

How to File a Request

Applicants submit the original and a copy of the request form to the NPA to request review of decision on remuneration.

Applicant

Employees who have a complaint about a decision on his/her remuneration based on provisions of the Remuneration Law (“applicants”) can file a request for review.

A representative of the applicant can also file a request (if the decision on remuneration was made on or after April 1, 2006). A representative can do everything related to the filing of a request for the applicant but can withdraw the request only when he/she is entrusted with it.

Necessary documents

(1) The original and a copy of a request form for review of decision on remuneration (hereinafter referred to as “request form”)

Applicants need to write the matters listed in “Entries of the request form” below on an A4 size paper and set the seal on the original and a copy.

(2) Notification of election of a representative

Applicants need to attach a notification of election of a representative to the request form when they file a request through a representative (A proxy is acceptable).

Applicants also need to submit a notification of election of a representative when they appoint a representative in the review process.

Applicants need to notify the NPA in writing when they remove the representative.

(3) Materials related to the request, if any

Applicants can submit documentary evidence or other materials after filing a request.

Entries of the request form

Applicants need to provide the following information in their request form.

(1) Office, position, name, birth date and address of the applicant

(Name and address of the representative when an applicant files a request through a representative)

(2) Decision on remuneration related to the request

(3) Position and name of the organization/person that made the decision on remuneration in

- (2) above (remuneration authority)
- (4) Purpose and reason for the request for review
- (5) Date of the request

* Applicants need to notify the NPA in writing immediately if information described in the request form changes after filing a request.

Applicants must notify the NPA if the decision on remuneration is revised.

Filing of a request

Applicants can bring by themselves or send by mail a request form to the NPA Secretariat Equity and Investigation Bureau, NPA regional bureaus or NPA Okinawa office.