

Notice of Briefing Session on Moving-in Procedures for Winter Employment Staff

Date: September 17, 2026

To: HR Managers of Businesses

From: Director of Residents' Division & Director of Tax Division, Hakuba Village Office

Overview

Due to a high volume of foreign residents moving in for the winter season (over 1,700 last year), Hakuba Village is holding a briefing session to ensure smooth processing at our counters. We kindly ask for your cooperation with advance procedures.

Briefing Session Details

- Date & Time: Friday, October 16, 2026, 2:00 PM – 4:00 PM
- Venue: Hakuba Village Office (2F, Rooms 201 & 202) / Zoom Online
 - Zoom Link: <https://zoom.us/j/98198298739?pwd=aWJLKjPXmDNFOQpBYDVoCXFoDgRMTL.1>
 - Meeting ID: 981 9829 8739 | Passcode: 542162
- Topics: Moving-in procedures, National Health Insurance, Resident Tax, etc.
- Survey: Please submit the attendance survey by October 9 via the link below.
 - *(Note: Conducted in Japanese; please bring an interpreter if needed.)*
 - Survey Link: https://apply.e-tumo.jp/vill-hakuba-nagano-u/offer/offerList_detail?tempSeq=77638

Key Requests to Businesses

1. Advance Portal Input & Proxy Procedures:

For businesses hiring 5+ employees, please enter information via the portal in advance and use proxy processing (with a letter of delegation / いこんじょう Ininjou) on the day to avoid long wait times and congestion.

2. Advance Document Preparation:

Please have employees fill out moving-in forms beforehand (available at the office or website), including the phonetic name readings (Furigana).

3. Important Reminders:

- Ensure all required documents are complete.
- Residence cards cannot be left in our custody; applicants must wait at the office until address updates are completed.
- Please ensure employees know their correct residential address in advance. Contact Information

Contact

Resident Division, Hakuba Village Office
Director: Takuya Matsuzawa | Staff: Kenichi Matsuzawa
Phone: 0261-85-0715
FAX: 0261-72-7001
Email: jumin@vill.hakuba.lg.jp