張子：bmp, gif, jpeg, jpg
添付可能なファイルサイズ：5 MB

未登録

ファイルをアップロード

⑦ Upload the supporting document selected in step ⑤, such as the driver's license.



マイナンバーカードの様式 Reverse side

Upload a photo of supporting documents that shows your My Number.

未登録

ファイルをアップロード

[必須]

⑧

次へ

クリア

一時保存

Points to note when uploading documents:

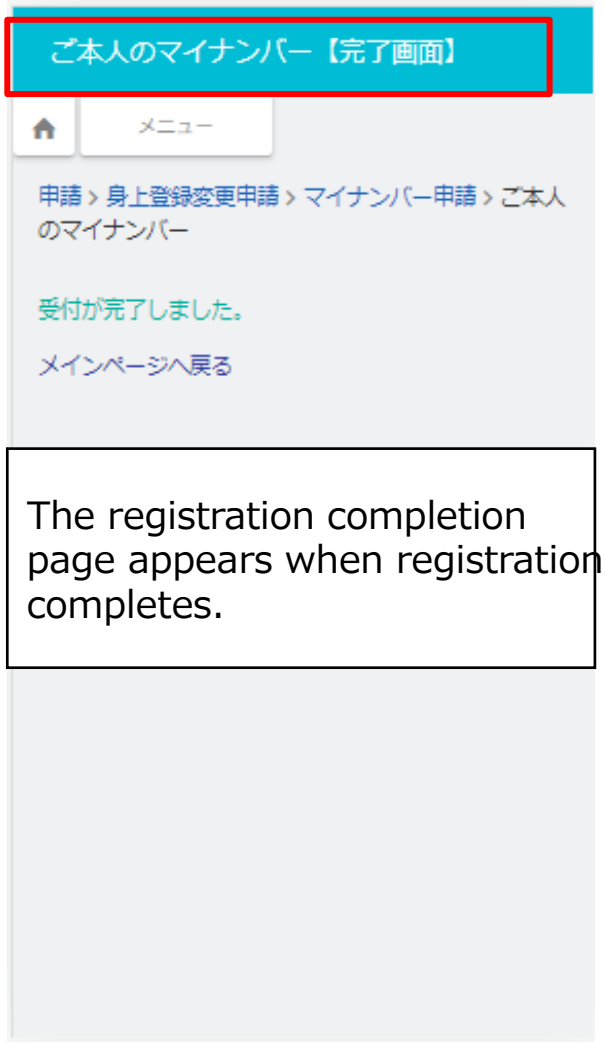
- **Documents to verify your My Number (My Number card, etc.)**
- **Documents to verify your ID (driver's license, etc.)**

If your name has changed, we cannot verify your identity. So, please notify us after changing your name.

Registering your My Number

On the registration details confirmation page, check to ensure you have attached necessary documents.

If your input is correct, click Send.



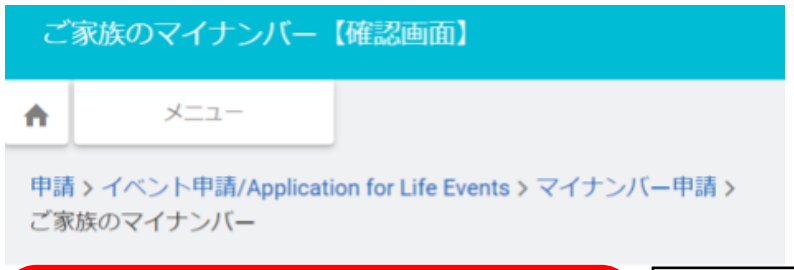
The registration completion page appears when registration completes.

Registering your dependent's（ spouse's） My Number

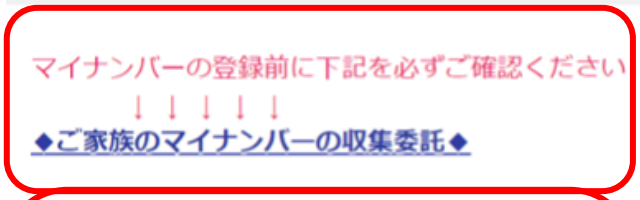
①

②

② Select the name of your dependent who you want to register.



③



③ Read the link text about entrusting the collection of your dependent's My Number information.

④

④ Register your dependent's My Number information.
If an error occurs, check the number again.

⑤

⑤ From the pulldown menu, select supporting documents:
- My Number Card
- Notification card
- Copy of certificate of residence
- Certificate of entry in the resident card
- Petition

⑥

⑥ Upload the supporting document selected in step④

Ensure the document shows the My Number.

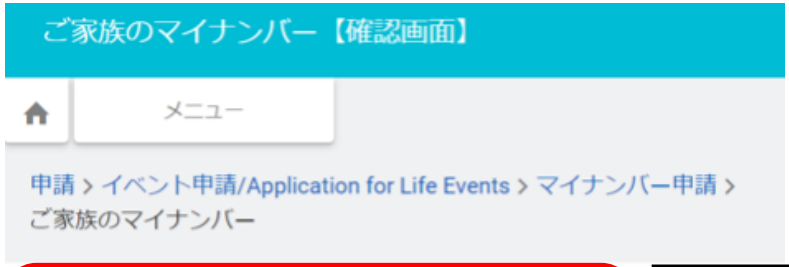
[Note]
You only need to register your dependent's My Number.
*Even for your non-dependent family members,
it is necessary to apply for social insurance dependents.
If you cannot register it, please contact your company's HR department.
If you are unable to submit your application via mobile,
we may send the application form by mail.

Registering your dependent's My Number

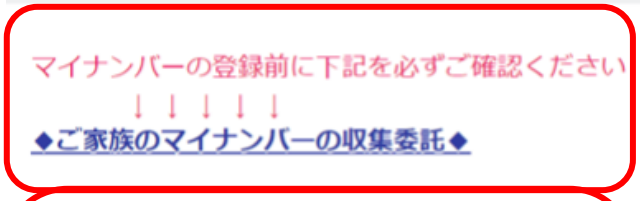
①

②

② Select the name of your dependent who you want to register.



③

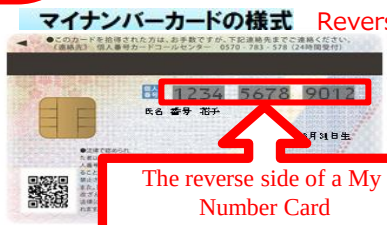


③ Read the link text about entrusting the collection of your dependent's My Number information.

④

Your company (is displayed automatically)

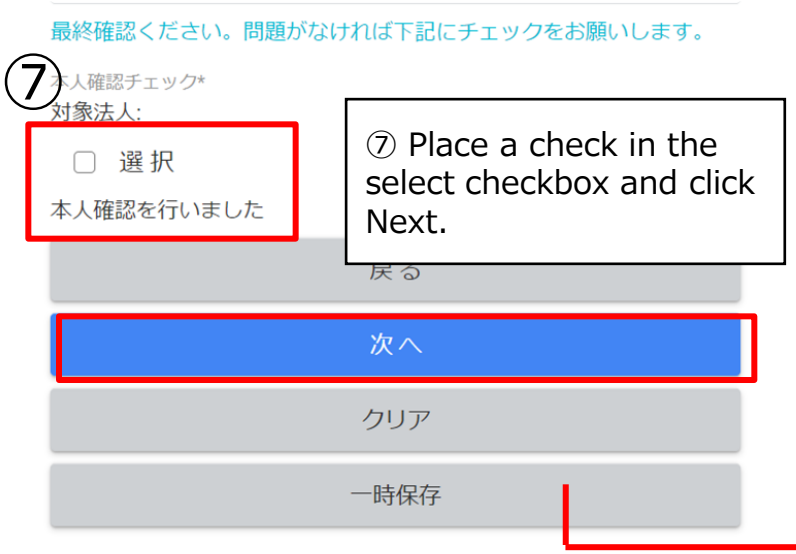
④ Register your dependent's My Number information.
If an error occurs, check the number again.



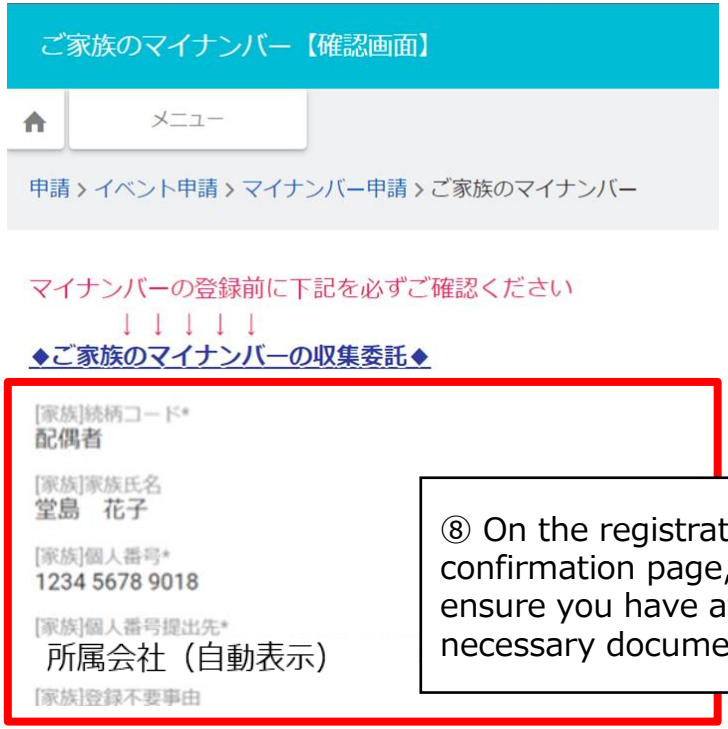
The reverse side of a My Number Card shows an ID number.

[Note]
You only need to register your dependent's My Number.
*Even for your non-dependent family members,
it is necessary to apply for social insurance dependents.
If you cannot register it, please contact your company's HR department.
If you are unable to submit your application via mobile,
we may send the application form by mail.

Registering your spouse's ＆dependent's My Number

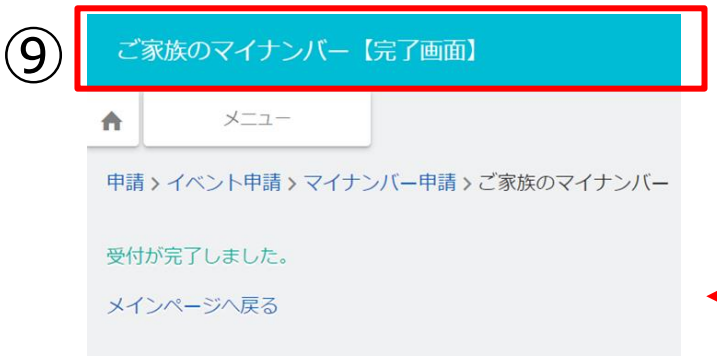


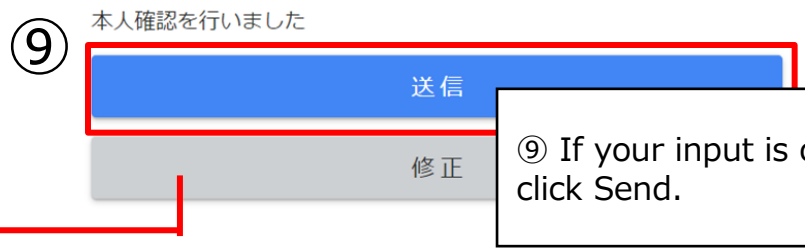
⑦ Place a check in the select checkbox and click Next.



⑧ On the registration details confirmation page, check to ensure you have attached necessary documents.

⑨ Registration completes when the completion page is displayed.





⑨ If your input is correct, click Send.

System safety

The system with which you register your My Number has obtained the following certifications and has recognized to be able to take safety management measures:

- ・PrivacyMark certification 22000071(03) *1
- ・ISMS cloud security certification (ISO/IEC 27017)

Based on an audit conducted by an independent external auditing firm, we have received and submitted a SOC2 report*2 to Suntory Business Systems Limited.

October 1, 2021

Works Human Intelligence Co., Ltd.

*1 PrivacyMark certification is granted to businesses deemed to conform to JIS Q 15001 standards. To obtain the certification, a firm needs to undertake and pass an examination.
*2 The result of a third-party independent audit to determine the status and reliability of internal controls of a company entrusted by another company to perform a specific task or provide services.

URL for My Number registration

URL for accessing the menu

https://suntory-cws.company.works-hi.com/self-workflow/csd/login

QR code

You cannot open the file from the Suntory's internal network (including VPN). Access the file from your mobile phone.

Thank you