

## About Banks and Post Offices

You can exchange foreign currency at banks within Kameyama City.\*

Bank services also include the opening of accounts and the transfer of money.

Post Office services include the posting of letters, parcels and money; and the sale of stamps and postcards. Post Offices also allow you to open accounts and transfer money.

When opening an account at a bank or Post Office, ask for a cash card that will allow you to withdraw money from ATM located at supermarkets and convenience stores. After opening an account, be sure to carry your seal, passbook and some form of identification when using the teller.



\* Note: Some branches do not offer this service.

## Services Available at Post Offices and Banks

### (1) Opening an Account

You can open an account with one yen.

To open an account, you will need a seal and some form of identification (passport, drivers licence, alien registration card, etc.).

A rubber seal is unacceptable, so make sure your seal is made of a hard substance.



Please tell the teller. (I want to open an account.)  
(Japanese) WATASHI NO KOUZA WO TSUKURITAI.

- (Note)
- Even if you have a cash card, make sure to regularly update your passbook and check your withdrawals and deposits.
  - If you repeatedly mistake your PIN when using ATM, your cash card will become invalid.
  - Do not use your birthday or phone number for your cash card PIN. Also, do not tell anyone your PIN.

### (2) Withdrawing from Accounts

You can withdraw money at the teller or an ATM.

ATM are available at banks, post offices, supermarkets and convenience stores. The amount you can withdraw at any one time is limited.

The ATM transaction fees vary depending on the time of day.



Please tell the teller. (I want to make a withdrawal.)  
(Japanese) OKANE WO HIKIDASHITAI.

### (3) Depositing Money into an Account

You can deposit money at the teller or an ATM.  
ATM are available at banks, post offices, supermarkets and convenience stores, but you may not be able to make a deposit at convenience store ATM.  
The ATM transaction fees vary depending on the time of day.



Please tell the teller. (I want to make a deposit.)  
(Japanese) OKANE WO IRETAI.

### (4) Transferring Money into Another Person's Account Domestically & Internationally

You will need the following information (1~5) when transferring money to another person's account. There is a limit on the amount transferable, and you may not be able to transfer money from convenience store ATM.  
Transferee Information (1) Bank name (2) Branch name (3) Account type  
(4) Account number (5) Account name  
(You may also need some form of identification.)



Please tell the teller. (I want to transfer money.)  
(Japanese) OKANE WO FURIKOMITAI.

(Note) When transferring overseas, the transferee may need an account that accepts foreign currency or meet other conditions depending on the country. Please ask at the teller.

### (5) Converting Foreign Currency into Japanese Yen (This service may be unavailable at some branches.)

You can convert notes only, not coins.  
The convertible foreign currencies may vary depending on the branch.



Please tell the teller. (I want to convert this to Japanese yen.)  
(Japanese) NIHON EN NI RYOUGAE SHITEKUDASAI.

#### Foreign Currency Delivery Service

Banks offer a foreign currency delivery service to your home or workplace. Enquire at the bank regarding fees.

## (6) Paying Utility Bills and Automatic Transfers

Fill in the transfer form and take it to the teller to pay your utility bills.  
Apply at the teller to have your bills paid automatically from your account every month.  
You can also pay bills that have a bar code at convenience stores.



Please tell the teller. (I want to pay these bills.)  
(Japanese) SHIHARAIMASU.

## Services Available at Post Offices (Not available at banks)



### (7) Mail

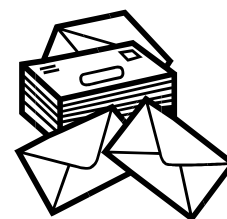
You can send letters, parcels and cash from a Post Office. When sending parcels overseas, the price and the period may vary depending on whether you send it by sea or air.  
You will be asked about the contents when sending parcels overseas.



Please tell the teller. "I want to send this."  
(Japanese) KORE WO OKURITAI.

#### International Remittance

You can also send money to a person without an international account. Receive an international remittance form from the teller and fill it out. Note that some post offices do not offer international remittance.



(8) Undeliverable Parcels

If you are not home when parcels arrive, the postman will leave an Undeliverable Item Notice.

If you receive one, contact the Post Office to have it delivered again, or pick it up at the specified Post Office. You will need identification when picking it up.

You cannot pick up parcels sent by private delivery companies at the Post Office.

(Note) There is a deadline for receiving such parcels. After this date, the parcel is returned to the sender.

Post Office “Undeliverable Item Notice”

(Back)

5 1 9 0 1 9 9

通信事務郵便 (依頼係)

亀山支店 行

①電話 (TEL) ※おかけ間違いのないようご注意ください。

電話による受付 (午前 7時~午後 9時)  
0 5 9 5 - 8 2 - 2 7 5 4

ご希望の配達時間帯	受付時間
午前中	当日 8:00 まで
午後① (12時頃~14時頃)	当日 8:00 まで
午後② (14時頃~17時頃)	当日 13:00 まで
夕方 (17時頃~19時頃)	当日 18:00 まで
夜間 (19時頃~21時頃)	当日 20:00 まで
	行締め日 ~ 当日 19:00 まで

※長期預、受取人さまと連絡がとれない場合等は、その後の取り扱いについて、差出人さまに指示をお送り場合があります。

②インターネット再配達受付 ※携帯電話からはご利用いただけません。  
<http://www.post.japanpost.jp/>

③窓口でのお受取り ※窓口でお受け取りの場合は、配達担当者が持ち出している場合が対象です。窓口でのお受取りをお希望される場合は、上記の受付時間業務中に事前にご連絡ください。

平日 8:00~20:00  
土曜 8:00~20:00  
日曜 8:00~17:00

なお、お越しになる際は、下記の通知書、印鑑、ご本人様と確認できるご身分料 (免許証、健康保険証など) をお持ちください。

通知書 + 印鑑 + 免許証・健康保険証等

④郵便又はファックスによる再配達受付

書面に必要事項をご記入の上、この通知書をポストに投函又はファックスにより送信 (0595-82-2754) してください。ただし、お届かない場合は、郵便日又はファックス送信日の翌日以降となります。

A post item addressed to you is being held at our delivery **Kameya** Branch.  
Should you need help in English, please call 0579-046-111.

郵便事業株式会社



(Front)

郵便物等お預かりのお知らせ (Undeliverable Item Notice)

郵便番号

受取人様 (Addressee) 様

差出人様 (Sender) 様

郵便物等をお届けにお伺いしましたが、ご不在でしたのでお預かりしております。再度配達いたしますので、裏面のいずれかの方法により、ご連絡ください。

配達日時 月 日 時 分頃

保管期限 月 日まで

配達担当者

お問い合わせ番号 (電話番号ではありません)

お預かりしている郵便物等の種類

郵便物  書留 (現金)  生もの  国際郵便物  書留・保後付

書留 (一般)  保冷 (チルド・冷凍)  国際小包・EMS

簡易  エクスプレス  税付

特別送達  代金引換 ( 円)

配達証明  料金着払 ( 円)

上記以外  上記以外

受取人様ご記入欄 (FAX又は郵便による再配達依頼の際に使用)

受取人様の電話番号

TEL ( ) - ( ) (ご自宅・携帯)

1 再配達をご希望の方は、ご希望の日と時間帯をご記入ください。

月 日 配達希望

午前中  午後① (正午頃~14時頃)

午後② (14時頃~17時頃)  夕方 (17時頃~19時頃)

夜間 (19時頃~21時頃)  時間帯の希望をしない

2 勤務先への配達などをご希望の方は、下記にご記入ください。  
(※お届かれる際、ご本人様であることを確認させていただきます。)

勤務先に配達 } ご住所〒

ご近所の方に配達 } ご氏名

ご連絡先 ( ) -

他の支店、郵便局の窓口でお受取り → 支店・郵便局

注:特別送達は転送できません。生もの、チルド、冷凍、配達証明は2の一部のお取り扱いができませんので、詳しくは電話で当支店にお問い合わせください。

(9) Redirecting Mail to a New Address

If you move within Japan, you can apply to have your mail redirected free from your old address to your new address for a year after you move. You will need identification and your seal to apply.

The information contained here is current as of the 1st January 2010, and may change without notice.

Published March ~~2010~~ 2010

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