

Tokyo Labour Bureau Consultation and Support Office for Foreigners

Tokyo Labour Bureau Consultation and Support Office for Foreigners is an institution that provides consultation and support regarding labour management, occupational safety, health management and working conditions to business owners who employ foreign workers and also to foreign residents.

◆ Outline of Tokyo Labour Bureau Consultation and Support Office for Foreigners

1. Address

〒160-0004

13F YOTSUYA TOWER, 1-6-1 Yotsuya, Shinjuku-ku, Tokyo 160-0004, Japan

The Foreign Residents Support Center※

- JR Chuo Line/Sobu Line Yotsuya Station: 1-minute walk
- Tokyo Metro Marunouchi Line Yotsuya Station: 3-minute walk
- Tokyo Metro Namboku Line Yotsuya Station: 1-minute walk

※ The Foreign Residents Support Center (FRESC) has various government institution counters to support foreigners and is working on such activities as consultations with foreign residents, assisting companies which are in the process of employing foreign residents, and supporting local government entities that help their foreign workers.

In addition, the institutions that are located in FRESC work together to provide various consultation services and support measures related to foreign residents staying in Japan.

2. TEL

0570-011000 (Navi dial)

Select No.2 for the number of the institution for consultation

In case of calling from outside Japan or using IP phones, dial

(+81) 3-5361-8728 .

3. Office hours

Weekdays 9:00-17:00

Excluding national holidays, year-end and New Year holidays (December 29 to

January 3)

4. Main business

- Consultation on working conditions at the request of foreign residents.

- Consultation on Labour Management and Industrial Safety and Health

Management at the request of employers who employ (or plan to employ)

foreign workers

- Support for visiting employers who employ (or plan to employ) foreign workers

- Holding seminars on Labour Management and Industrial Safety and Health

Management

To Workers

At the counseling counter of The Tokyo Labour Bureau's Consultation and Support Office for Foreign Workers, you can consult on working conditions (= salary, working hours, etc.). Consultations are available in Japanese, English, Chinese, Tagalog, Vietnamese, Myanmar, Nepali, Thai, Indonesian, Mongolian, and Cambodian (Khmer).

TEL 03-5361-8728

| Language | Days | Hours |
|------------|-------------------------------|---|
| Japanese | Monday to Friday | 9 : 00 – 17 : 00 |
| English | Monday to Friday | 9 : 30 – 16 : 30 (except 12 : 00 – 13 : 00) |
| Chinese | Monday to Friday | 9 : 30 – 16 : 30 (except 12 : 00 – 13 : 00) |
| Tagalog | Monday to Wednesday Friday | 9 : 30 – 16 : 30 (except 12 : 00 – 13 : 00) |
| Vietnamese | Tuesday · Thursday · Friday. | 9 : 30 – 16 : 30 (except 12 : 00 – 13 : 00) |
| Myanmar | Friday | 9 : 30 – 16 : 30 (except 12 : 00 – 13 : 00) |

| | | |
|------------|--------------------|---|
| Nepali | Monday to Thursday | 9 : 30 – 16 : 30 (except 12 : 00 – 13 : 00) |
| Thai | Thursday | 9 : 30 – 16 : 30 (except 12 : 00 – 13 : 00) |
| Indonesian | Tuesday | 9 : 30 – 16 : 30 (except 12 : 00 – 13 : 00) |
| Cambodian | Wednesday | 9 : 30 – 16 : 30 (except 12 : 00 – 13 : 00) |
| Mongolian | Friday | 9 : 30 – 16 : 30 (except 12 : 00 – 13 : 00) |

If you want to consult (have consultations) with The Tokyo Labour Bureau's Consultation and Support Office for Foreigners, contact us by phone in advance.

◆ Click here for support on matters related to job and daily life.

https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/koyou_roudou/koyou/jigyounu-shi/page11_00001.html

◆ Working conditions handbook

• Japanese [\(PDF\)](#)

• English [\(PDF\)](#)

• Chinese [\(PDF\)](#)

• Portuguese [\(PDF\)](#)

• Spanish [\(PDF\)](#)

• Tagalog [\(PDF\)](#)

• Vietnamese [\(PDF\)](#)

• Myanmar [\(PDF\)](#)

• Nepali [\(PDF\)](#)

• Korean [\(PDF\)](#)

• Thai [\(PDF\)](#)

• Indonesian [\(PDF\)](#)

• Cambodian [\(PDF\)](#)

• Mongolian [\(PDF\)](#)

- ◆ Brochure about Industrial Accident Compensation Insurance for foreign workers

When injured during your work hours, see below.

<https://www.mhlw.go.jp/new-info/kobetu/roudou/gyousei/rousai/gaikoku-pamphlet.html>

- ◆ Guide to Advisory Service for Foreign Workers

<https://www.check-roudou.mhlw.go.jp/soudan/foreigner.html>

To Employers

The Tokyo Labour Bureau's Consultation and Support Office for Foreigners accepts requests for consultation and visiting support program on labour management, etc. from employers who employ foreign workers.

- Visiting support program [\(PDF\)](#)

We also provide support (remote support) using the web conferencing system "Microsoft Teams". If you are interested, please feel free to apply (see the attached leaflet for details).

- remote support [\(PDF\)](#)

◆ Please refer to the following Notice of Employment in multiple languages as a sample.

- English [\(PDF\)](#)
- Chinese [\(PDF\)](#)
- Portuguese [\(PDF\)](#)
- Spanish [\(PDF\)](#)
- Tagalog [\(PDF\)](#)
- Vietnamese [\(PDF\)](#)
- Myanmar [\(PDF\)](#)
- Nepali [\(PDF\)](#)
- Korean [\(PDF\)](#)
- Thai [\(PDF\)](#)
- Indonesian [\(PDF\)](#)
- Cambodian [\(PDF\)](#)
- Mongolian [\(PDF\)](#)

◆ Click here for model employment rules in English.

• English ([Word](#)) ([PDF](#))

• Chinese ([Word](#)) ([PDF](#))

• Portuguese ([Word](#)) ([PDF](#))

• Vietnamese ([Word](#))

◆ Please visit the following web site to get information on safety and health measures for foreign workers.

We also provide educational materials that can be of use to employers for their safety and health measures related to foreign workers.

<https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000186714.html>

◆ Please visit the following web site for employment rules for foreign workers, details of status of residence for foreign workers and outline of employment management.

https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/koyou_roudou/koyou/gaikokuji
[n/index.html](#)

Case Samples for Employers

- ◆ We have prepared a handbook useful to employers for employing foreign students, and for encouraging them to do their best during their employment. Please refer to the following for details [\(PDF\)](#)
- ◆ Collection of good examples which may be useful to employers in improving their employment management to provide work environment more attractive for the highly-skilled professionals [\(PDF\)](#)
- ◆ Collection of good examples showing how to improve foreign workers management to assure good relations with foreign workers [\(PDF\)](#)
- ◆ Ways of dealing with and encouraging IT personnel from overseas [\(PDF\)](#)

◆ Shown below is a practical manual on ways to assist highly-skilled foreign professionals work more effectively

• For companies which are in the process of employing highly-skilled foreign professionals. [\(PDF\)](#)

• For companies that have already employed highly-skilled foreign professionals, and are facing difficulties. [\(PDF\)](#)