HEALTH WEALTH CAREER

2018 BENEFIT SURVEY

GOING DIGITAL!

JAPAN

MARCH 2018

AGENDA
2018 BENEFITS SURVEY

1. Going Digital – What to expect?
2. What's new in 2018
3. Structure of Questionnaire & Instructions to fill DCK
4. General points of attention

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GOING DIGITAL – WHAT TO EXPECT?

SECTION-1

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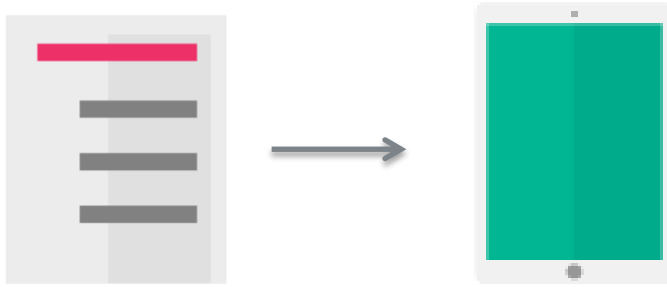
2018 BENEFITS SURVEY
GOING DIGITAL!

WHAT'S CHANGING?



From Excel survey questionnaire to online survey platform

WHAT REMAINS?

- If you have participated in previous years, your data will be pre-filled in the survey
- Excel import/export function is available on online platform

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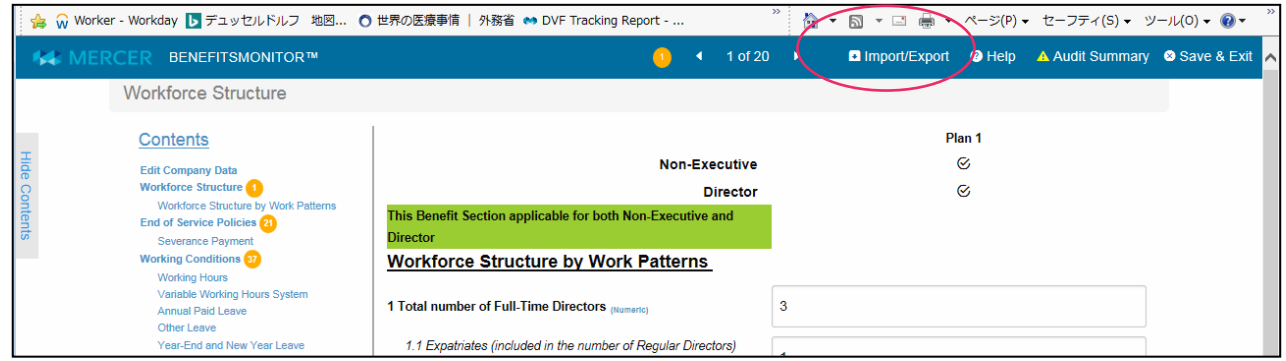
DCK DISTRIBUTION & SUBMISSION

GOING DIGITAL – WHAT TO EXPECT?

- Data Collection Kit (DCK) – shared with client via email on the survey link

  - Client can submit via the new online interactive system OR

  - Client can download excel format by clicking on the *Import/Export* button once they are in the 1st page of survey.



- Further clarifications on DCKs can also be obtained via local Mercer contacts

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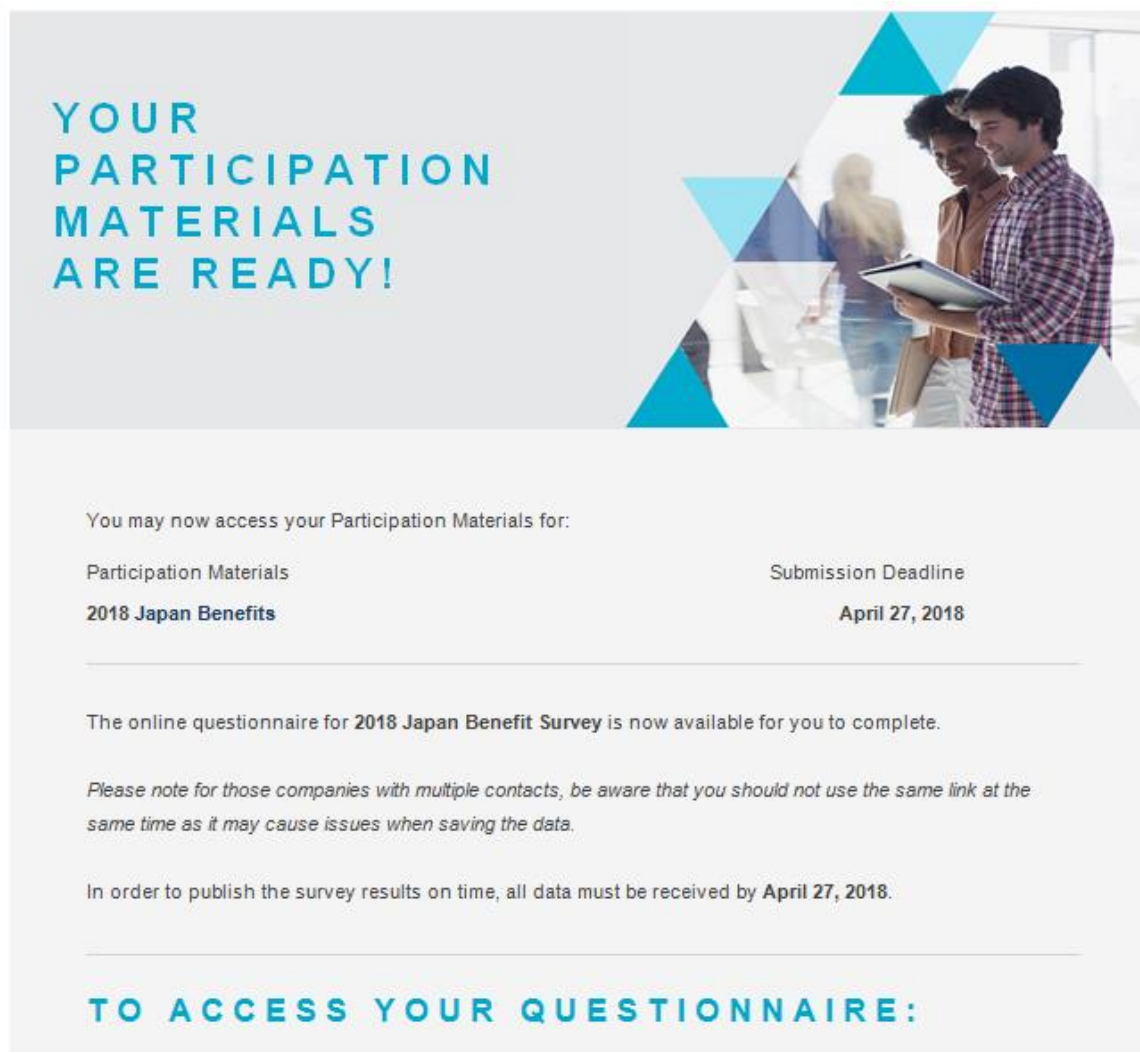
YOUR PARTICIPATION MATERIAL ARE READY

GOING DIGITAL – WHAT TO EXPECT?



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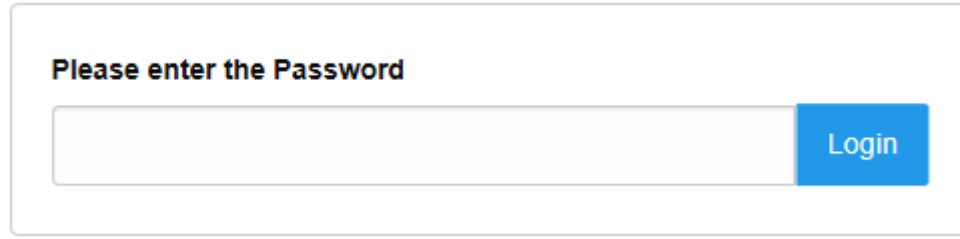
LOGIN PAGE

GOING DIGITAL – WHAT TO EXPECT?



PLEASE NOTE THAT PASSWORD WILL BE SHARED WITH YOU IN A SEPARATE MAILER.

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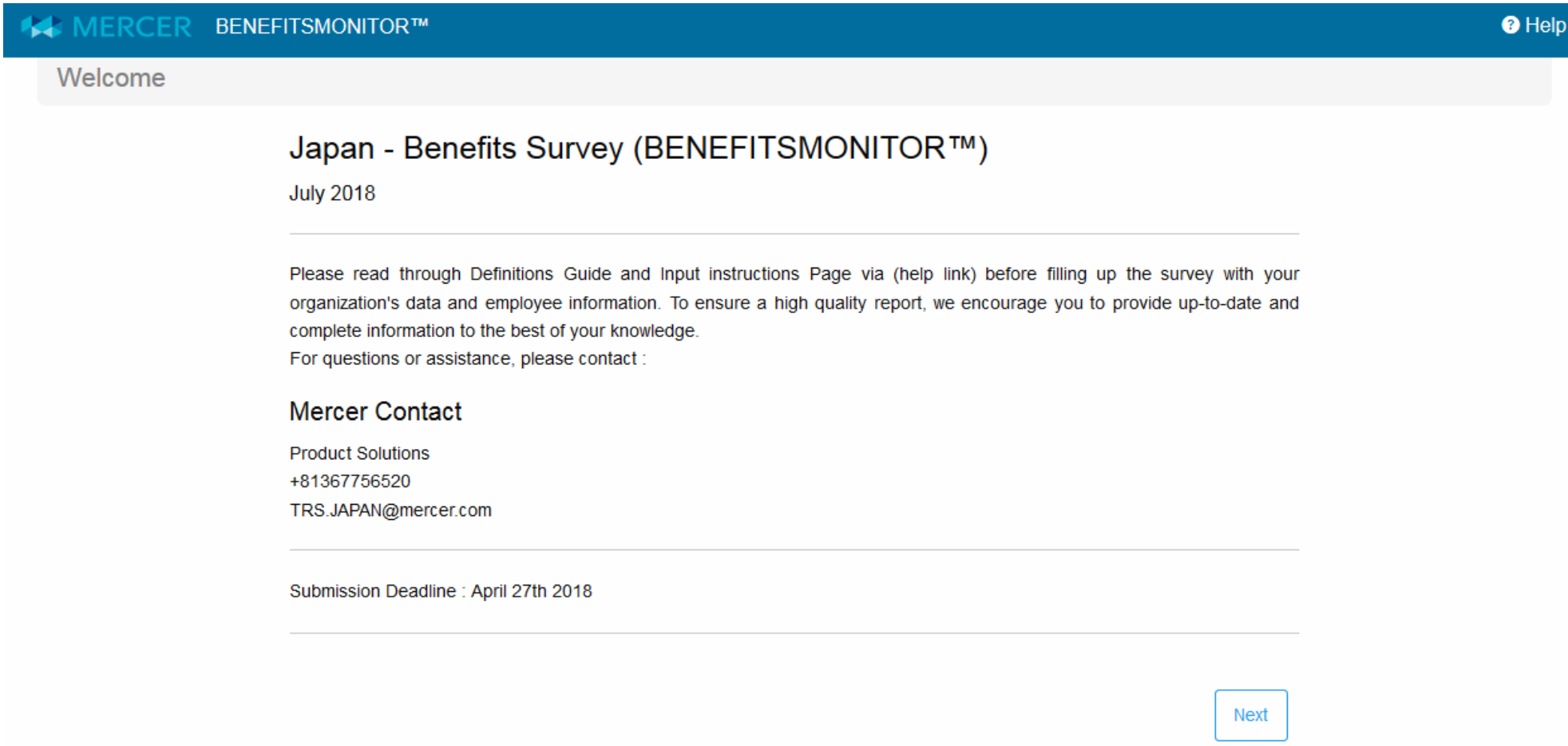
WELCOME
GOING DIGITAL – WHAT TO EXPECT?



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TERMS & CONDITIONS

GOING DIGITAL – WHAT TO EXPECT?

Kindly read through the Terms and Conditions and provide your agreement before the start of survey.

<u>Data Collection Survey - Terms and Conditions</u>

TERMS AND CONDITIONS IN RELATION PARTICIPATION IN THE SURVEY (THE "SURVEY")

IMPORTANT - PLEASE READ THESE TERMS AND CONDITIONS CAREFULLY BEFORE AGREEING TO PARTICIPATE IN THE SURVEY.

THE COPYRIGHT, DATABASE RIGHTS AND ANY OTHER INTELLECTUAL PROPERTY RIGHTS IN THE PROGRAMS AND DATA CONTAINED WITHIN THE SURVEY OR ANY REPORT TOGETHER WITH ANY ITEMS THAT ARE/WERE PROVIDED TO YOU IN CONNECTION WITH THE PRODUCTS OR SERVICES RELATING TO THE SURVEY OR REPORT, ARE AND REMAIN THE PROPERTY OF MERCER AT ALL TIMES. YOU ARE LICENSED TO USE THEM ONLY IF YOU ACCEPT ALL THESE TERMS AND CONDITIONS, AND IN ANY CASE, ONLY TO THE EXTENT SET OUT HEREIN.

BY PROCEEDING TO PARTICIPATE IN THE SURVEY, YOU CONFIRM YOUR ACCEPTANCE OF AND AGREEMENT TO, ON BEHALF OF YOURSELF AND YOUR EMPLOYER, OF ALL THE TERMS AND CONDITIONS AS SET OUT HEREIN ("**AGREEMENT**").

THIS AGREEMENT CONSTITUTES THE ENTIRE AGREEMENT BETWEEN YOU AND MERCER AND IT SUPERSEDES ANY AND ALL PRIOR AGREEMENTS OR REPRESENTATIONS YOU RECEIVED RELATING TO THE SUBJECT MATTER OF THIS AGREEMENT, PROVIDED THAT IF YOU HAVE SIGNED UP FOR, OR SIGN UP FOR, ANY SURVEY MEMBERSHIP/SUBSCRIPTION PURSUANT TO ANY MERCER MEMBERSHIP/SUBSCRIPTION FORM OR OTHERWISE ("MEMBERSHIP/SUBSCRIPTION"), THEN THE RELEVANT MEMBERSHIP/SUBSCRIPTION TERMS AND CONDITIONS SHALL, TO THE EXTENT INCONSISTENT WITH THIS AGREEMENT, PREVAIL.

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sive jurisdiction of the courts

ment will be governed by and
themselves to the exclusive

nenforceable, the remaining
provisions of this Agreement shall not be affected by such determination and shall remain binding upon the parties.

Decline | I Agree

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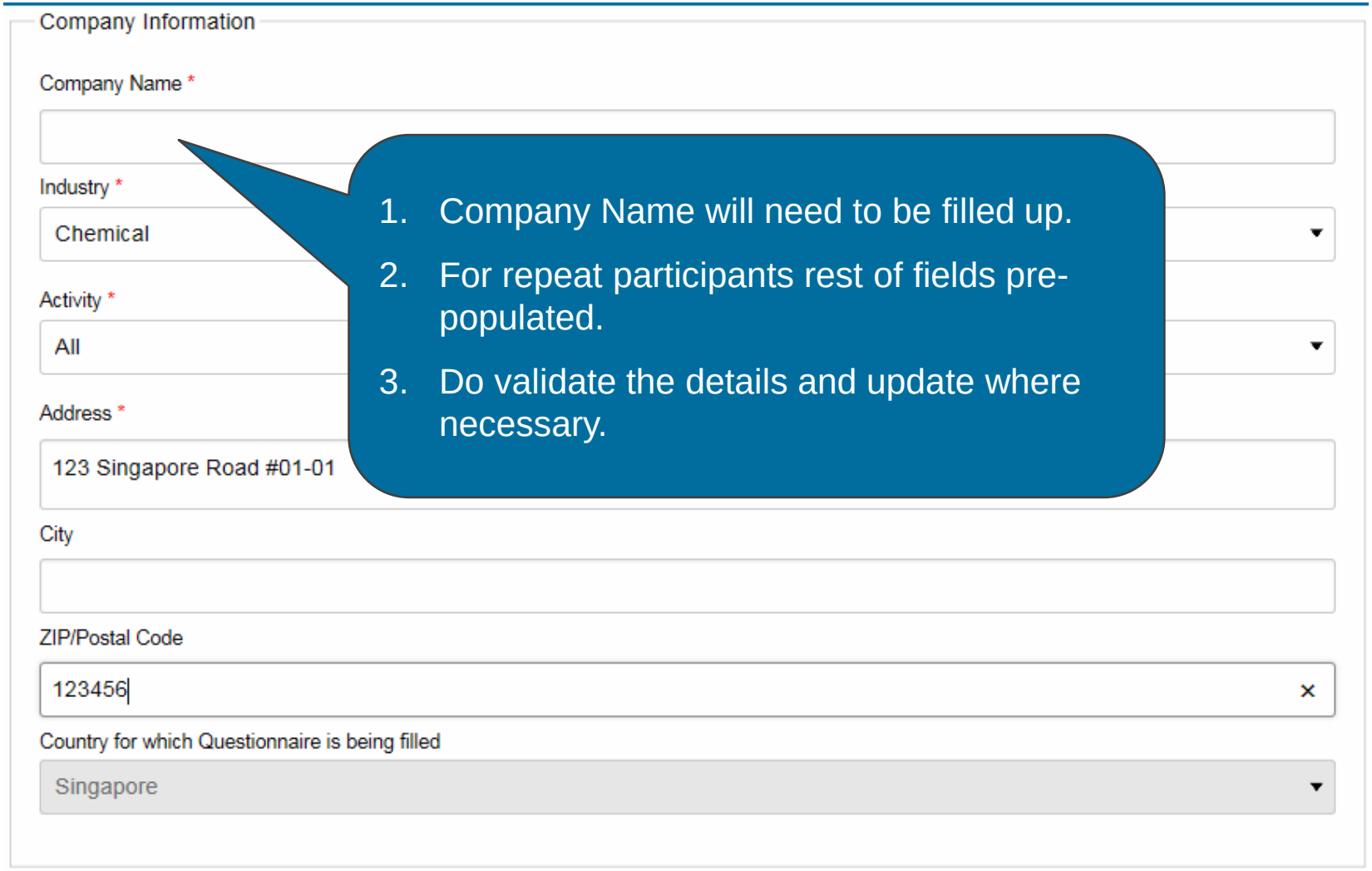
COMPANY INFORMATION

GOING DIGITAL – WHAT TO EXPECT?



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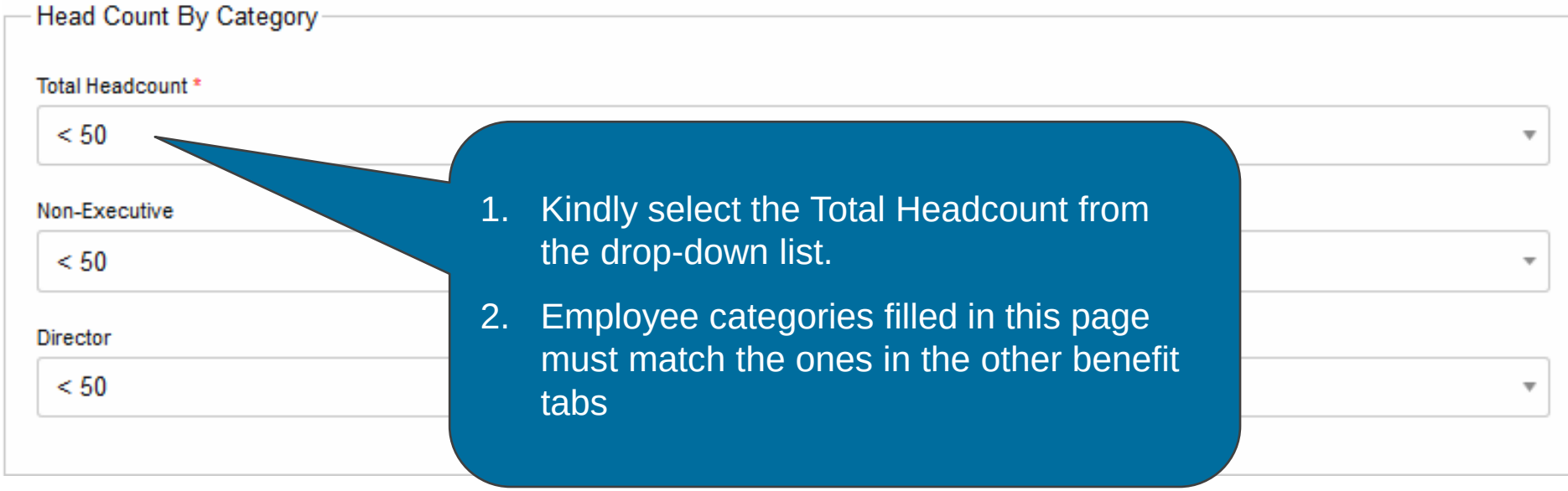
HEAD COUNT BY CATEGORY

GOING DIGITAL – WHAT TO EXPECT?



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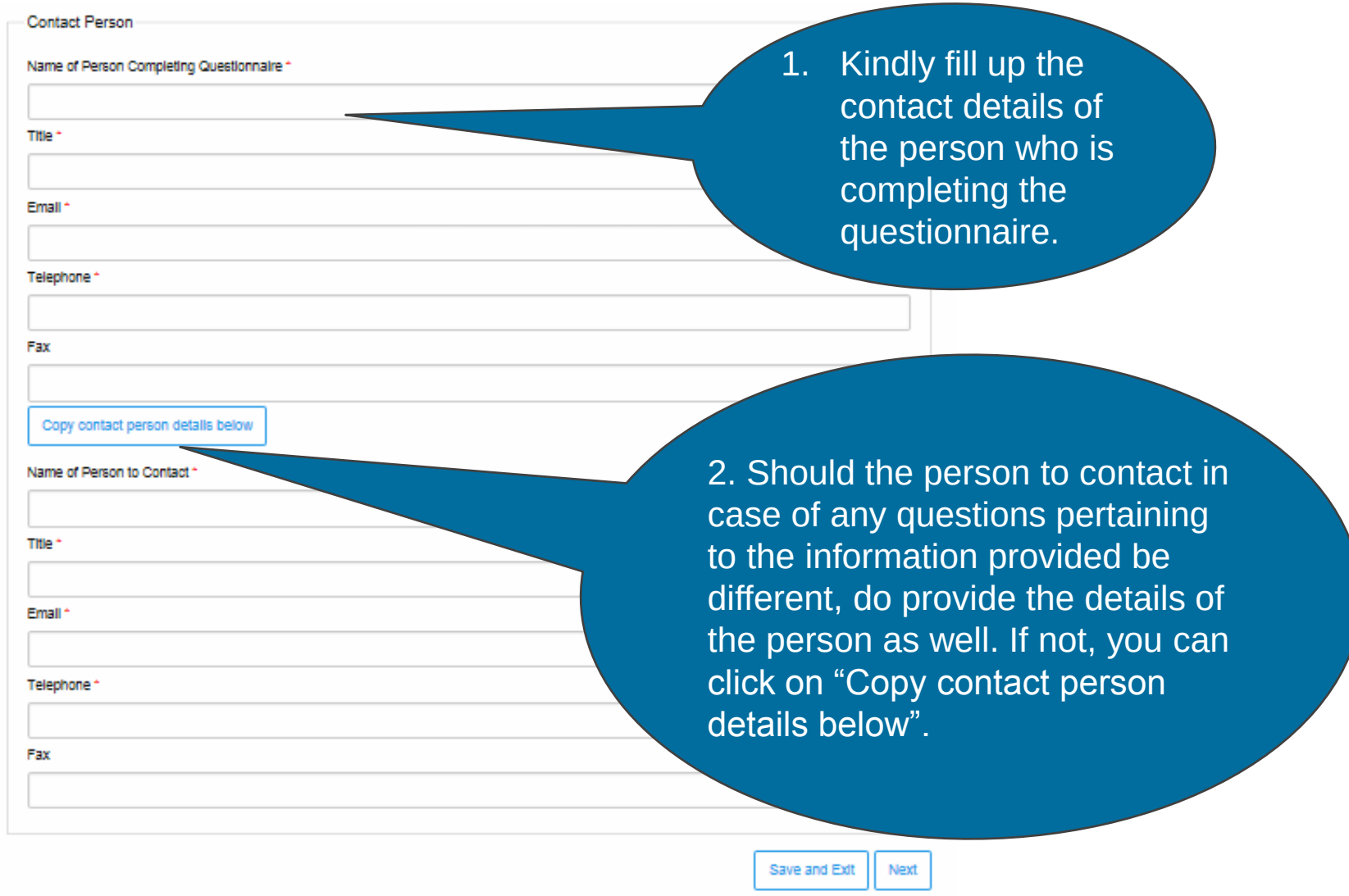
CONTACT PERSON

GOING DIGITAL – WHAT TO EXPECT?



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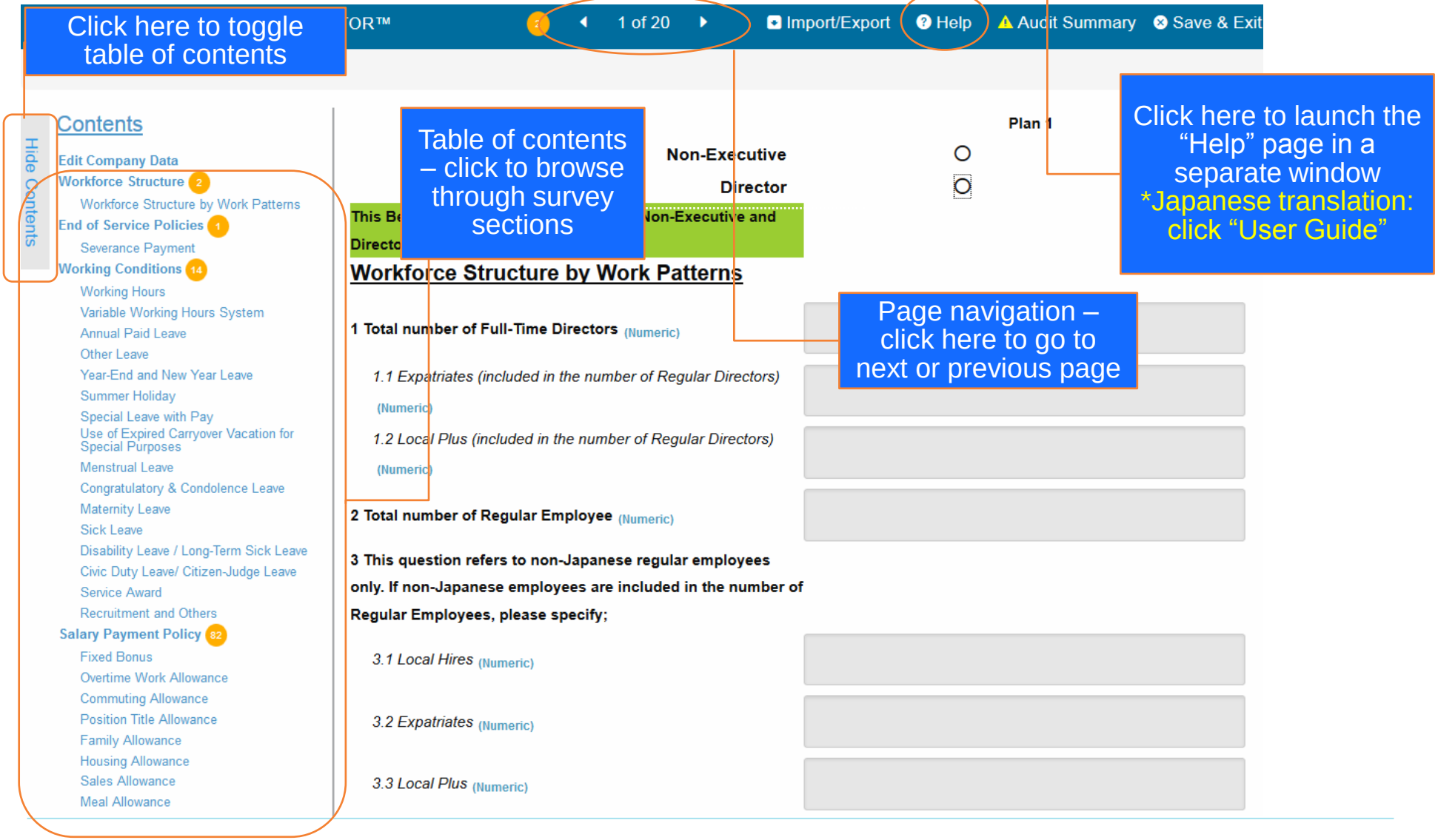
SURVEY NAVIGATION

GOING DIGITAL – WHAT TO EXPECT?



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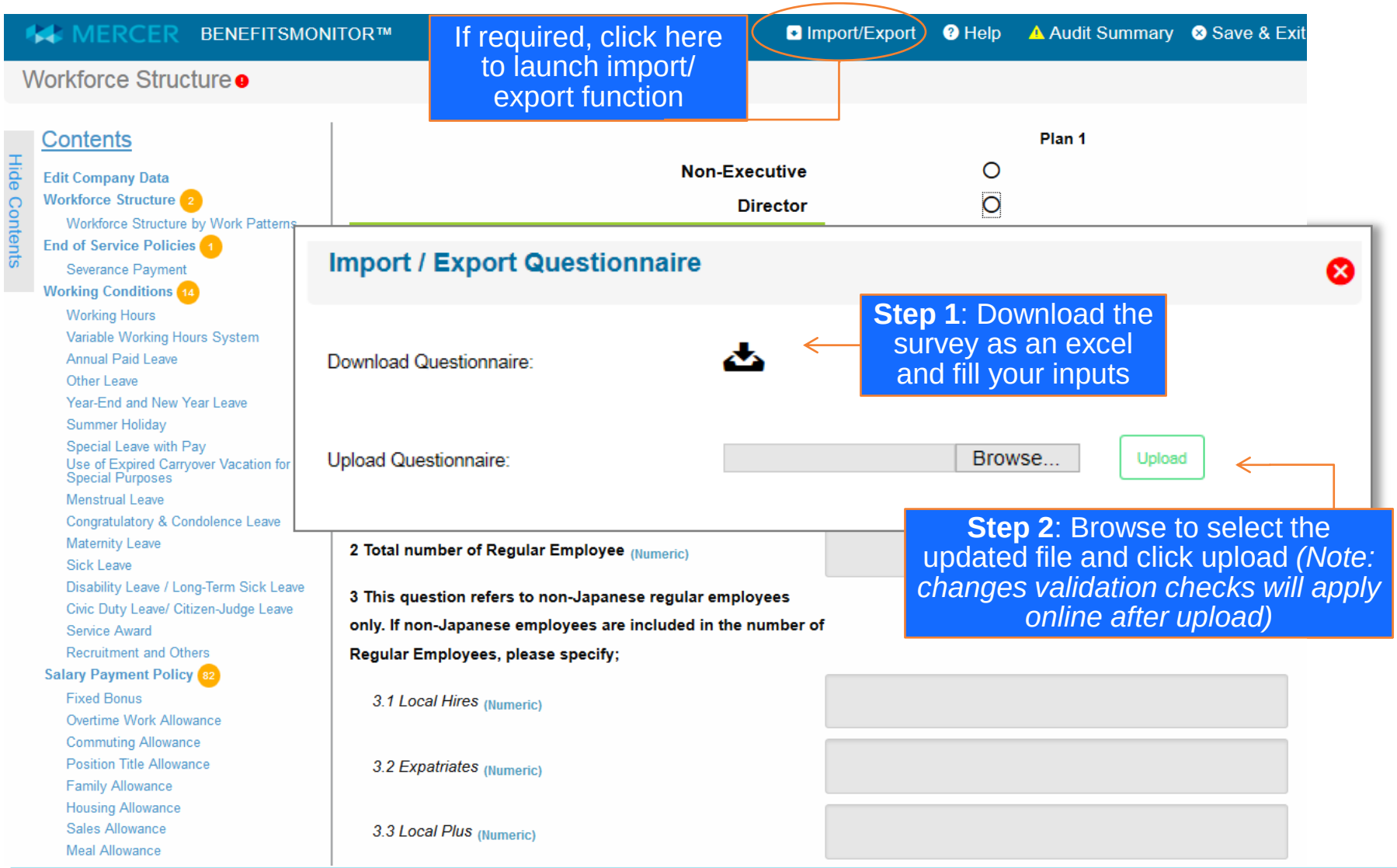
EXPORTING TO & IMPORTING FROM EXCEL

GOING DIGITAL – WHAT TO EXPECT?



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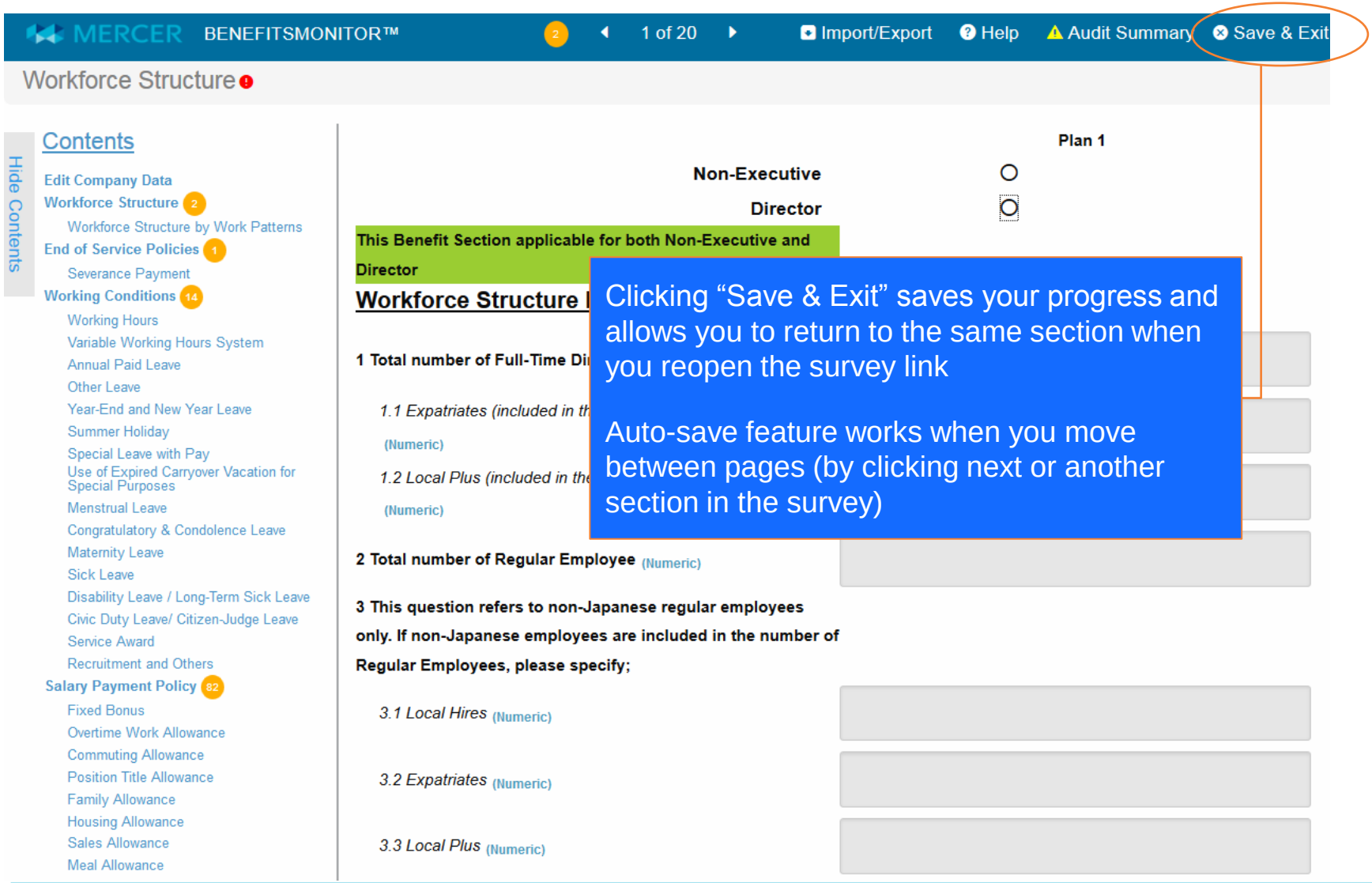
SAVING YOUR PROGRESS

GOING DIGITAL – WHAT TO EXPECT?



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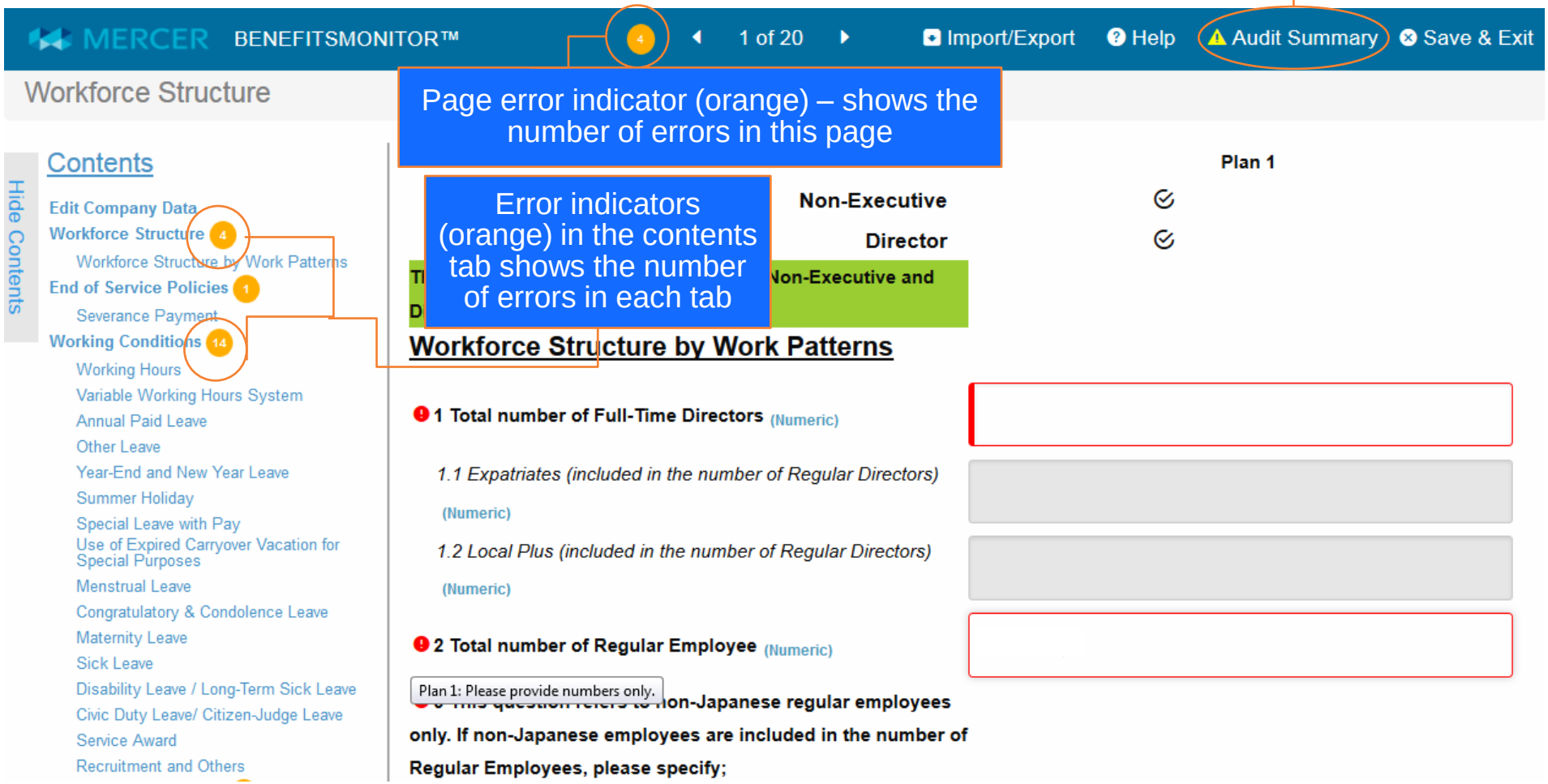
ADDRESSING ERRORS (1/2)

GOING DIGITAL – WHAT TO EXPECT?

Click here to launch the error audit summary *(cont. next page)*



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ADDRESSING ERRORS (2/2)

GOING DIGITAL – WHAT TO EXPECT?

Click here to launch the error audit summary

Contents

Edit Company Data
Workforce Structure
Workforc
End of Servi
Severanc
Working Co
Working
Variable
Annual P
Other Lea
Year-End
Summer
Special L
Use of Ex
Special P
Menstrua
Congratul
Maternity
Sick Leav
Disability
Civic Duty Leave/ Citizen-Judge Leave
Service Award
Position Title Allowance
Family Allowance
Housing Allowance
Sales Allowance
Meal Allowance

Hide Contents

Plan 1

Non-Executive

Director

Audit Summary

System has found following issues in the responses.

Action	Page header	Question Description	Issue Description
Plan	Child Care Leave	Staff Category	Please select the relevant Staff category(s) for the plan.
23	Company Car Policy	Please specify who are eligible for company car for each plan:	Plan 1: Please select atleast one from below sub-questions.
23.1	Company Car Policy	Everyone	Plan 1: Q23.1 , 23.2, 23.3 & 23.4 are mutually exclusive. Please answer only one sub question and for remaining (if not applicable) please answer N (do not leave blank).

3 This question refers to non-Japanese regular employees only. If non-Japanese employees are included in the number of Regular Employees, please specify;

3.1 Local Hires (Numeric)

3.2 Expatriates (Numeric)

3.3 Local Plus (Numeric)

Click here to go to the question in the survey

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HOW TO SUBMIT SUBMISSION

GOING DIGITAL – WHAT TO EXPECT?

- Acting Allowance
- **Perquisites** 2
  - Golf Club Membership
  - Recreational Club Membership
  - Professional Club / Association Membership
  - Fitness Club Membership
  - Claw Back Policy
  - Lifestyle Benefit
  - Mobile Devices
  - Parking
  - Discount on Company Products
  - Long-Service Allowance / Award
- **Referral Program** 2
  - Referral Program
- **Locally Hired Foreigners** 2
  - Locally Hired Foreigners
- **Submit**

Click here to Submit the Data

10.1.1 Premium sharing (Y or N)

10.1.2 Claim sharing (Y or N)

10.1.3 Maximum claimable amount (Y or N)

10.1.4 Please elaborate: (Any Response)

10.2 Insurance benefits (Y or N)

10.2.1 Premium sharing (Y or N)

10.2.2 Coverage (Y or N)

10.2.3 Please elaborate: (Any Response)

10.3 Medisave contributions (Y or N)

10.3.1 Please elaborate: (Any Response)

10.4 Annual leave (Y or N)

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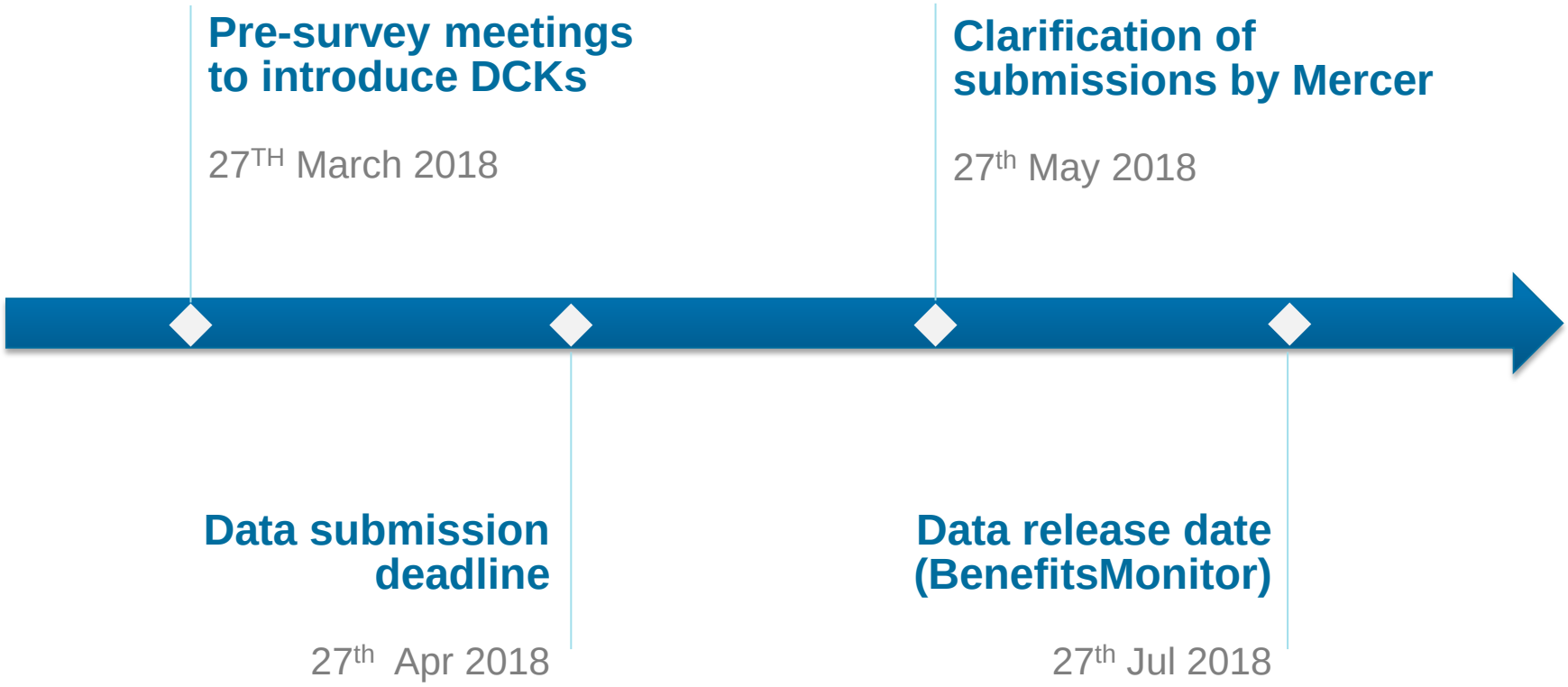
BENEFIT SURVEY CYCLE 2018- JULY (Q3)

KEY MILESTONE DATES



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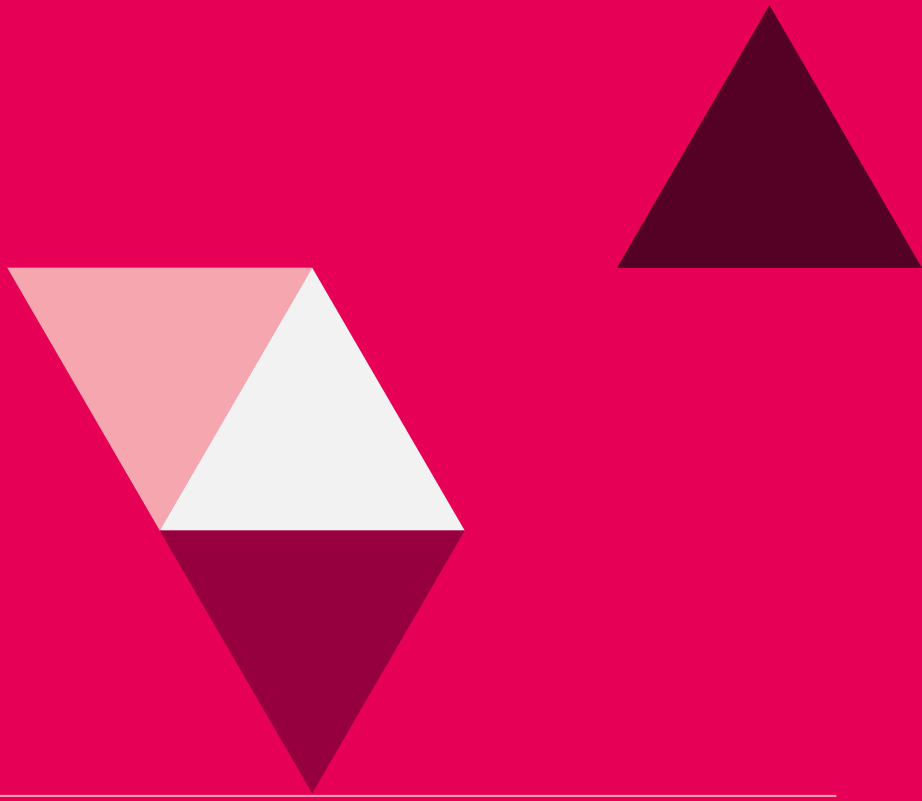
WHAT'S NEW IN 2018?

SECTION-2



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WHAT'S NEW IN 2018?

DCK UPDATES - JAPAN

- **Child Care Leave:**
  - Modified choice "1year and 6 months to 2 years" to "Up to 2 years" and removed old choice of "Up to 1year and 6 months".

OLD

Child Care Leave

		Plan 1	Input Guide
	Non-Executive		Enter Y or N
	Child Care Leave - Ikuji Kyugyo		
3	How long does your company provide Child Care Leave at maximum?		
3.1	*Up to 1 year and 6 months*		Y or N
3.2	*1 year and 6 months to 2 years*		Y or N
3.3	*2 years to 2 years and 6 months*		Y or N
3.4	*2 years and 6 months to 3 years*		Y or N
3.5	*More than 3 years*		Y or N

NEW

3 How long does your company provide Child Care Leave at maximum?

- *3.1 Up to 2 years* (Y or N)
- *3.2 2 years to 2 years and 6 months* (Y or N)
- *3.3 2 years and 6 months to 3 years* (Y or N)
- *3.4 More than 3 years* (Y or N)

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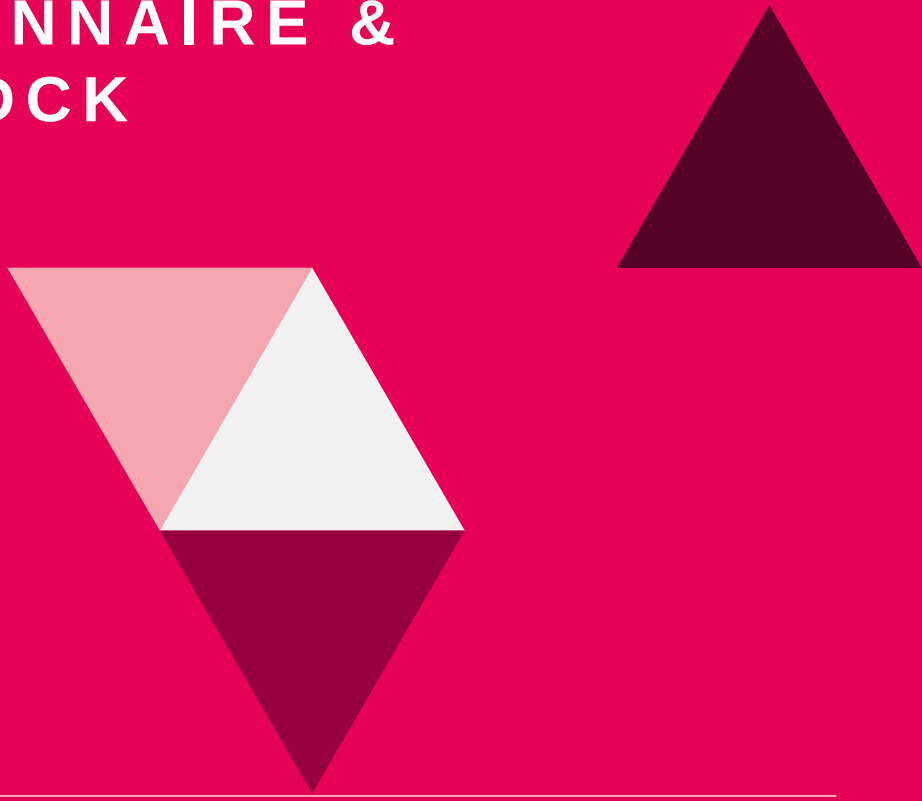
STRUCTURE OF QUESTIONNAIRE & INSTRUCTIONS TO FILL DCK

SECTION-3



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STRUCTURE OF QUESTIONNAIRE AND INSTRUCTIONS TO FILL DCK

INPUT INSTRUCTIONS

- Complete the survey as much as possible
  - If you have any doubts/questions on DCK, please contact the local Mercer representative
  - If you do not have a certain benefit do not leave blank, **please fill ‘ ⊗ ’**
  - If you have ‘grand-fathered plans’, do not fill them, provide **only** active plans
  - If you have multiple offerings for a benefit, please provide most common practice
  - If you have a range of amounts for a particular field, please provide the average amount
  - If there are %, fill in only the numerals
- All amounts are in local currency unless stated otherwise
- Do not use company name in comments
- Input only information for local hires and not expatriate.(Except Workforce structure tab)

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STRUCTURE OF QUESTIONNAIRE AND INSTRUCTIONS TO FILL DCK

CONTENTS OF DATA COLLECTION KIT (DCK)

Benefit Name	Staff Categorories
Workforce Structure	Non Executive Director
End of Service Policies	Non Executive
Working Conditions	Non Executive
Salary Payment Policy	Non Executive
Child Care Leave	Non Executive
Family Care Leave	Non Executive
Travel Policy	Non Executive
Company Car Policy	Non Executive
Company Housing Policy	Non Executive
Transfer Relocation	Non Executive
Continuing Employment	Non Executive
Retirement	Non Executive
Congratulations&Condolences	Non Executive
Risk Benefits	Non Executive
Health Care	Non Executive
Savings	Non Executive
Training	Non Executive
Perquisites	Non Executive
Employment and Other	Non Executive
Directors Section	Director

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STRUCTURE OF QUESTIONNAIRE AND INSTRUCTIONS TO FILL DCK

NEED TO UPDATE EVERY YEAR

Benefit Name	Staff Categorories
Workforce Structure	Non Executive Director
End of Service Policies	Non Executive
Working Conditions	Non Executive
Salary Payment Policy	Non Executive
Child Care Leave	Non Executive
Family Care Leave	Non Executive
Travel Policy	Non Executive
Company Car Policy	Non Executive
Company Housing Policy	Non Executive
Transfer Relocation	Non Executive
Continuing Employment	Non Executive
Retirement	Non Executive
Congratulations&Condolences	Non Executive
Risk Benefits	Non Executive
Health Care	Non Executive
Savings	Non Executive
Training	Non Executive
Perquisites (JP)	Non Executive
Employment and Other	Non Executive
Directors Section	Director

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STRUCTURE OF QUESTIONNAIRE AND INSTRUCTIONS TO FILL DCK

NEED TO UPDATE EVERY YEAR

Sheet title	Questionnaire no.	Questionnaire	Details
Company Information	All	All	Company Information（especially: Company Name, Head Count By Category) User Information（Please update the information about contact person）
Workforce Structure	All	All	The number of workforces（As of April 1, 2018）
Travel Policy	10.1 ～10.2.30	Overseas Business Travel Allowance - Which of the following payment methods do you apply for daily allowance (including meal allowance)?	If the amount of the allowance is determined by the currencies other than JPY, update the data every year in accordance with latest exchange rate designated by Mercer)
	12.1 ～12.2.30	Overseas Business Travel Allowance - Which of the following payment methods do you apply for Lodging expenses?	If the amount of the lodging expenses is determined by the currencies other than JPY, update the data every year in accordance with latest exchange rate designated by Mercer)
Risk Benefits	All	Questionnaires related to the benefit amount	If the benefit amount is determined by the currencies other than JPY, update the data every year in accordance with latest exchange rate designated by Mercer)
Directors Section	21 ～60	Directors - Insurance Questionnaires related to the benefit amount	If the benefit amount is determined by the currencies other than JPY, update the data every year in accordance with latest exchange rate designated by Mercer)
	108.1～108.2.50	Directors - Overseas Business Travel Allowance - Is the allowance fixed or different by position?	If the amount of the allowance is determined by the currencies other than JPY, update the data every year in accordance with latest exchange rate designated by Mercer)
	109.1～109.2.50	Directors - Overseas Business Travel Allowance - Which of the following payment methods do you apply for Lodging expenses?	If the amount of the lodging expenses is determined by the currencies other than JPY, update the data every year in accordance with latest exchange rate designated by Mercer)

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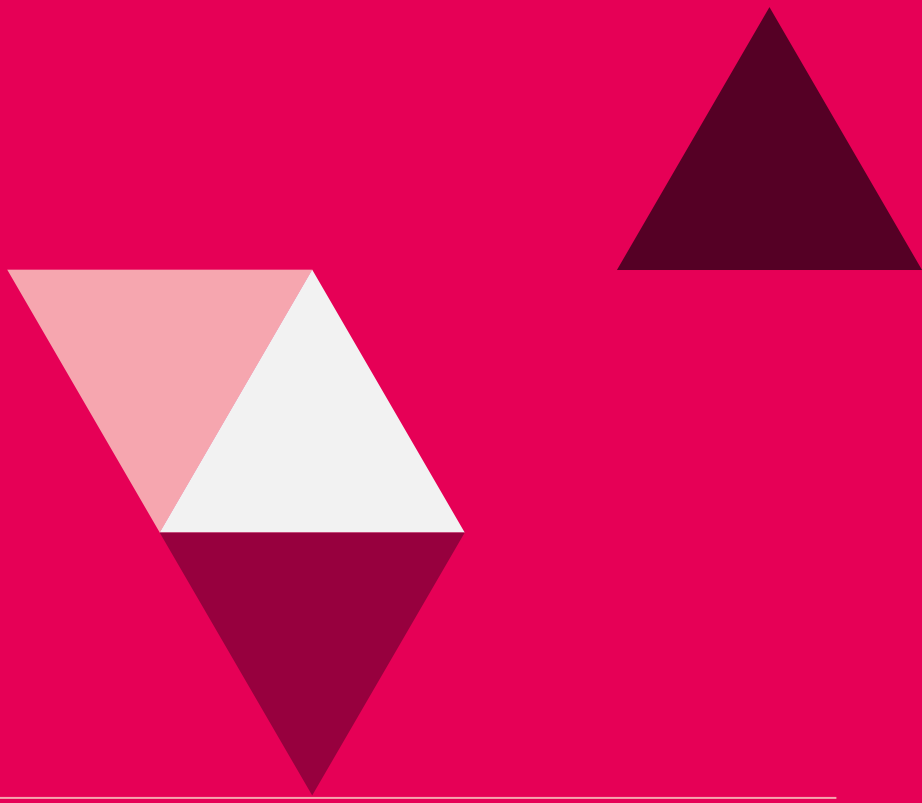
GENERAL POINTS OF ATTENTION

SECTION-4



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DCK STRUCTURE
GENERAL POINTS OF ATTENTION

- 回答基準日は**2018年4月1日**となります。
- Yes/Noを選択する設問には**必ずご回答をお願いします**。(Yes=✓,No=✕)
- ご回答の際は、各シートの上から順番にご回答下さい。
- “Company Data”欄以外の回答欄には、**貴社名をご記入されないよう**ご留意下さい。
- 金額に幅がある場合には、特に指示のある場合を除き、**平均値をご記入ください**。
- 金額は**円単位**で、通貨は**日本円のみ**ご使用ください。
  - 換算レートは、2018年1月から3月の平均値をご利用ください。
    ※OANDA.com(下記URL)にて計算をお願いします。
    (https://www.oanda.com/currency/average)
  - ドル以外のレートの場合は、まずドルに変換後、円に再計算の上算出ください。
- フォントは**英数半角のみ**ご使用ください。

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DCK STRUCTURE
EMPLOYEES' CATEGORIES

- The accommodates for TWO categories of employee levels:
  - Non-Executive
  - Directors

- Please see the definition of each category in the below table for your reference:

Category	Details	Questionnaire sheet
Director	Full-time board members regulated in the Commercial Law (excl. Expats) 商法上の常勤役員（Expatsは除く）	- Workforce Structure - Directors Section
Non-Executive	All employees excluded Directors (permanent employees only, excl. Expats) Directorを除く全ての従業員（正社員のみ。Expatsは除く）	- All questionnaire sheets besides "Directors Section"

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DCK STRUCTURE

EMPLOYEE CATEGORIES

- Please input "✔" in the Plan 1 on the top of each question items according to indication which is highlighted with Green.
- 各設問のいちばん上に緑色でハイライトされたカテゴリーを"Plan1"にご選択ください。

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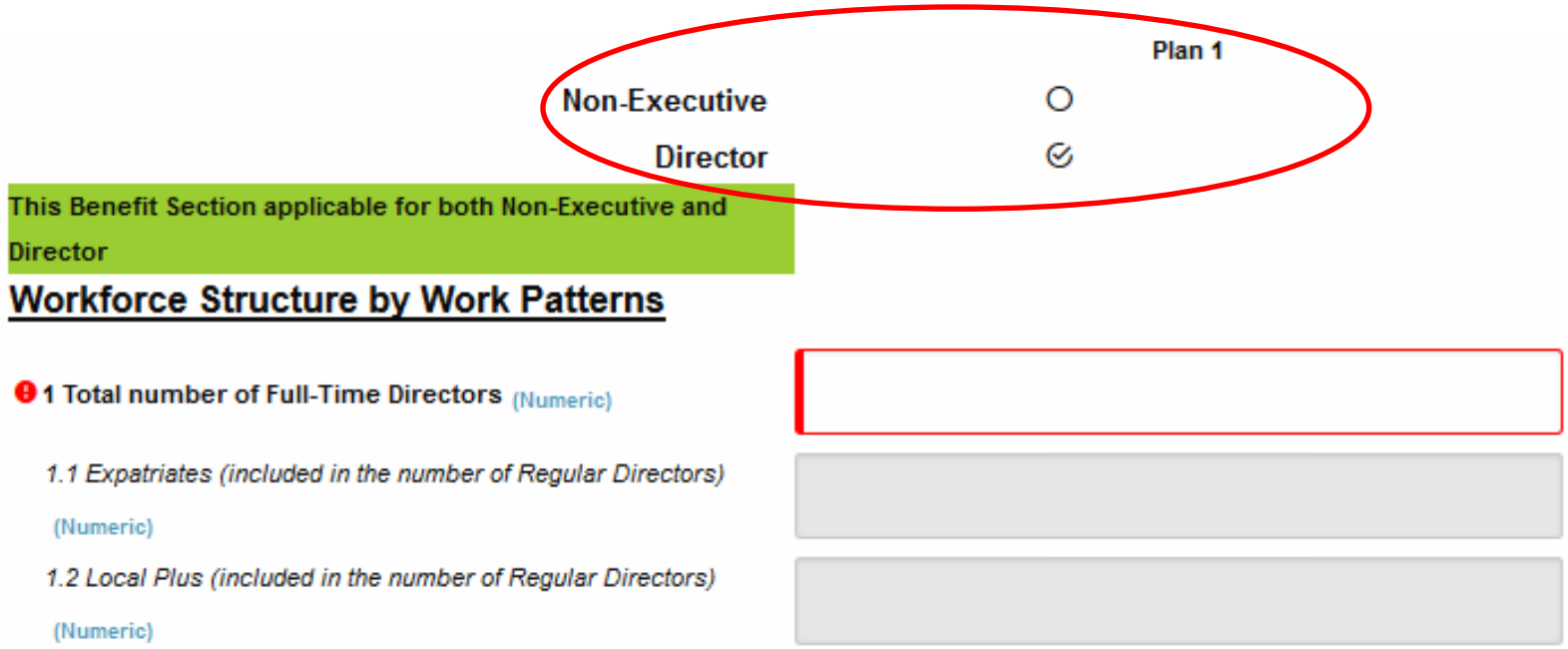
DCK STRUCTURE
EMPLOYEE CATEGORIES

- Please check the box (circled in red) in the Plan 1 column that are placed on the top of each questionnaire sheet regardless your company has the policy or not.
- If the “Plan 1” column remains empty, the data of the sheet will not be reflect to the result.
- Plan1欄が空欄の場合、回答が出来ませんのでご注意ください。



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DCK STRUCTURE
INPUT GUIDE

- Input Y =✔ or N =✖ in parent question first when answering questions. Then, please proceed to answer child questions
- 上から順番（親質問→子質問）にご回答ください。

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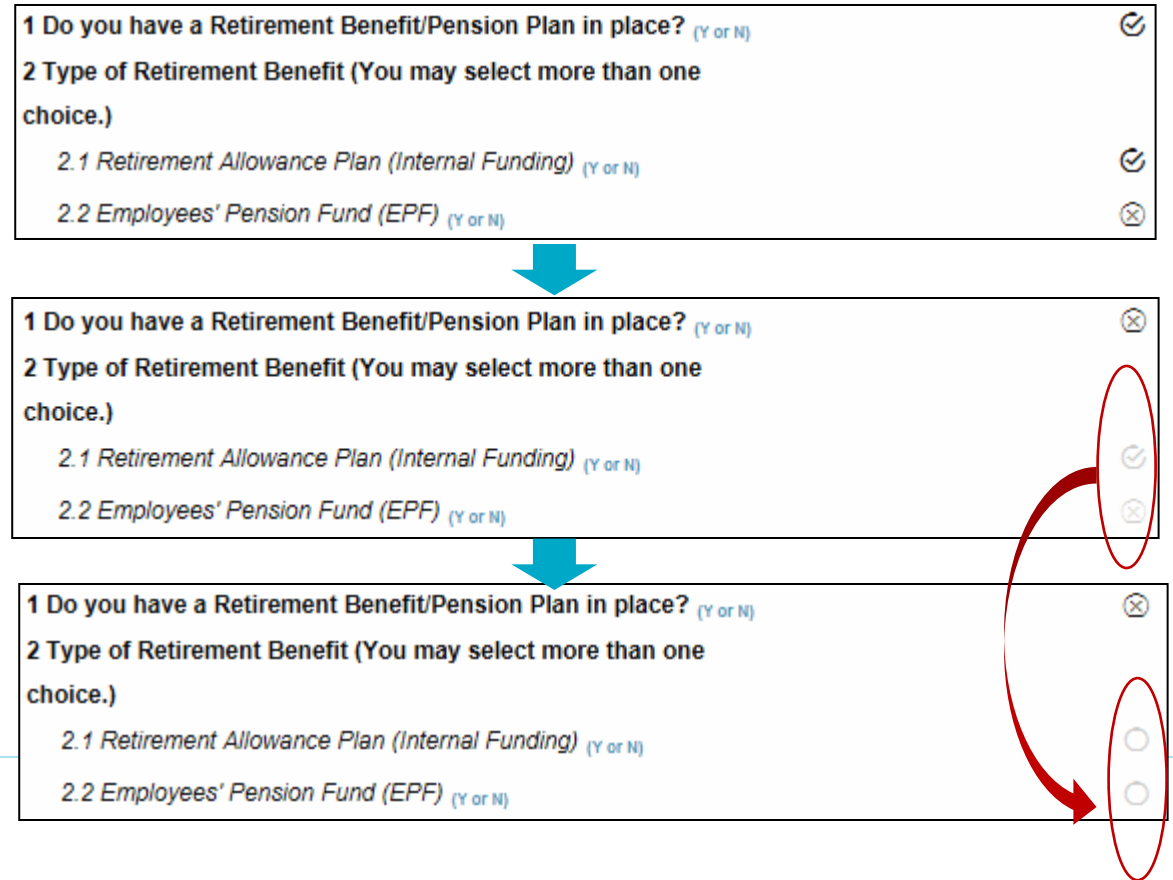
DCK STRUCTURE
INPUT GUIDE

- Y or N – Attention
- If a parent question is revised after child questions are answered, child questions need to be revised(deleted in this case).
- 親質問の回答を修正する場合、子質問について矛盾の無いようにご確認ください。



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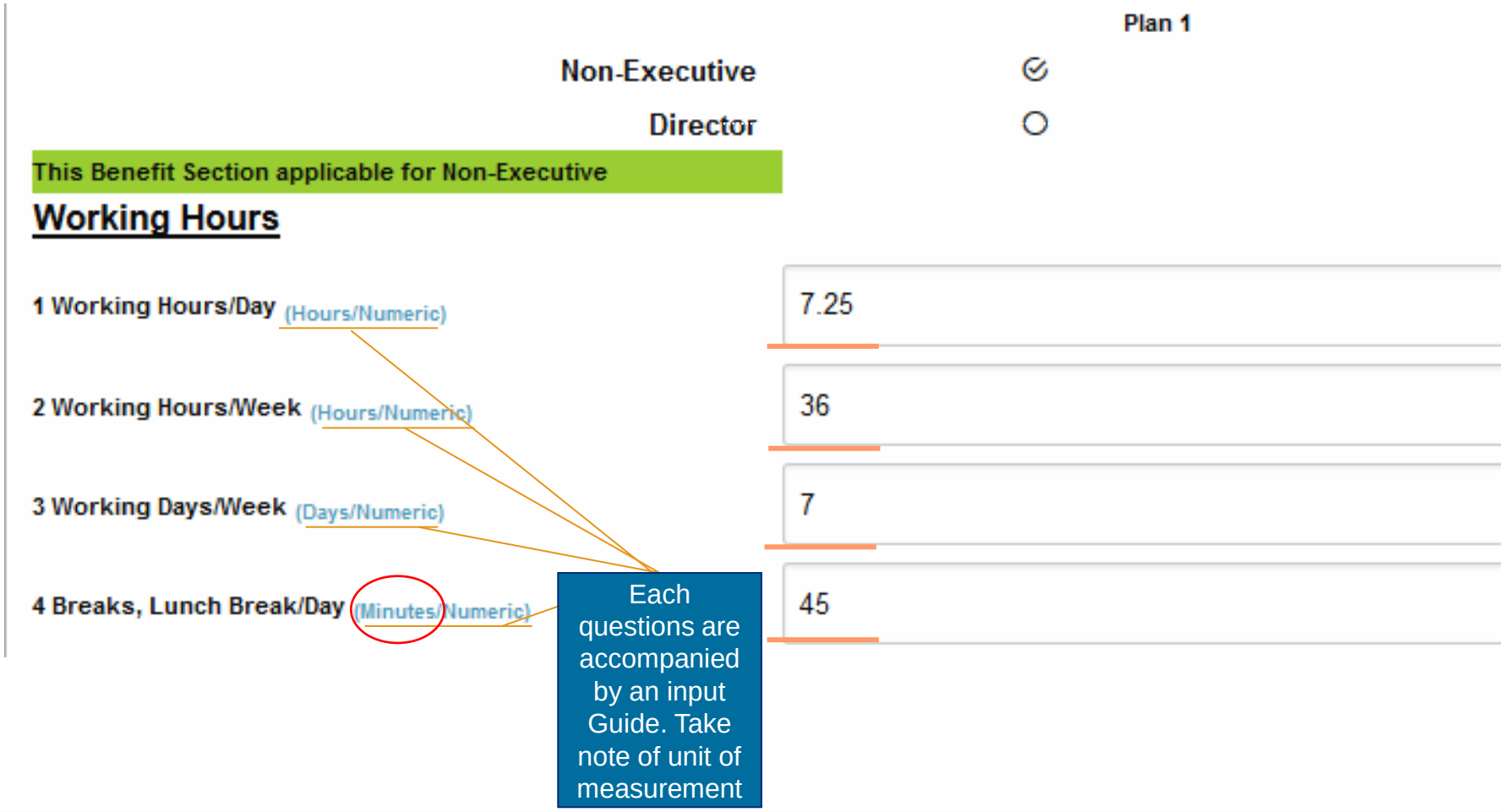
DCK STRUCTURE
INPUT GUIDE

- Please follow the Input Guide present at the end of the each questions.
- 各設問項目右側のインプットガイドに従いご入力ください。



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STRUCTURE OF QUESTIONNAIRE AND INSTRUCTIONS TO FILL DCK

INPUT GUIDE

Input guides are shown in blue at the end of each question

Input Guide	Details	Remarks
Y or N	制度の有無や、選択肢から回答を選ぶ形式の設問について回答の際使用	・必ずご回答ください。 ・クリック1回= Yes, クリック2回= No,
Numeric	人数など、任意の数値を入力	・0は入力しないでください。（0の場合は空欄） ・単位やカンマは入力しないで下さい。
Local Currency	保険金額、手当額など、金額を入力	・1円単位でご記入下さい。 ・0は入力しないで下さい。（0の場合は空欄） ・単位やカンマは入力しないで下さい。
Fill %	パーセンテージで回答の際使用	・0は入力しないで下さい。（0の無い場合は空欄） ・単位（%）は入力しないで下さい。 ・数字は100で割らずにご入力ください。 （例：60%の場合、“60%”や“0.6”ではなく“60”と入力）
Any Response	車の車種名、詳細の補足など、数値で記載が出来ない回答の際使用	・英数半角にてご回答をお願いします。（全角文字がシステム上扱えないため）

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DCK STRUCTURE
INPUT GUIDE

- Local Currency
  - Input the amount such as benefit amount of insurance, allowance amount etc. in **local currency (JPY).**
  - Input data in Yen – not thousands of Yen, ten thousands of Yen or other units. (e.g. If the answers are 15 thousand JPY and 30 thousand JPY, please fill in 15000 and 30000.)

Condolences

1 Condolence Money (Employee's Death - Not work-related only. Exclude paid by insurances) (Y or N)

1.1 Fixed-term payment - Minimum (Local Currency)	15
1.2 Fixed-term payment - Maximum (Local Currency)	30

Condolences

1 Condolence Money (Employee's Death - Not work-related only. Exclude paid by insurances) (Y or N)

1.1 Fixed-term payment - Minimum (Local Currency)	15000
1.2 Fixed-term payment - Maximum (Local Currency)	30000

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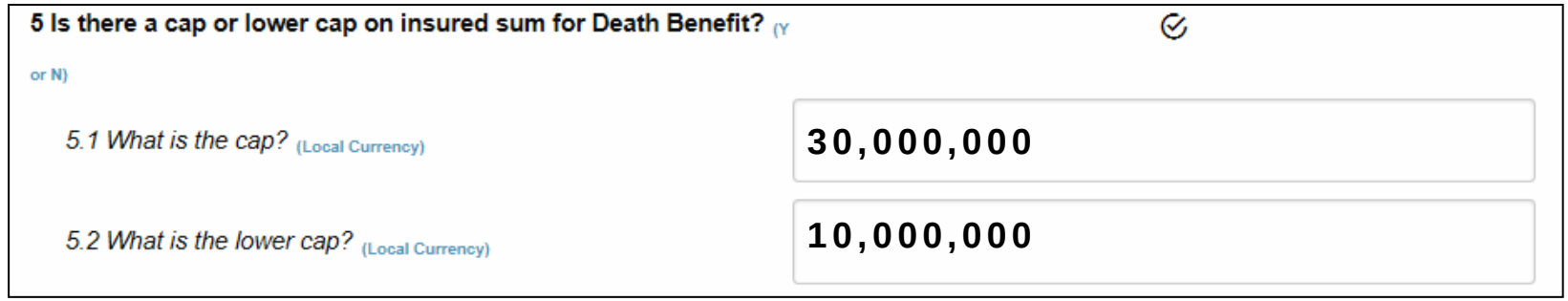
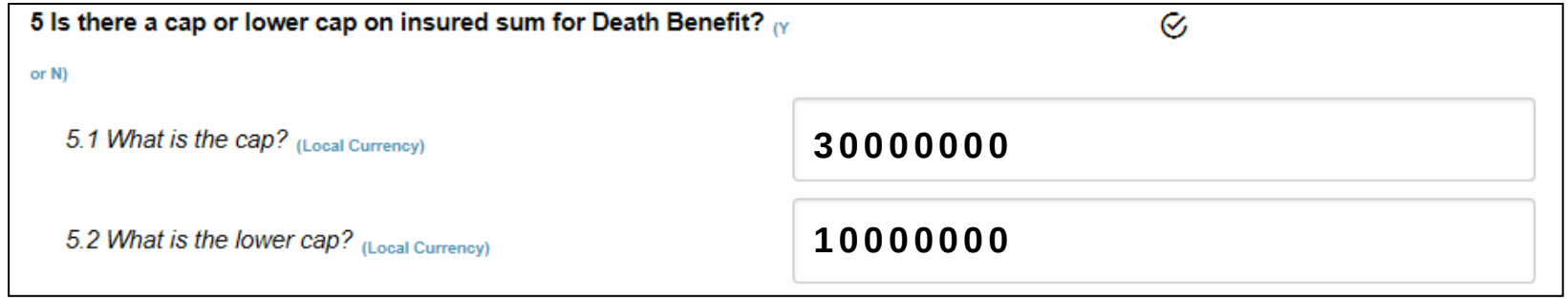
DCK STRUCTURE
INPUT GUIDE

- Local Currency, Numeric, / Numeric – Attention
  - Please do not input comma.





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DCK STRUCTURE
INPUT GUIDE

- Local Currency, Numeric, / Numeric – Attention
  - Please do not input unit

Condolences

1 Condolence Money (Employee's Death - Not work-related only. Exclude paid by insurances) (Y or N)

1.1 Fixed-term payment - Minimum (Local Currency) **JPY30000**

1.2 Fixed-term payment - Maximum (Local Currency)

Condolences

1 Condolence Money (Employee's Death - Not work-related only. Exclude paid by insurances) (Y or N)

1.1 Fixed-term payment - Minimum (Local Currency) **30000**

1.2 Fixed-term payment - Maximum (Local Currency)

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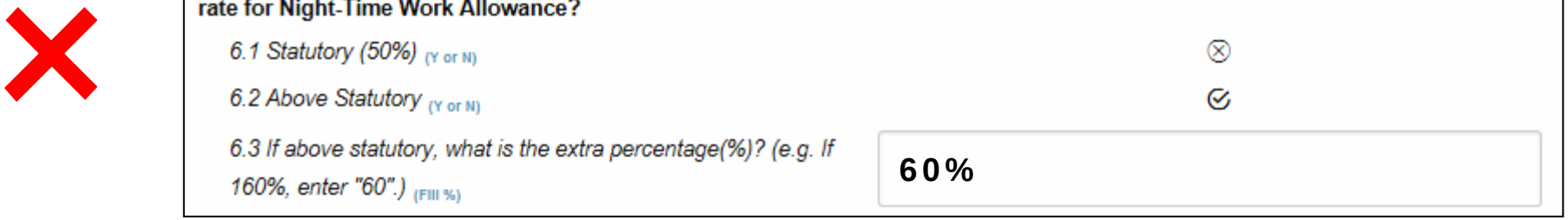
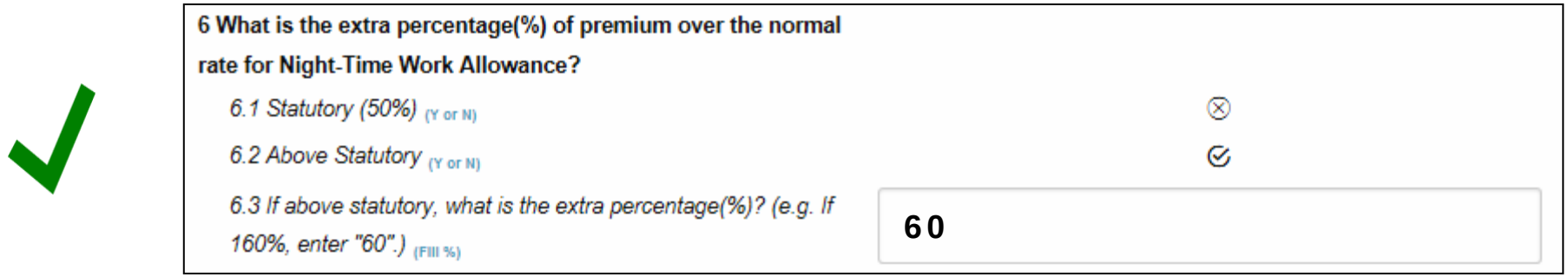
DCK STRUCTURE
INPUT GUIDE

- Fill % - Attention
  - Please do not input “%” into the column
    (If “%” is input, the figure will be divided by 100 automatically.)
  - %記号は付けないで下さい。（%を加えると、100で割られた数値がご回答として集計されます）





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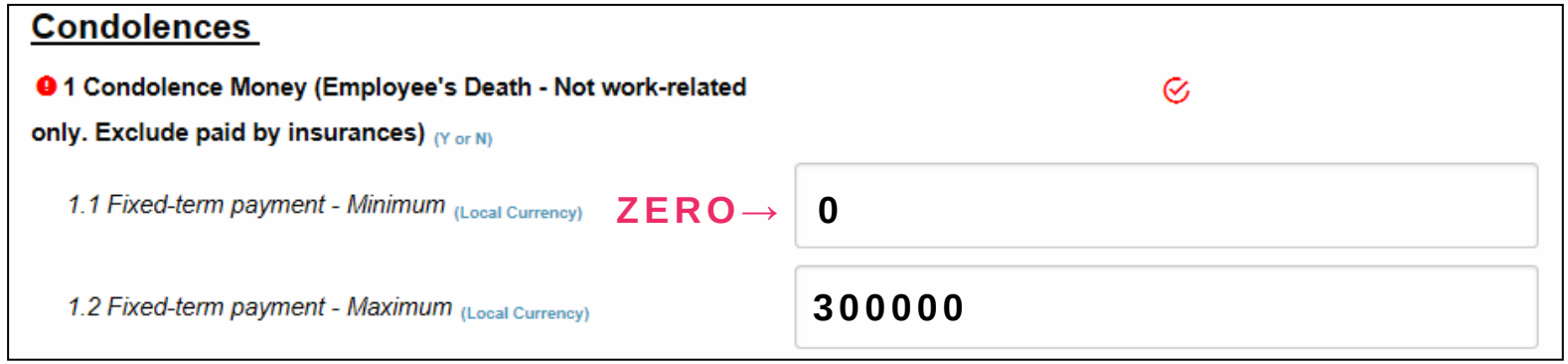
DCK STRUCTURE
INPUT GUIDE

- Local Currency, Numeric, / Numeric – Attention
  - Please do not enter 0 （If there are no figure to input, please keep the column empty）
  - 0（ゼロ）は記入せず、空欄のままにしてください。



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DCK STRUCTURE
INPUT GUIDE

- Any Response
  - Input data that are not possible to input by “Y or N” or numeric such as Car model or additional comments.
  - Please use only English characters. （Only English characters can be read by MBM system.)

4 Do you specify a choice from a range of car models? If so, what is the: (Y or N)	☑
4.1 Make / Brand (Any Response)	トヨタ
4.2 Model (Any Response)	カローラ
4.3 Engine Capacity (cc) (Numeric)	1600

4 Do you specify a choice from a range of car models? If so, what is the: (Y or N)	☑
4.1 Make / Brand (Any Response)	TOYOTA
4.2 Model (Any Response)	COROLLA
4.3 Engine Capacity (cc) (Numeric)	1600

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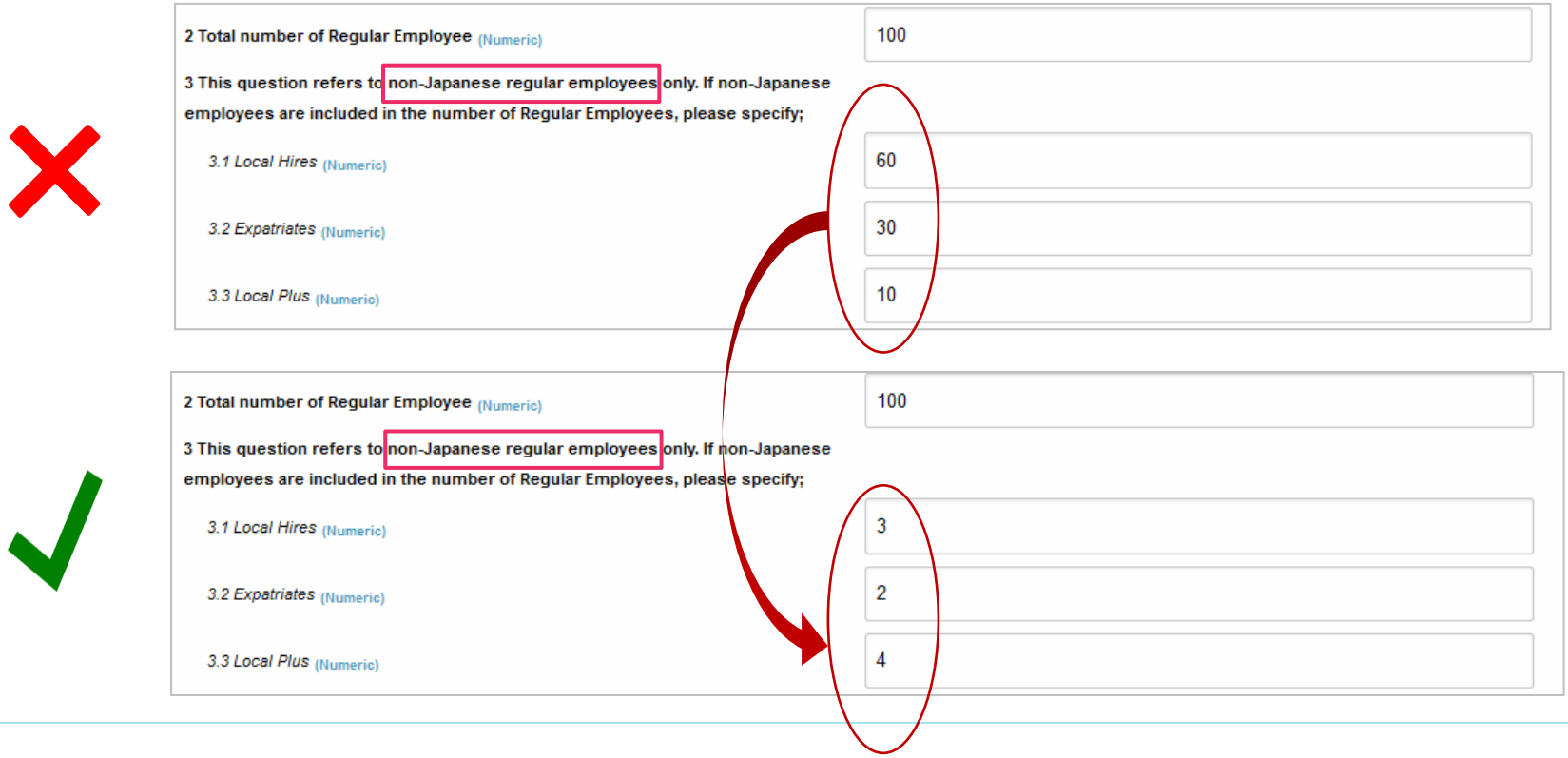
DCK STRUCTURE
INPUT GUIDE

- Workforce Structure
  - Q3: Number of non-Japanese employees (included in the number of Regular Employees)
  - Please make sure to input no. of the “NON JAPANESE” employees. Do not input the details
  - “Non-Japanese”の人数内訳をご回答ください。正社員人数(Qn2)の内訳とならないようにご留下さい。



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DCK STRUCTURE
INPUT GUIDE

- Salary payment policy

Statutory/ Above Statutory (Salary payment policy Q#5 to 7)

- Either of the alternatives should be “Y”.
- If your company’s scheme is above statutory, please input “Y” for the “Above statutory” option.
- If your company doesn’t have special scheme, please input “Y” for the “Statutory”
- 選択肢の中のひとつのみ“Y”となります。
- 貴社の制度が法定超の場合は“Above statutory”のみが“Y”となります。

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DCK STRUCTURE
INPUT GUIDE

- Allowances (Salary payment policy Q#12 to 41, Travel policy Q# 9)
  - One of the alternatives should be “Y”.
  - If your company doesn’t provide the allowance, please input “Y” for the “Not Provided” or “Abolished” option. (If there is no information, please choose “Not Provided”).
  - 手当てを支給していない場合は、“Not Provided”あるいは“Abolished”が“Y”となります。

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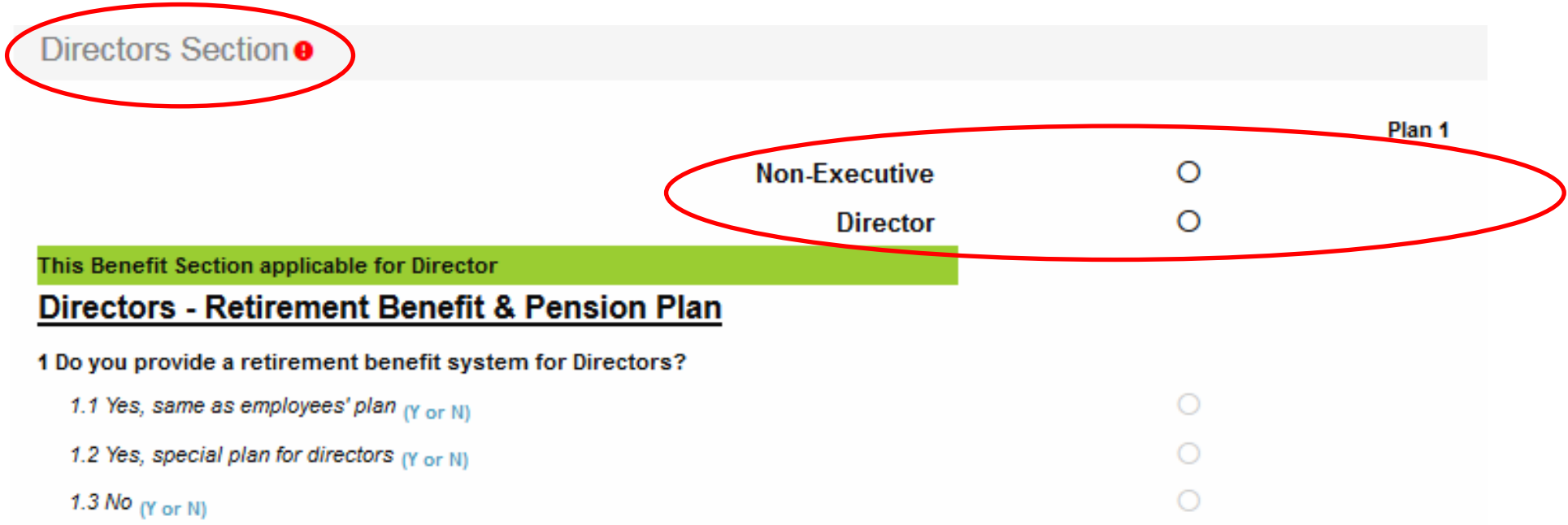
DCK STRUCTURE
INPUT GUIDE- DIRECTORS SECTION

- As for Directors, please input data only to Directors Section sheet.
- If the Directors are only **Expats** currently, you do not need to answer to the “Director Section” sheet and please leave blank in the Plan 1 column of the sheet. (Please put “N” in the downloaded excel questionnaire)
- 役員に関しては”Directors Section”にご回答ください。
- 役員がExpatsのみの場合は、回答は不要です。空欄でご提出ください。



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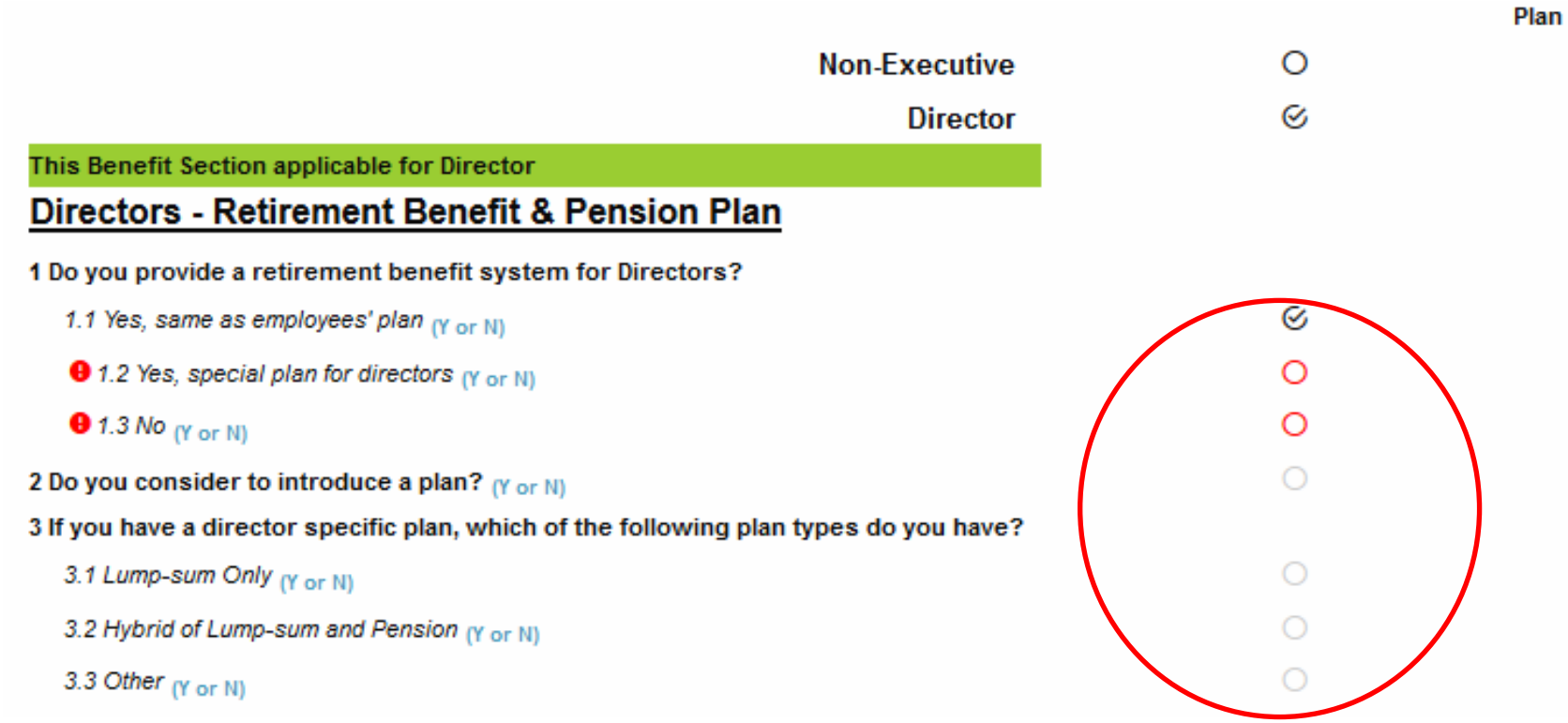
DCK STRUCTURE
INPUT GUIDE- DIRECTORS SECTION

- The grey spots will turn white depending on the answer of the previous question so that lets the person who inputs data know which column to be answered next.
- Please proceed to input data from top to bottom of each tab to maximize efficiency.



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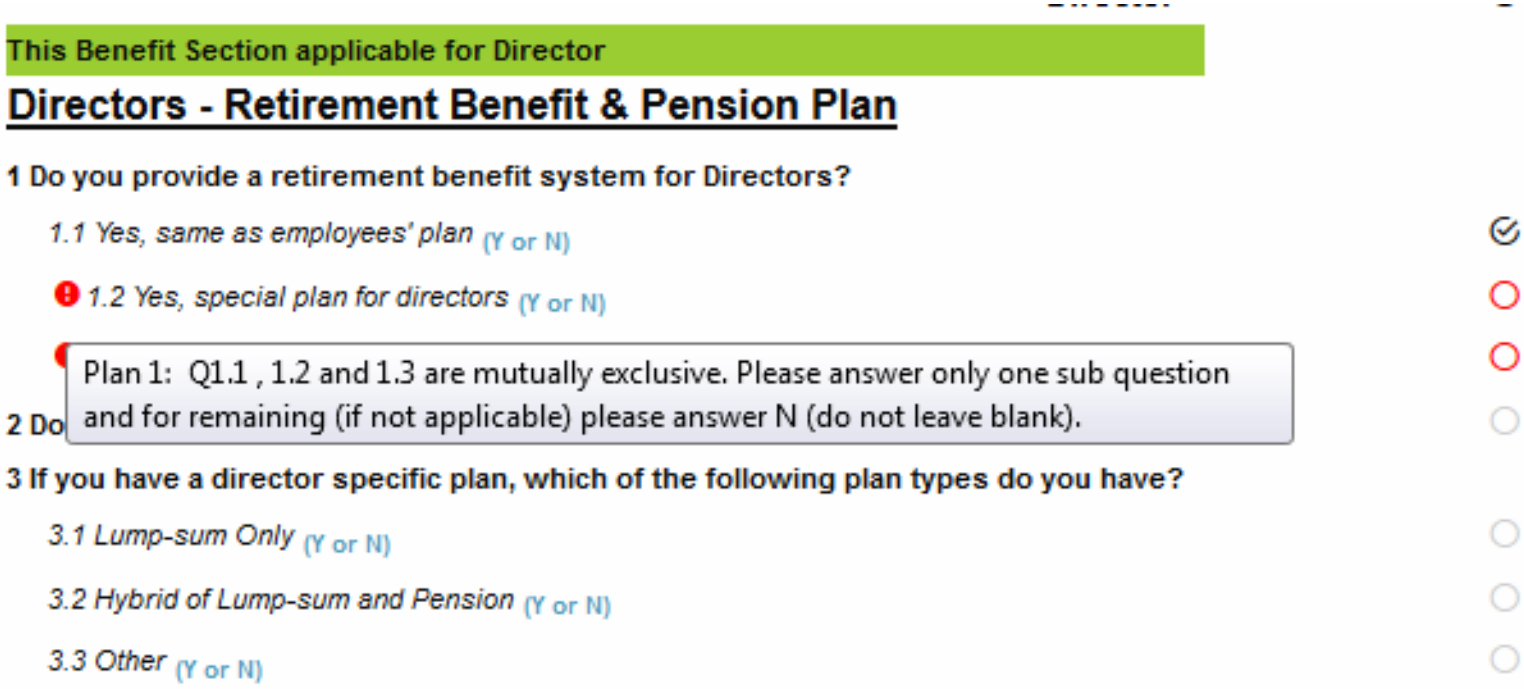
DCK STRUCTURE
INPUT GUIDE- DIRECTORS SECTION

- Please follow the Input instructions by taking the mouse on red symbol present on the left of each question.
- 赤枠（回答欄）にマウスをあわせると入力インストラクションが表記されます。



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