

職業安定法施行規則

Enforcement Regulation of the Employment Security Act

(昭和二十二年十二月二十九日労働省令第十二号)
(Order of the Ministry of Labour No. 12 of December 29, 1947)

職業安定法施行規則を、次のように定める。

The Enforcement Regulation of the Employment Security Act is enacted as follows.

(職業安定組織の定義)

(Definition of Employment Security Organization)

第一条 この命令で職業安定組織とは、厚生労働省職業安定局（以下「職業安定局」という。）、都道府県労働局、公共職業安定所等すべての職業安定機関の組織をいう。

Article 1 The term "employment security organization" as used in this Order means an organization of all employment security bodies such as the Employment Security Bureau of the Ministry of Health, Labour and Welfare (hereinafter referred to as "Employment Security Bureau"), the Prefectural Labor Bureaus and the public employment security offices.

(法第二条に関する事項)

(Matters concerning Article 2 of the Act)

第二条 公共職業安定所は、できるだけ多くの職業について求人開拓に努めると共に、求職者に対しては、できるだけ多くの適当な求人についての情報を提供し他に、より適当な求職者がいない場合においては、その選択するいかなる職業についても紹介するよう努めなければならない。

Article 2 A public employment security office must endeavor to develop employment opportunities for as many kinds of occupations as possible, and to provide job seekers with as much information on appropriate employment opportunities as possible, and if there is no job seeker who is more appropriate, introduce any kind of job the person may choose.

(法第三条に関する事項)

(Matters concerning Article 3 of the Act)

第三条 公共職業安定所は、すべての利用者に対し、その申込の受理、面接、指導、紹介等の業務について人種、国籍、信条、性別、社会的身分、門地、従前の職業、労働組合の組合員であること等を理由として、差別的な取扱をしてはならない。

Article 3 (1) A public employment security office must not discriminate any user of their services by reason of race, nationality, creed, sex, social status, family

origin, previous profession, membership in a labor union, etc. in the course of operating their services such as the acceptance of application, interview, guidance, and employment placement, etc.

2 職業安定組織は、すべての求職者に対して、その能力に応じた就職の機会を多からしめると共に、雇用主に対しては、絶えず緊密な連絡を保ち、労働者の雇用条件は、専ら作業の遂行を基礎としてこれを定めるように、指導しなければならない。

(2) Employment security organizations must provide all job seekers with as many employment opportunities as possible suitable to the ability of each such job seeker, while keeping in close touch with the employers and give guidance to those employers to establish the working conditions of their employees solely based on the performance of the work.

3 職業安定法（昭和二十二年法律第百四十一号。以下法という。）第三条の規定は、労働協約に別段の定ある場合を除いて、雇用主が労働者を選択する自由を妨げず、又公共職業安定所が求職者をその能力に応じて紹介することを妨げない。

(3) The provisions of Article 3 of the Employment Security Act (Act No. 141 of 1947; hereinafter referred to as "the Act") do not preclude the employers from selecting the employees at their discretion unless otherwise provided for in the collective agreement, nor preclude the public employment security offices from introducing job seekers to the employers according to the ability and capability of the job seekers.

（法第四条に関する事項）

(Matters concerning Article 4 of the Act)

第四条 労働者を提供しこれを他人の指揮命令を受けて労働に従事させる者（労働者派遣事業の適正な運営の確保及び派遣労働者の就業条件の整備等に関する法律（昭和六十年法律第八十八号。以下「労働者派遣法」という。）第二条第三号に規定する労働者派遣事業を行う者を除く。）は、たとえその契約の形式が請負契約であつても、次の各号のすべてに該当する場合を除き、法第四条第六項の規定による労働者供給の事業を行う者とする。

Article 4 (1) A person supplying workers and has such workers engage in labor under the directions and orders of another person (excluding the persons engaged in the labor dispatching businesses provided under Article 2, item (iii) of the Act for Securing the Proper Operation of Worker Dispatching and Improved Working Conditions for Dispatched Workers (Act No. 88 of 1985; hereinafter referred to as "Worker Dispatching Act")) is deemed as a person engaged in the labor supply businesses provided under Article 4, paragraph (6) of the Act, even if the form of contract is a service contract, except where all particulars listed in each of the following items are applicable.

一 作業の完成について事業主としての財政上及び法律上のすべての責任を負うものであること。

(i) the person assumes all responsibilities and liabilities, both financially and

- legally as an employer, for the completion of the work;
- 二 作業に従事する労働者を、指揮監督するものであること。
- (ii) the person gives directions to and provides supervision of the workers engaged in the work;
- 三 作業に従事する労働者に対し、使用者として法律に規定されたすべての義務を負うものであること。
- (iii) the person undertakes all obligations prescribed by any law as the employer to the workers engaged in the work; and
- 四 自ら提供する機械、設備、器材（業務上必要な簡易な工具を除く。）若しくはその作業に必要な材料、資材を使用し又は企画若しくは専門的な技術若しくは専門的な経験を必要とする作業を行うものであつて、単に肉体的な労働力を提供するものでないこと。
- (iv) the work performed is not merely to provide physical labor, but to use the machinery, equipment or devices (excluding simple tools necessary in the course of business) or any material necessary for the work, provided by the person, or provide planning or other work requiring specialized skill or experience.
- 2 前項の各号のすべてに該当する場合（労働者派遣法第二条第三号に規定する労働者派遣事業を行う場合を除く。）であつても、それが法第四十四条の規定に違反することを免れるため故意に偽装されたものであつて、その事業の真の目的が労働力の供給にあるときは、法第四条第六項の規定による労働者供給の事業を行う者であることを免れることができない。
- (2) Even if all matters listed in each item of the preceding paragraph are applicable (except when conducting the worker dispatching businesses provided under Article 2, item (iii) of the Worker Dispatching Act), the person may not be released or exempted from being deemed as a person operating the businesses of labor supply provided by Article 4, paragraph (6) of the Act where such situation has been made intentionally to disguise the violation of Article 44 of the Act, and the true purpose of the businesses is to supply labor.
- 3 第一項の労働者を提供する者とは、それが使用者、個人、団体、法人又はその他如何なる名称形式であるかを問わない。
- (3) A person supplying workers provided under paragraph (1) may be an employer, individual, association, corporation or others, regardless of its name or form.
- 4 第一項の労働者の提供を受けてこれを自らの指揮命令の下に労働させる者とは、個人、団体、法人、政府機関又はその他如何なる名称形式であるかを問わない。
- (4) A person receiving the supply of workers and has such workers engage in the labor under its directions and orders as provided by paragraph (1) may be an individual, association, corporation, governmental organization or others, regardless of its name or form.
- 5 法第四条第八項の厚生労働省令で定めるものは、次のとおりとする。

(5) The entity provided for by Order of the Ministry of Health, Labour and Welfare as provided under Article 4, paragraph (8) of the Act is as follows:

一 国家公務員法（昭和二十二年法律第二百十号）第一百八条の二第一項（裁判所職員臨時措置法（昭和二十六年法律第二百九十九号）第一号において準用する場合を含む。）に規定する職員団体、地方公務員法（昭和二十五年法律第二百六十一号）第五十二条第一項に規定する職員団体又は国会職員法（昭和二十二年法律第八十五号）第十八条の二第一項に規定する国会職員の組合

(i) the employee organization provided under Article 108-2, paragraph (1) of the National Public Service Act (Act No. 120 of 1947) (including as applied mutatis mutandis pursuant to item (i) of the Act on Temporary Measures concerning Court Officials (Act No. 299 of 1951)), the employee organization provided under Article 52, paragraph (1) of the Local Public Service Act (Act No. 261 of 1950) or the union of the national Diet staff members provided under Article 18-2, paragraph (1) of the Diet Officers Act (Act No. 85 of 1947); and

二 前号に掲げる団体又は労働組合法（昭和二十四年法律第七十四号）第二条及び第五条第二項の規定に該当する労働組合が主体となつて構成され、自主的に労働条件の維持改善その他経済的地位の向上を図ることを主たる目的とする団体（団体に準ずる組織を含む。）であつて、次のいずれかに該当するもの

(ii) organizations provided in the preceding item or an association (including an organization equivalent to an association) mainly consisting of the labor unions falling under the provisions of Article 2 and Article 5, paragraph (2) of the Labor Union Act (Act No. 174 of 1949), whose main purpose is to maintain and improve the working conditions and other economic status of workers on an voluntary basis, and which falls under any of the following sub-items:

イ 一の都道府県の区域内において組織されているもの

(a) an association organized within the area of a single prefecture; or

ロ イ以外のものであつて厚生労働省職業安定局長（以下「職業安定局長」という。）が定める基準に該当するもの

(b) an association other than those provided by (a) satisfying the standards determined by the Director-General of the Employment Security Bureau of the Ministry of Health, Labour and Welfare (hereinafter referred to as "Director-General of the Employment Security Bureau").

（法第五条の三に関する事項）

(Matters concerning Article 5-3 of the Act)

第四条の二 法第五条の三第三項の厚生労働省令で定める事項は、次のとおりとする。

Article 4-2 (1) The matters specified by Order of the Ministry of Health, Labour and Welfare as provided under Article 5-3, paragraph (3) of the Act are as follows:

- 一 労働者が従事すべき業務の内容に関する事項
(i) the matters concerning the content of the duties the workers should engaged in;
 - 二 労働契約の期間に関する事項
(ii) the matters concerning the term of the labor contract;
 - 三 就業の場所に関する事項
(iii) the matters concerning the workplace;
 - 四 始業及び終業の時刻、所定労働時間を超える労働の有無、休憩時間及び休日に関する事項
(iv) the matters concerning the starting time and the ending time of the work hours, requirement of work exceeding the normal working hours, and the break time and holidays;
 - 五 賃金（臨時に支払われる賃金、賞与及び労働基準法施行規則（昭和二十二年厚生省令第二十三号）第八条各号に掲げる賃金を除く。）の額に関する事項
(v) the matters concerning the amount of the wages (excluding the extraordinary salary, bonus and other payments provided under each item of Article 8 of the Enforcement Regulation of the Labor Standards Act (Order of the Ministry of Health and Welfare No. 23 of 1947)); and
 - 六 健康保険法（大正十一年法律第七十号）による健康保険、厚生年金保険法（昭和二十九年法律第百十五号）による厚生年金、労働者災害補償保険法（昭和二十二年法律第五十号）による労働者災害補償保険及び雇用保険法（昭和四十九年法律第百十六号）による雇用保険の適用に関する事項
(vi) the matters concerning the application of the health insurance under the National Health Insurance Act (Act No. 70 of 1922), the employees' welfare pension under the Employees' Welfare Pension Insurance Act (Act No. 115 of 1954), the industrial accident compensation insurance under the Industrial Accident Compensation Insurance Act (Act No. 50 of 1947) and the employment insurance under the Employment Insurance Act (Act No. 116 of 1974).
- 2 法第五条の三第三項の厚生労働省令で定める方法は、前項各号に掲げる事項（以下この項及び次項において「明示事項」という。）が明らかとなる次のいずれかの方法とする。ただし、職業紹介の実施について緊急の必要があるためあらかじめこれらの方法によることができない場合において、明示事項をあらかじめこれらの方法以外の方法により明示したときは、この限りでない。
- (2) The method specified by Order of the Ministry of Health, Labour and Welfare as provided under Article 5-3, paragraph (3) of the Act is either of the following methods, both of which clearly indicate the matters listed in each item of the preceding paragraph (hereinafter referred to as "indication matters" in this paragraph and the following paragraph); provided, however, that this does not apply to the case where such method cannot be followed in advance due to the emergency nature of the implementation of employment placement, and the

indication matters are clearly indicated in advance in a method other than the following methods:

一 書面の交付の方法

(i) method of delivery of written document;

二 電子情報処理組織（書面交付者（明示事項を前号の方法により明示する場合において、書面の交付を行うべき者をいう。以下この号において同じ。）の使用に係る電子計算機と、書面被交付者（明示事項を前号の方法により明示する場合において、書面の交付を受けるべき者をいう。以下この号及び次項において同じ。）の使用に係る電子計算機とを電気通信回線で接続した電子情報処理組織をいう。）を使用する方法のうち、書面交付者の使用に係る電子計算機と書面被交付者の使用に係る電子計算機とを接続する電気通信回線を通じて送信し、書面被交付者の使用に係る電子計算機に備えられたファイルに記録する方法（書面被交付者がファイルへの記録を出力することによる書面を作成することができるものに限る。）によることを書面被交付者が希望した場合における当該方法

(ii) method of using an electronic data processing system (meaning the electronic data processing system connecting the computer related to the use by the document deliverer (meaning the person who is to deliver the written document under the circumstances where the indication matters are clearly indicated in the method provided in the preceding item; hereinafter the same applies in this item) and the computer related to the use by the document receiver (meaning the person who is to receive the written document under the circumstances where the indication matters are clearly indicated in the method provided in the preceding item; hereinafter the same applies in this item and the following paragraph) through electric telecommunication line), under the circumstances where the document receiver desired to receive the document in a method under which the document is transmitted through the electric telecommunication line connecting the computer used by the document deliverer and the computer used by the document receiver, and the document is recorded in a file installed in the computer used by the document receiver (limited to the method under which the document receiver may produce a hard copy of the document by outputting the document recorded in the file).

3 前項第二号の方法により行われた明示事項の明示は、書面被交付者の使用に係る電子計算機に備えられたファイルに記録されたときに当該書面被交付者に到達したものとみなす。

(3) The indication of the indication matters made pursuant to the method listed in item (ii) of the preceding paragraph is deemed to be received by the document receiver at the time when the document is recorded in the file installed in the computer used by the document receiver.

4 求人者は、公共職業安定所から求職者の紹介を受けたときは、当該公共職業安定所に、その者を採用したかどうかを及び採用しないときはその理由を、速やかに、通知

するものとする。

- (4) If a job offerer receives an introduction of a job seeker from a public employment security office, the job offerer is to promptly notify the public employment security office of whether or not it has employed the job seeker and the reason of rejection if it does not employ the job seeker.

(法第五条の五に関する事項)

(Matters concerning Article 5-5 of the Act)

第四条の三 公共職業安定所に対する求人の申込みは、原則として、求人者の事業所の所在地を管轄する公共職業安定所（その公共職業安定所が二以上ある場合には、厚生労働省組織規則（平成十三年厚生労働省令第一号）第七百九十二条の規定により当該事務を取り扱う公共職業安定所）においてこれを受理するものとする。

Article 4-3 (1) Offers for posting job offerings filed in the public employment security offices are to be accepted, in principle, by the public employment security office with jurisdiction over the location of the place of business of the job offerer (if there are two or more public employment security offices, the public employment security office handling the affairs pursuant to the provision of Article 792 of the Rules on Organization of the Ministry of Health, Labour and Welfare (Order of the Ministry of Health, Labour and Welfare No. 1 of 2001)).

2 前項の公共職業安定所に申し込むことが、求人者にとって不便である場合には、求人の申込みは、厚生労働省組織規則第七百九十二条の規定により当該事務を取り扱う公共職業安定所であつて求人者に最も便利なものに対して行うことができる。

- (2) If it is inconvenient for the job offerer to file the offer at the public employment security office set forth in the preceding paragraph, the offer for posting a job offering may be filed at the public employment security office handling the affairs pursuant to the provision of Article 792 of the Rules on Organization of the Ministry of Health, Labour and Welfare which is the most convenient for the job offerer.

3 公共職業安定所又は職業紹介事業者が、法第五条の五ただし書の規定により求人の申込みを受理しないときは、求人者に対し、その理由を説明しなければならない。

- (3) If a public employment security office or an employment placement business provider rejects the acceptance of the offer for posting a job offering in accordance with the provisions of the proviso of Article 5-5 of the Act, it must explain the reason thereof to the job offerer.

(法第五条の六に関する事項)

(Matters concerning Article 5-6 of the Act)

第四条の四 公共職業安定所が法第五条の六第一項ただし書の規定により求職の申込みを受理しないときは、その理由を求職者に説明しなければならない。

Article 4-4 If a public employment security office rejects the acceptance of the

offer for registering as a job seeker in accordance with the proviso of Article 5-6, paragraph (1) of the Act, it must explain the reason thereof to the job seeker.

第五条 削除

Article 5 Deleted

(法第八条に関する事項)

(Matters concerning Article 8 of the Act)

第六条 公共職業安定所の位置、管轄区域及び施設の規模は、主として次の基準による。

Article 6 The location, jurisdictional district, and the size of the facilities of the public employment security offices are to be mainly subject to the following standards:

一 産業が少くて労働力の自給できる村落地域又は産業の種類が単一であり、若しくは工場、事業場が少い都市地域には、公共職業安定所の設置を必要としないこと。

(i) the establishment of a public employment security office is not necessary in village areas where there are a few industries, and labor can be self-supplied, or urban areas where there is only one kind of industry, or there are a few factories or other workplaces;

二 工場、事業場が多い産業都市地域には、公共職業安定所の設置を必要とすること。

(ii) the establishment of a public employment security office is necessary in the industrialized urban area where there are many factories and workplaces;

三 公共職業安定所の設置及び管轄区域の決定に当つては、前二号によるの外、工場、事業場が少い地域であつても、他の地域に対する労働力の給源をなしている地域又は通勤範囲から適当な労働者を求めることができない工場、事業場のある地域にも、必要により公共職業安定所を設置する等、国の労働力を最高度に活用するために、地方的な必要のみでなく、他の地域又は国全体との関連を十分考慮することを必要とすること。

(iii) upon deciding the establishment and the jurisdictional district of a public employment security office, in addition to the standards provided in the preceding two items, sufficient consideration is required in respect of not only the local necessities but also the relationship with other local areas or with the whole nation, so that the national labor force can be optimized to the fullest extent, such as establishing the public employment security office as necessary even in in the area where there are a few factories or other workplaces, which is the source of labor supply to other areas, or the area where there are factories or other workplaces but such workplaces that are not possible to secure appropriate workers residing within commuting distance;

四 公共職業安定所の業務の運営上必要な地域には、出張所を設置すること。

(iv) branch offices are to be established in the area where branch office is necessary for operational reason of the public employment security offices;

- 五 日雇労働者のため、必要に応じ常設又は臨時の公共職業安定所を設置すること。
(v) the public employment security offices are to be established on a permanent or temporary basis for day laborers, as necessary;
- 六 季節労働者のため、その他特別の必要があるときは、臨時に公共職業安定所を設置すること。
(vi) a temporary public employment security office is to be established for seasonal workers or otherwise whenever there is a special necessity;
- 七 公共職業安定所は、雇用主及び労働者の多くがこれを利用するに便利な位置に、これを設置すること。
(vii) a public employment security office is to be established in a location convenient for many employers and workers who use the office;
- 八 公共職業安定所は、これを利用する求人者、求職者等に対し、十分な奉仕をなすに足る数と施設を備えること。
(viii) a public employment security office is to be established in such numbers and with such equipment as to provide sufficient services to the job offerers, job seekers and others who use the office; and
- 九 公共職業安定所は、利用者の出入に便利で、且つ、その秘密が保たれるようその設備を整えること。
(ix) a public employment security office is to be equipped with facilities that are easy for the users to enter and exit, and are capable of securing their confidential information.

第七条 削除

Article 7 Deleted

第八条 削除

Article 8 Deleted

(法第十三条に関する事項)

(Matters concerning Article 13 of the Act)

第九条 法第十三条の規定により、都道府県労働局及び公共職業安定所は、職業安定局長に対し、その定める手続及び様式に従い、所要の報告を提出しなければならない。

Article 9 (1) Pursuant to the provisions of Article 13 of the Act, the Prefectural Labor Bureaus and the public employment security offices must submit necessary reports to the Director-General of the Employment Security Bureau by following the procedures and in the forms provided thereby.

2 前項の報告は、主として次の各号に掲げるものとする。

(2) The reports set forth in the preceding paragraph are to be mainly on the matters listed in each of the following items:

一 人事、経費、事務量、施設等に関する事項

(i) matters concerning personnel affairs, expenses, work volume, facilities, etc.;

- 二 毎月の求人、求職者及び就職者の数に関する事項
(ii) matters concerning the number of the job offerers, job seekers, and those who have obtained jobs on a monthly basis;
- 三 毎月の職業指導その他特別の業務の取扱状況に関する事項
(iii) matters concerning the status of handling the vocational guidance and other special duties on a monthly basis;
- 四 各種業務の進捗状況に関する事項
(iv) matters concerning the progress of various duties;
- 五 特別な計画に基く労働者充足の進捗状況に関する事項
(v) matters concerning the progress of the providing sufficient number of workers based on special plans; and
- 六 その他必要と認める事項
(vi) other matters found to be necessary.

(法第十四条に関する事項)

(Matters concerning Article 14 of the Act)

第十条 職業安定局長は、労働市場の分析に関する全国的な計画、実施要領、手続及び様式を定め、都道府県労働局及び公共職業安定所は、これに基づき労働市場報告を作成し、職業安定局長に提出しなければならない。

Article 10 (1) The Director-General of the Employment Security Bureau must formulate the nation-wide plan, implementation guidelines, procedures and forms concerning the analysis of labor market, and the Prefectural Labor Bureaus and the public employment security offices must prepare and submit the report on labor market based on them to the Director-General of the Employment Security Bureau.

2 職業安定局長は、労働力需給に関する専門用語の意義を定め、その普及に努めるものとする。

(2) The Director-General of the Employment Security Bureau is to define the technical terms concerning the demand and supply of labor, and endeavor to disseminate them.

(法第十五条に関する事項)

(Matters concerning Article 15 of the Act)

第十一条 標準職業名、職業解説及び職業分類表は、職業安定局長が、雇用主、労働者及び職業につき学識、経験ある者の中から意見を聞き、あらゆる職業にわたり、かつ、公共職業安定所、各種施設並びに職業紹介事業者、労働者の募集を行う者及び労働者供給事業者に共通して広く使用できるようこれを作成するものとする。

Article 11 The standard job titles, job descriptions and occupational classification tables are to be prepared, for all kinds of occupation, by the Director-General of the Employment Security Bureau, through hearing opinions of employers, workers and persons with relevant knowledge and

experience of occupations, to enable them to be commonly and widely used by the public employment security offices, various facilities, employment placement business providers, the persons conducting solicitation of workers, and the labor supply service providers.

(法第十七条に関する事項)

(Matters concerning Article 17 of the Act)

第十二条 公共職業安定所は、次の各号のいずれかに該当する場合には、求職者を、その希望に応じ、通常通勤することができない地域の求人者に紹介するよう努めなければならない。

Article 12 (1) A public employment security office must endeavor to introduce a job seeker, at the request of the job seeker, to a job offerer located in an area normally not commutable if either of the following items is applicable:

一 その求職者に対しては最もよい就職の機会を与えるものであること。

(i) the introduction offers the best employment opportunity for the job seeker;

or

二 その地域で適当な求職者を得ることができない求人者に対しては、最もよい求職者を雇用し得る機会を与えるものであること。

(ii) the introduction offers the opportunity for the job offerer who is unable to secure appropriate job seekers in its area, to employ the best job seeker.

2 公共職業安定所は、その通常通勤することができる地域において適当な労働者が得られる場合においては、求人音に対してその労働者を雇い入れるよう指導しなければならない。

(2) A public employment security office must instruct the job offerer to employ a worker within the normally commutable area when the job offerer is able to find an appropriate worker.

3 公共職業安定所は、求人者が前項の指導に応じないで、その通常通勤することができない地域において労働者を雇い入れようとするときは、職業安定局長の特別の指示がない限り、これに対し援助を行わないものとする。

(3) If a job offerer does not follow the instructions of the public employment security office set forth in the preceding paragraph and attempts to employ a worker in an area normally not commutable, the public employment security office is not to provide support to such job offerer unless otherwise specially directed by the Director-General of the Employment Security Bureau.

4 公共職業安定所が、その通常通勤することができない地域から労働者を雇い入れようとする求人者を援助しようとする場合は、求人者の事業所における賃金その他の労働条件が法令に違反しないこと及びその通常通勤することができる地域内における一般的水準より低くないことを確認しなければならない。

(4) If a public employment security office seeks to provide support to a job offerer who is planning to employ a worker from an area normally not commutable, the public employment security office must make sure that the wages and

other working conditions at the place of business of the job offerer are not in violation of any law or regulation, and that the working conditions are not inferior to the general levels in the normally commutable area.

5 公共職業安定所は、必要があると認めるときは、その紹介により就職する者に対し、就業に至るまでの間移転その他に関し必要な助言援助を与えなければならない。

(5) The public employment security office, when it finds it necessary, must provide necessary advice and support on relocation and other matters to a person who has obtained a job through the employment placement business of the public employment security office until they start work.

(法第十八条に関する事項)

(Matters concerning Article 18 of the Act)

第十三条 公共職業安定所の行う求人又は求職の開拓は、職種別、年齢別及び地域別の労働力需給等の状況に応じ、計画的に行わなければならない。

Article 13 The development of job offerings and job applications by the public employment security offices must be conducted systematically in accordance with the situations of the demand and supply of labor for each occupation, age and area.

(法第二十条に関する事項)

(Matters concerning Article 20 of the Act)

第十四条 都道府県労働局長は、常時地方労働委員会と緊密な連絡を保ち、次の各号の一に該当する場合には、地方労働委員会に対し関係公共職業安定所へその旨を通報するよう、求めなければならない。

Article 14 (1) The director of the Prefectural Labor Bureau must keep close contact with the local labor relations commission at all times and require that the local labor relations commission notify the relevant public employment security office if either of the following items is applicable:

一 同盟罷業又は作業所閉鎖の事態が、発生したとき又は解決したとき。

(i) in the case where a situation of strike or lockout has arisen or has been settled; or

二 同盟罷業又は作業所閉鎖に至る虞れが多く、且つその事業所に求職者を紹介することによつて正当な解決が妨げられるような労働争議が発生し又は解決したとき。

(ii) in the case where a labor dispute that has a high risk of developing into a strike or lockout and for which the introduction of a job seeker to the place of business may hinder the proper settlement has arisen or has been settled.

2 求人者は、その事業所において、労働争議が発生したとき又は解決したときは、その旨を関係公共職業安定所に届け出でなければならない。

(2) The job offerer, when a labor dispute has arisen or has been settled at its place of business, must notify the relevant public employment security office to that effect.

3 労働争議の行われている事業所に求職者を紹介する場合の手続は、職業安定局長が別にこれを定める。

(3) The procedures for introducing a job seeker to a place of business undergoing a labor dispute are separately determined by the Director-General of the Employment Security Bureau.

(法第二十一条に関する事項)

(Matters concerning Article 21 of the Act)

第十五条 職業安定局長は、公共職業安定所が行う職業紹介について、その手続及び様式を定めるものとする。

Article 15 The Director-General of the Employment Security Bureau is to determine the procedures and forms of the employment placement businesses conducted by the public employment security offices.

(法第二十二条に関する事項)

(Matters concerning Article 22 of the Act)

第十六条 公共職業安定所が行う職業指導は、求職者に対し、職業知識の授与、職業の選択、就職のあつ旋及び就職後の指導を一連の過程として、これを実施するものとする。

Article 16 (1) The vocational guidance conducted by the public employment security office is to be provided to the job seekers as a set of processes for providing the vocational knowledge, selecting the occupations, assisting in finding a job, and providing guidance after employment.

2 公共職業安定所が行う職業指導は、職業指導を受ける者が職業の諸条件及び就職の機会と照合して、自己の素質及び能力を判断することができるよう助言援助するものでなければならない。特に身体又は精神に障害のある者についての職業指導は、特別な奉仕と紹介技術とをもつて、その者が関心を有し、且つ身体的及び精神的能力並びに技能にふさわしい職業に就くことができるよう助言、援助をしなければならない。

(2) The vocational guidance conducted by the public employment security office must provide advice and support for those who receive the vocational guidance to enable them to self-evaluate their own abilities and capacities in comparison to various conditions of occupations and employment opportunities. In particular, the vocational guidance conducted for persons with physical or mental disability must provide advice and support, with special dedication and placement techniques, to enable those persons to obtain a job that they are interested in and suitable to their physical and mental ability and skills.

3 公共職業安定所は、職業指導を受ける者が任意に閲覧できるよう、必要な参考資料を整備しなければならない。

(3) The public employment security office must prepare necessary reference materials so that those who receive the vocational guidance can voluntarily inspect them.

4 公共職業安定所は、職業指導を受けて就職した者に対し、必要に応じ、就職後の指導を行い、その職業に対する適応を容易にさせなければならない。但し、就職後の指導を行うに当り、労働条件に関する問題がある場合には、関係労働基準監督署に、適当な措置を講ずるよう、求めなければならない。

(4) The public employment security office must provide those who have obtained a job by receiving the vocational guidance with guidance after employment as necessary, to facilitate the person's adjustment to the occupation; provided, however, that if there is any problem concerning the working conditions in providing the guidance after employment, the public employment security office must request the relevant labor standards inspection office to take appropriate measures.

5 公共職業安定所は、職業指導を受けた者が、適当な職業を選択していない場合においては、その者の要求に応じて再び職業指導を行わなければならない。

(5) If a person who received the vocational guidance has not selected an appropriate occupation, the public employment security office must provide such person with vocational guidance again, at the request of the person.

6 職業安定局長は、年少者に対し特別の職業指導を行う必要がある場合においては、公共職業安定所を指定し、年少者に対する特別の職業指導に関する事項を専掌する部門を設置させることができる。

(6) If it is necessary to provide special vocational guidance for juveniles, the Director-General of the Employment Security Bureau may designate a public employment security office and direct the office to establish a department dedicated to the matters concerning the special vocational guidance for juveniles.

7 職業安定局長は、身体又は精神に障害のある者に対し特別の職業指導を行う必要がある場合においては、公共職業安定所を指定して身体若しくは精神に障害のある者に対する特別の職業指導に関する事項を専掌する部門を設置し、又は身体若しくは精神に障害のある者に対する特別の職業指導に関する調査研究を、身体若しくは精神に障害のある者の更生援護を目的とする公益法人に委託することができる。

(7) If it is necessary to provide special vocational guidance for persons with a physical or mental disability, the Director-General of the Employment Security Bureau may designate a public employment security office and direct the office to establish a department dedicated to the matters concerning the special vocational guidance for persons with a physical or mental disability, or entrust the research and study concerning the special vocational guidance for persons with a physical or mental disability to a public interest corporation whose purpose is to provide rehabilitation and support to persons with a physical or mental disability.

8 公共職業安定所は、年少者及び身体又は精神に障害のある者の就職について、教育関係機関及び社会福祉関係機関と協力しなければならない。

(8) A public employment security office must cooperate with the educational

institutions and the institutions related to social welfare for the employment of juveniles and persons with physical or mental disability.

(法第二十五条に関する事項)

(Matters concerning Article 25 of the Act)

第十七条 職業安定局長は、公共職業安定所が行う職業指導について、その手続及び様式を定めるものとする。

Article 17 The Director-General of the Employment Security Bureau is to determine the procedures and forms of the vocational guidance conducted by the public employment security offices.

(法第二十七条に関する事項)

(Matters concerning Article 27 of the Act)

第十七条の二 公共職業安定所長は、法第二十七条第一項の規定により学校の長にその業務の一部を分担させるときは、その学校の長に対し、文書をもつて通知しなければならない。通知の手続及び様式は、職業安定局長の定めるところによる。

Article 17-2 (1) The chief of a public employment security office, when they seek to entrust a part of their duties to a school principal pursuant to the provisions of Article 27, paragraph (1) of the Act, must give written notice to the school principal. The procedures and forms of the notice are as determined by the Director-General of the Employment Security Bureau.

2 公共職業安定所は、法第二十七条第一項の規定により公共職業安定所の業務の一部を分担する学校の長（以下「業務分担学校長」という。）に、公共職業安定所において受理した求人のうち、その学校において取り扱うのが適当であると認められるものを連絡しなければならない。

(2) A public employment security office must notify the school principal sharing a part of the duties of the public employment security office pursuant to the provisions of Article 27, paragraph (1) of the Act (hereinafter referred to as "duty sharing school principal") of job offerings accepted by the public employment security office which are found appropriate to be handled by the school.

3 業務分担学校長は、その受理した求人を、業務の一部を分担させた公共職業安定所に速やかに連絡しなければならない。

(3) The duty sharing school principal must promptly notify the public employment security office that shared a part of its duties of the job offering accepted by the school.

4 業務分担学校長は、あつ旋することが困難である求人及び求職は、職業安定局長の定める手続及び様式によつて、業務の一部を分担させた公共職業安定所に、速やかにこれを連絡しなければならない。

(4) The duty sharing school principal must promptly notify the public employment security office that shared a part of its duties of the job offering or

job application which is difficult for the school to provide assistance by following the procedures and forms determined by the Director-General of the Employment Security Bureau.

5 公共職業安定所は、前項の求人又は求職の連絡を受けたときは、速に必要な求人開拓又は求職開拓を行つて、そのあつ旋に努めなければならない。

(5) A public employment security office, when it has received the notice of the job offering or job application set forth in the preceding paragraph, must endeavor to provide assistance by promptly developing necessary job offerings or job applications.

6 業務分担学校長は、法第二十七条第三項の規定により求人又は求職の申込みを受理しないときは、その申込みをなした求人者又は求職者に対して、申込みを受理しない理由を説明し、かつ、求人者に対しては、公共職業安定所に求人申込みを行うよう、指導しなければならない。

(6) The duty sharing school principal, when they do not accept a job offering or job application pursuant to the provisions of Article 27, paragraph (3) of the Act, must explain the reason for non-acceptance of the offer to the job offerer or job seeker who filed the offer and give instruction to file the job offering with the public employment security office to the job offerer.

7 業務分担学校長は、公共職業安定所から提供された求人票、求職票その他法及びこの命令に基づいて定められた基準に従い作成された必要な諸票用紙を使用しなければならない。

(7) The duty sharing school principal must use the job offering form and the job application form provided by the public employment security office and other necessary forms created pursuant to the standards determined based on laws and this Order.

8 公共職業安定所長が、法第二十七条第七項の規定により、業務分担学校長に分担させた業務を停止させることのできる場合は、あらかじめその業務分担学校長に対して行う違反事項の是正に関する勧告に従わず、かつ、公共職業安定所の業務の一部を分担させることが不相当と認められる場合に限られるものとする。

(8) The cases which the chief of the public employment security office may suspend the duties it has had the duty sharing school principal to share pursuant to the provisions of Article 27, paragraph (7) of the Act are to be limited to the cases in which the duty sharing school principal does not follow the recommendation given to them in advance to rectify the violated matters, and it is found inappropriate to have the duty sharing school principal share a part of the duties of the public employment security office.

9 公共職業安定所長は、業務分担学校長に分担させた業務を停止し、又はやめさせようとするときは、その業務分担学校長に対し、文書をもつて通知しなければならない。業務分担学校長の要請により、これに分担させた業務をやめさせようとするときもまた同様とする。通知の手續及び様式は、職業安定局長の定めるところによる。

(9) The chief of the public employment security office, when they seek to cease

the duties it has had the duty sharing school principal to undertake or to suspend the principle from conducting the duties, must give written notice to that duty sharing school principal. The same applies if the chief of the public employment security office seeks to have the duty sharing school principal, at the request of the principal, to suspend the duties it has had the principal to undertake. The procedures and forms of the notice are as determined by the Director-General of the Employment Security Bureau.

(法第二十八条に関する事項)

(Matters concerning Article 28 of the Act)

第十七条の三 公共職業安定所は、学生又は生徒に適当な求人の申込を受理したときは、その管轄区域内にある適当と認める学校に、その情報を提供するものとする。

Article 17-3 (1) The public employment security office, when it has accepted a job offering suitable for students, must provide the information to any school within its jurisdictional district that it deems appropriate.

2 公共職業安定所は、その管轄区域内にある学校に対し、次に掲げる事項の実施について、協力を求めるものとする。

(2) A public employment security office is to request cooperation of the schools within its jurisdictional district concerning the implementation of the matters listed in the following items:

一 新たに学校を卒業しようとする者の就職に関する希望についての調査の結果を公共職業安定所に通報すること

(i) to report to the public employment security office the result of the research concerning the preference on employment of the students who are to graduate from the schools;

二 公共職業安定所の紹介により就職することを希望する者の求職の申込を公共職業安定所に取り次ぐこと

(ii) to forward to the public employment security office the job applications of the students who desire to obtain a job through the employment placement services of the public employment security office; and

三 新たに学校を卒業しようとする者に対して行つた職業指導の状況その他の学生又は生徒の就職のあつ旋に必要な情報を公共職業安定所に提供すること

(iii) to provide the public employment security office with the information concerning the vocational guidance provided to the students who are to graduate from the school, and any other information necessary for assisting the employment of the students.

(法第三十条に関する事項)

(Matters concerning Article 30 of the Act)

第十八条 法第三十条第二項の申請書は、有料職業紹介事業許可申請書（様式第一号）のとおりとする。

Article 18 (1) The written application provided under Article 30, paragraph (2) of the Act is to be subject to the form of the application for the permit of fee-charging employment placement business (Form No. 1).

2 法第三十条第二項第五号の厚生労働省令で定める事項は、他に事業を行つている場合における当該事業の種類及び内容並びに法の施行地外の地域における求人又は求職の申込みについて取次ぎを行う機関（以下「取次機関」という。）を利用する場合における当該取次機関の名称、住所及び事業内容とする。

(2) The matters specified by Order of the Ministry of Health, Labour and Welfare as provided by Article 30, paragraph (2), item (v) of the Act are the type and content of the services if other services are conducted, and, if an organization that acts as an agent for the job offering or job applications filed in any area other than the area governed by the Act (hereinafter referred to as "agent organization") is used, then the name, address and the content of the services of the agent organization.

3 法第三十条第三項の厚生労働省令で定める書類は、次のとおりとする。

(3) The documents specified by Order of the Ministry of Health, Labour and Welfare as provided under Article 30, paragraph (3) of the Act are as follows:

一 申請者が法人である場合にあつては、次に掲げる書類

(i) if the applicant is a corporation, the following documents:

イ 定款又は寄附行為

(a) articles of incorporation or articles of endowment;

ロ 登記事項証明書

(b) certificate of registered information;

ハ 役員の住民票（外国人にあつては、外国人登録証明書。以下同じ。）の写し及び履歴書

(c) a copy of the resident record (or foreign resident registration card in case of a foreign national; the same applies hereinafter) and the resume of the officers;

ニ 役員が未成年者で職業紹介事業に関し営業の許可を受けていない場合にあつては、その法定代理人の住民票の写し及び履歴書

(d) a copy of the resident record and the resume of the statutory agent of the officer if the officer is a minor and has not obtained the business license for operating the employment placement business;

ホ 最近の事業年度における貸借対照表及び損益計算書

(e) the balance sheet and the profit and loss statement for recent business years;

ヘ 職業紹介事業に関する資産の内容及びその権利関係を証する書類

(f) the details of the assets related to the employment placement business and the documents certifying their relations of rights;

ト 有料の職業紹介事業を行う事業所ごと（以下この条において単に「事業所ごと」という。）の個人情報の適正管理及び秘密の保持に関する規程

- (g) the rules concerning the proper management of personal information and the security of confidential information adopted at each place of business operating the fee-charging employment business (hereinafter simply referred to as "at each place of business" in this Article);
 チ 事業所ごとの業務の運営に関する規程
- (h) the rules concerning the business operation at each place of business
 リ 事業所ごとに選任する職業紹介責任者の住民票の写し及び履歴書
- (i) a copy of the resident record and the resume of the responsible person appointed at each place of business;
 ヌ 事業所ごとの施設の概要を記載した書面
- (j) the document stating the outline of the facilities at each place of business;
 ル 国外にわたる職業紹介を行おうとするときは、当該国外にわたる職業紹介の相手先国に関する書類
- (k) the document concerning the other country involved in the employment placement business if overseas employment placement services are to be provided;
 ヲ 国外にわたる職業紹介を行おうとする場合であつて、取次機関を利用しようとするときは、当該取次機関に関する書類
- (l) the document concerning the agent organization if overseas employment placement services are to be provided, and an agent organization is to be used;
- 二 申請者が個人である場合にあつては、次に掲げる書類
- (ii) if the applicant is an individual, the following documents:
 イ 住民票の写し及び履歴書
 (a) a copy of the resident certificate and the resume of the individual;
 ロ 申請者が未成年者で職業紹介事業に関し営業の許可を受けていない場合にあつては、その法定代理人の住民票の写し及び履歴書
 (b) a copy of the resident record and the resume of the statutory agent of the applicant if the applicant is a minor and has not obtained the business license for operating the employment placement business; and
 ハ 前号ホからヲまでに掲げる書類
 (c) the documents listed in sub-items (e) through (l) of the preceding item.
- 4 法第三十条第三項の規定により添付すべき事業計画書は、有料職業紹介事業計画書(様式第二号)のとおりとする。
- (4) The business plan to be attached pursuant to the provision of Article 30, paragraph (3) of the Act is to be subject to the form of the business plan for fee-charging employment placement business (Form No. 2).
- 5 法第三十三条第一項の規定による許可を受けた者が法第三十条第一項の規定による許可を申請するときは、法人にあつては第三項第一号イからニまでに掲げる書類を、個人にあつては同項第二号イ及びロに掲げる書類を添付することを要しない。
- (5) If a person who has received the license provided under Article 33, paragraph

(1) of the Act files an application for the license provided under Article 30, paragraph (1) of the Act, the applicant is not required to attach the documents prescribed in paragraph (3), item (i), sub-items (a) through (d) in the case of a corporation, and the documents prescribed in the same paragraph, item (ii), sub-items (a) and (b) in the case of an individual.

6 法第三十三条第一項の規定による許可を受けた者が法第三十条第一項の規定による許可を申請する場合であつて、無料の職業紹介事業を行つている事業所の職業紹介責任者を当該申請に係る事業所の職業紹介責任者として引き続き選任するときは、法人にあつては第三項第一号りに掲げる書類のうち履歴書（選任する職業紹介責任者の住所に変更がないときは、住民票の写し及び履歴書。以下この項において同じ。）を、個人にあつては同項第二号ハの書類のうち履歴書を添付することを要しない。

(6) If a person who has received the permit provided under Article 33, paragraph (1) of the Act files an application for the permit provided under Article 30, paragraph (1) of the Act, and the person continues to appoint the responsible person for employment placement at the place of business operating the free of charge employment placement business as the responsible person for employment placement at the place of business pertaining to the application, the attachment of a resume (or a copy of the resident record and the resume, if no change has been made to the address of the appointed responsible person; hereinafter the same applies in this paragraph) among the documents prescribed in paragraph (3), item (i), sub-item (i) in the case of a corporation, or the resume among the documents prescribed in item (ii), sub-item (ii) of the same paragraph, in the case of an individual, is not required.

7 法第三十条第六項の厚生労働省令で定める額は、五万円（有料の職業紹介事業を行う事業所の数が二以上の場合にあつては、一万八千円に当該事業所数から一を減じた数を乗じて得た額に五万円を加えた額）とする。

(7) The amount specified by Order of the Ministry of Health, Labour and Welfare as provided under Article 30, paragraph (6) of the Act is 50,000 yen (if there are two or more places of business operating the fee-charging employment placement business, the amount obtained by subtracting one from the number of the places of business, then multiplying the sum by 18,000 yen, and adding 50,000 yen).

8 前項の手数料は、第一項の申請書に当該手数料の額に相当する収入印紙をはつて、納付しなければならない。

(8) The fees set forth in the preceding paragraph must be paid with a revenue stamp corresponding to the amount of the fees, affixed to the application form provided under paragraph (1).

9 前項の手数料は、これを納付した後においては、返還しない。

(9) The fees set forth in the preceding paragraph are not refundable after the payment is made.

第十九条 削除

Article 19 Deleted

(法第三十二条の三に関する事項)

(Matters concerning Article 32-3 of the Act)

第二十条 法第三十二条の三第一項第一号の厚生労働省令で定める種類及び額並びに手数料の徴収手続は、別表に定めるところによる。

Article 20 (1) The type, amount, and the fee collection procedures specified by Order of the Ministry of Health, Labour and Welfare as provided under Article 32-3, paragraph (1), item (i) of the Act are as provided by the Appended Table.

2 法第三十二条の三第二項の厚生労働省令で定めるときは、芸作家（放送番組（広告放送を含む。））、映画、寄席、劇場等において音楽、演芸その他の芸能の提供を行う者）若しくはモデル（商品展示等のため、ファッションショーその他の催事に出席し、若しくは新聞、雑誌等に用いられる写真等の制作の題材となる者又は絵画、彫刻その他の美術品の創作の題材となる者）の職業に紹介した求職者又は科学技術者（高度の科学的、専門的な知識及び手段を応用し、研究を行い、又は生産その他の事業活動に関する技術的事項の企画、管理、指導等を行う者）、経営管理者（会社その他の団体の経営に関する高度の専門的知識及び経験を有し、会社その他の団体の経営のための管理的職務を行う者）若しくは熟練技能者（職業能力開発促進法（昭和四十四年法律第六十四号）第四十四条第一項に規定する技能検定のうち特級若しくは一級の技能検定に合格した者が有する技能又はこれに相当する技能を有し、生産その他の事業活動において当該技能を活用した業務を行う者）の職業に紹介した求職者（当該紹介により就いた職業の賃金の額が厚生労働大臣の定める額を超える者に限る。）から、就職後六箇月以内に支払われた賃金の百分の十・五（免税事業者にあつては、百分の十・二）に相当する額以下の手数料を徴収するときとする。

(2) The cases specified by Order of the Ministry of Health, Labour and Welfare as provided under Article 32-3, paragraph (2) of the Act are the cases which a fee equivalent to or less than ten-point-five hundredths (10.5/100) (or ten-point-two hundredths (10.2/100) in the case of a tax-exempt business entity) of the wages paid during the six-month period after employment is collected from the job seeker who had been introduced to an occupation of entertainer (who provides entertainment such as music, theatrical entertainment or other performance arts in broadcasting programs (including commercial broadcasting), movies, vaudevilles, theaters, etc.) or models (who appears at fashion shows or other events or serves as a material for a creation of photographs, etc. used for newspapers, magazines, etc. for demonstrating commercial goods, or who serves as a material for creation of paintings, sculptures or other works of art), or job seekers who had been introduced to an occupation of technologist (who engages in researches and studies by applying advanced scientific and specialized knowledge and means, or the planning, management, instruction, etc. of technical matters for production or other

business activities), management executive (who has advanced expert knowledge and experience for the management of a company or other associations and conducts management duties for managing a company or other associations) or skilled engineer (who has the skill of a person having passed the technical skill test provided under Article 44, paragraph (1) of the Human Resources Development Promotion Act (Act No. 64 of 1969) for the special grade or the first grade or any corresponding skill, and conducts duties using such skills for production or other business activities) (limited to the persons whose wages for the jobs obtained through the introduction exceed the amount specified by the Minister of Health, Labour and Welfare).

3 法第三十二条の三第三項の厚生労働省令で定める方法は、職業紹介に関する役務の種類ごとに、当該役務に対する手数料の額及び当該手数料を負担すべき者が明らかとなる方法とする。

(3) The method specified by Order of the Ministry of Health, Labour and Welfare as prescribed by Article 32-3, paragraph (3) of the Act is to be the method for which the amount of fees for the services and the person to bear the fees are specified for each type of the services related to the employment placement services.

4 有料職業紹介事業者は、法第三十二条の三第一項第二号に規定する手数料表に基づき手数料を徴収する場合であつて、その紹介により就職した者のうち労働者災害補償保険法施行規則（昭和三十年労働省令第二十二号）第四十六条の十八第五号の作業に従事する者に係る労働保険の保険料の徴収等に関する法律（昭和四十四年法律第八十四号）第十条第二項第三号の第二種特別加入保険料（以下この項及び別表において「第二種特別加入保険料」という。）に充てるべきものを徴収しようとするときは、当該手数料表において、第二種特別加入保険料に充てるべき手数料を徴収する旨及び当該手数料の額を定めるものとし、この場合において、当該手数料の額は、当該従事する者に支払われた賃金額の千分の七・五に相当する額以下としなければならない。

(4) A fee-charging employment placement business provider, when it collects fees based on the schedule of fees as provided under Article 32-3, paragraph (1), item (ii) of the Act, and the fees are for those to be appropriated to the class II special enrollment insurance premiums provided under Article 10, paragraph (2), item (iii) of the Act on the Collection, etc. of Insurance Premiums of Labor Insurance (Act No. 84 of 1969) (hereinafter referred to as "class II special enrollment insurance premiums" in this paragraph and the Appended Table) for the persons who engage in the work provided under Article 46-18, item (v) of the Enforcement Regulation of the Workers' Accident Compensation Insurance Act (Order of the Ministry of Labour No. 22 of 1955) among the persons who obtained jobs through the introduction, must provide in the schedule of fees the fact that the fees for the appropriation to the class II special enrollment insurance premiums are to be collected and the amount of the fees. In this case, the amount of the fees must be the amount equivalent to

or less than the seven-point-five thousandths (7.5/1000) of the wages paid to the persons engaged in the work.

5 法第三十二条の三第一項第二号の手数料表を届け出ようとする者は、届出制手数料届出書（様式第三号）により厚生労働大臣に届け出なければならない。

(5) A person who seeks to file a notice of the schedule of fees provided under Article 32-3, paragraph (1), item (ii) of the Act must file a written notification of the schedule of fees to the Minister of Health, Labour and Welfare by using the written fee notification form for notification procedure (Form No. 3).

6 前項の規定により届け出た手数料表を変更しようとする者は、届出制手数料変更届出書（様式第三号）により厚生労働大臣に届け出なければならない。

(6) A person who seeks to make a change in the schedule of fees notified pursuant to the provision of the preceding paragraph must notify the change to the Minister of Health, Labour and Welfare by using the written fee change notification form for notification procedures (Form No. 3).

7 厚生労働大臣は、法第三十二条の三第四項の規定により、有料職業紹介事業者になろうとする者又は有料職業紹介事業者に対し手数料表の変更を命令しようとするときは、届出制手数料変更命令通知書（様式第四号）により通知するものとする。

(7) The Minister of Health, Labour and Welfare, in ordering the person who seeks to become a fee-charging employment placement business provider or the charged employment placement business provider to make changes in the schedule of fees pursuant to the provision of Article 32-3, paragraph (4) of the Act, is to give notice to the person or business provider using the written notice of fee change order for notification procedures (Form No. 4).

8 第四項及び別表に規定する第二種特別加入保険料に充てるべき手数料の管理の方法その他当該手数料に関し必要な事項については、職業安定局長の定めるところによる。

(8) The management method of the fees to be appropriated to the class II special enrollment insurance premiums provided under paragraph (4) and the Appended Table, and other matters necessary for the fees are to be specified by the Director-General of the Employment Security Bureau.

（法第三十二条の四に関する事項）

(Matters concerning Article 32-4 of the Act)

第二十一条 法第三十二条の四第一項の許可証は、有料職業紹介事業許可証（様式第五号。以下「有料許可証」という。）のとおりとする。

Article 21 (1) The permit provided under Article 32-4, paragraph (1) of the Act is to follow the form of the permit for fee-charging employment placement business (Form No. 5; hereinafter referred to as "permit of fee-charging business").

2 法第三十二条の四第三項の規定により有料許可証の再交付を受けようとする者は、有料職業紹介事業許可証再交付申請書（様式第六号）を、厚生労働大臣に提出しなければならない。

(2) A person who seeks reissuance of the permit of fee-charging business pursuant to the provisions of Article 32-4, paragraph (3) of the Act must submit a written application for reissuance of the permit of fee-charging employment placement business (Form No. 6) to the Minister of Health, Labour and Welfare.

3 有料許可証の交付を受けた者は、次の各号のいずれかに該当することとなつたときは、当該事実のあつた日の翌日から起算して十日以内に、第一号又は第二号の場合にあつては有料の職業紹介事業を行うすべての事業所に係る有料許可証、第三号の場合にあつては発見し又は回復した有料許可証を厚生労働大臣に返納しなければならない。

(3) A person who has been issued the permit of fee-charging business, when they come to fall under any of the cases listed in the following items, must return to the Minister of Health, Labour and Welfare, the permit of fee-charging business in respect of all places of business operating the fee-charging employment placement business in the case of item (i) or item (ii), or the permit of fee-charging business found or restored in the case of item (iii), within 10 days from the day following the date of occurrence of the fact.

一 許可が取り消されたとき。

(i) if the permission is revoked;

二 許可の有効期間が満了したとき。

(ii) if the validity period of the permit has expired;

三 有料許可証の再交付を受けた場合において、亡失した有料許可証を発見し、又は回復したとき。

(iii) if the permit of fee-charging business that was lost is found or restored after the reissuance of the permit of fee-charging business;

4 有料許可証の交付を受けた者が次の各号に掲げる場合のいずれかに該当することとなつたときは、当該各号に定める者は、当該事実のあつた日の翌日から起算して十日以内に、有料の職業紹介事業を行うすべての事業所に係る有料許可証を厚生労働大臣に返納しなければならない。

(4) if a person who has been issued the permit of fee-charging business comes to fall under the cases listed in either of the following items, the person provided under the item must return to the Minister of Health, Labour and Welfare the permit of fee-charging businesses in respect of all places of business operating the fee-charging employment placement business within 10 days from the day following the date of occurrence of the fact:

一 死亡した場合 同居の親族又は法定代理人

(i) if the person dies: the cohabiting relative or the statutory agent; or

二 法人が合併により消滅した場合 合併後存続し、又は合併により設立された法人の代表者

(ii) if the corporation disappears due to merger: the representative person of the surviving corporation or of the corporation established as a result of the merger.

(法第三十二条の六に関する事項)

(Matters concerning Article 32-6 of the Act)

第二十二條 法第三十二条の六第二項の規定による許可の有効期間の更新を受けようとする者は、当該許可の有効期間が満了する日の三十日前までに、有料職業紹介事業許可有効期間更新申請書（様式第一号）を厚生労働大臣に提出しなければならない。

Article 22 (1) A person who applies for renewal of the validity period of the permit pursuant to the provision of Article 32-6, paragraph (2) of the Act must submit to the Minister of Health, Labour and Welfare the written application for renewal of the validity period of the permit of fee-charging employment placement business (Form No. 1) at least 30 days prior to the expiration of the validity period of the current permit.

2 法第三十二条の六第四項の厚生労働省令で定める額は、一万八千円に有料の職業紹介事業を行う事業所の数を乗じて得た額とする。

(2) The amount specified by Order of the Ministry of Health, Labour and Welfare as provided under Article 32-6, paragraph (4) of the Act is the amount obtained by multiplying 18,000 yen by the number of the places of business operating the fee-charging employment placement business.

3 法第三十二条の六第六項において準用する法第三十条第二項第五号の厚生労働省令で定める事項は、第十八条第二項に掲げる事項とする。

(3) The matters specified by Order of the Ministry of Health, Labour and Welfare as provided under Article 30, paragraph (2), item (v) of the Act, as applied mutatis mutandis pursuant to Article 32-6, paragraph (6) of the Act, are the matters prescribed by Article 18, paragraph (2).

4 法第三十二条の六第六項において準用する法第三十条第三項の厚生労働省令で定める書類は、次のとおりとする。

(4) The documents specified by Order of the Ministry of Health, Labour and Welfare as provided under Article 30, paragraph (3) of the Act, as applied mutatis mutandis pursuant to Article 32-6, paragraph (6) of the Act, are as listed in the following sub-items:

一 申請者が法人である場合にあつては、第十八条第三項第一号イ、ロ、ニ、ホ及びへに掲げる書類（同号イ、ロ及びニに掲げる書類にあつては、当該書類の内容に変更があつた場合に限る。）

(i) the documents provided by Article 18, paragraph 3, item (i), sub-items (a), (b), (d), (e) and (f) if the applicant is a corporation (limited to the cases where there is any change in the document in respect of the documents listed in (a), (b) and (d) of the same item);

二 申請者が個人である場合にあつては、第十八条第三項第一号ホ及びへ並びに同項第二号ロに掲げる書類（同号ロに掲げる書類にあつては、当該書類の内容に変更があつた場合に限る。）

(ii) the documents provided under Article 18, paragraph (3), item (i), sub-items

(e) and (f), and item (ii), sub-item (b) if the applicant is an individual (limited to the case where there is a change in the document in respect of the document listed in sub-item (b) of the same item).

5 法第三十二条の六第六項において準用する法第三十条第三項の規定により添付すべき事業計画書は、有料職業紹介事業計画書（様式第二号）のとおりとする。

(5) The business plan to be attached pursuant to the provisions of Article 30, paragraph (3) of the Act, as applied mutatis mutandis pursuant to Article 32-6, paragraph (6) of the Act, is to follow the form of the business plan for fee-charging employment placement business (Form No. 2).

6 法第三十二条の六第二項の規定による許可の有効期間の更新は、当該更新を受けようとする者が現に有する有料許可証と引き換えに新たな有料許可証を交付することにより行うものとする。

(6) The renewal of the validity period of the permit provided under Article 32-6, paragraph (2) of the Act is to be conducted by the issuance of the new permit of fee-charging business in exchange of the permit of fee-charging business currently held by the person who seeks to be issued the renewal of the permit.

（法第三十二条の七に関する事項）

(Matters concerning Article 32-7 of the Act)

第二十三条 法第三十二条の七第一項の厚生労働省令で定めるものは、有料職業紹介事業者が取次機関を利用しなくなった場合における当該取次機関の名称、住所及び事業内容とする。

Article 23 (1) The matters specified by Order of the Ministry of Health, Labour and Welfare as provided under Article 32-7, paragraph (1) of the Act are the name, address and the content of business of the agent organization in the case where the fee-charging employment placement business provider has discontinued to use the agent organization.

2 法第三十二条の七第一項の規定による届出をしようとする者は、法第三十条第二項第四号に掲げる事項の変更の届出にあつては当該変更に係る事実のあつた日の翌日から起算して三十日以内、同号に掲げる事項以外の事項の変更の届出にあつては当該変更に係る事実のあつた日の翌日から起算して十日以内に、当該届出に係る事項が有料許可証の記載事項に該当しない場合にあつては有料職業紹介事業変更届出書（様式第六号）を、当該届出に係る事項が有料許可証の記載事項に該当する場合にあつては有料職業紹介事業変更届出書及び有料職業紹介事業許可証書換申請書（様式第六号）を厚生労働大臣に提出しなければならない。

(2) A person who seeks to file the application provided under Article 32-7, paragraph (1) of the Act must submit to the Minister of Health, Labour and Welfare the written notification of change in fee-charging employment placement businesses (Form No. 6) if the matter pertaining to the notification is not the matter stated in the permit of fee-charging business, or the written notification of change in fee-charging employment placement business and

written application for rewriting the permit of fee-charging employment placement business (Form No. 6) if the matter pertaining to the notification is the matter stated in the permit of fee-charging business, within 30 days from the day following the date of occurrence of the fact pertaining to the change in the case of a notification of a change in the matters prescribed in Article 30, paragraph (2), item (iv) of the Act, or within 10 days from the day following the date of occurrence of the fact pertaining to the change in the case of a notification of a change in matters other than those listed in the same item.

3 法第三十二条の七第一項の規定による届出のうち、事業所の新設に係る変更の届出にあつては、第二項の有料職業紹介事業変更届出書には、当該新設する事業所に係る第十八条第三項第一号ト、チ、リ及びヌに掲げる書類を添付しなければならない。ただし、当該有料職業紹介事業者が有料の職業紹介事業又は無料の職業紹介事業を行っている他の事業所の職業紹介責任者を当該新設する事業所の職業紹介責任者として引き続き選任したときは、第十八条第三項第一号リに掲げる書類のうち履歴書（選任した職業紹介責任者の住所に変更がないときは、住民票の写し及び履歴書。以下この条において同じ。）を添付することを要しない。

(3) Among the notifications provided under Article 32-7, paragraph (1) of the Act, in the case of a notification of change pertaining to the establishment of a new place of business, the written notification of change in fee-charging employment placement business provided under paragraph (2) must be attached by the documents provided under Article 18, paragraph (3), item (i), subitems (g), (h), (i) and (j) pertaining to the establishment of a new place of business; provided, however, that if the fee-charging employment placement business provider continues to appoint the responsible person of a fee-charging employment placement business or free of charge employment placement business as the responsible person of the new place of business, the attachment of a resume (a copy of the resident record and the resume if no change has been made in the address of the appointed responsible person; hereinafter the same applies in this Article), out of the documents provided under Article 18, paragraph (3), item (i), sub-item (i), is not required.

4 法第三十二条の七第一項の規定による届出のうち、事業所の新設に係る変更の届出以外の届出にあつては、第二項の有料職業紹介事業変更届出書又は有料職業紹介事業変更届出書及び有料職業紹介事業許可証書換申請書には、第十八条第三項に規定する書類のうち当該変更事項に係る書類（事業所の廃止に係る変更の届出にあつては、当該廃止した事業所に係る有料許可証）を添付しなければならない。

(4) Among the written notifications provided under Article 32-7, paragraph (1) of the Act, in the case of a notification other than those for a change pertaining to the establishment of a new place of business, the written notification of change in fee-charging employment placement business, or the written notification of change in fee-charging employment placement business and the written application for rewriting the permit of fee-charging employment placement

business provided under paragraph (2) must be attached by the document pertaining to the changed matter (the permit of fee-charging business pertaining to the discontinued place of business in the case of a written notification of change for abolition of a place of business), among the documents provided under Article 18, paragraph (3).

5 法第三十条第二項第四号に掲げる事項のうち職業紹介責任者の氏名に変更があつた場合において、当該有料職業紹介事業者が有料の職業紹介事業又は無料の職業紹介事業を行っている他の事業所の職業紹介責任者を当該変更に係る事業所の変更後の職業紹介責任者として引き続き選任したときは、法人にあつては第十八条第三項第一号りに掲げる書類のうち履歴書を、個人にあつては同項第二号ハの書類のうち履歴書を添付することを要しない。

(5) Among the matters prescribed by Article 30, paragraph (2), item (iv) of the Act, in the case of a change in the name of the responsible person for placement of business, the attachment of the resume out of the documents prescribed by Article 18, paragraph (3), item (i), sub-item (i) in case of a corporation, or the resume out of the documents prescribed by item (ii), sub-item (ii) of the same paragraph in the case of an individual is not required if the fee-charging employment placement business provider continues to appoint the responsible person of other place of business operating the fee-charging employment placement business or free of charge employment placement business as the responsible person of the place of business pertaining to the change.

6 法第三十二条の七第三項の規定による許可証の交付は、当該新設に係る事業所ごとに交付するものとする。

(6) Issuance of the permit provided under Article 32-7, paragraph (3) of the Act is to be made for each place of business newly established.

(法第三十二条の八に関する事項)

(Matters concerning Article 32-8 of the Act)

第二十四条 法第三十二条の八第一項の規定による届出をしようとする者は、当該有料の職業紹介事業を廃止した日から十日以内に、有料の職業紹介事業を行うすべての事業所に係る有料許可証を添えて、有料職業紹介事業廃止届出書（様式第七号）を厚生労働大臣に提出しなければならない。

Article 24 A person who seeks to make a notification provided under Article 32-8, paragraph (1) of the Act must submit to the Minister of Health, Labour and Welfare the written notification of abolition of the fee-charging employment placement business (Form No. 7), with the permit of fee-charging business for all places of business operating the fee-charging employment placement business attached thereto, within 10 days from the abolition of the fee-charging employment placement business.

第二十四条の二 削除
Article 24-2 Deleted

(法第三十二条の十一に関する事項)

(Matters concerning Article 32-11 of the Act)

第二十四条の三 法第三十二条の十一第一項の港湾労働法（昭和六十三年法律第四十号）第二条第一号に規定する港湾以外の港湾において行われる同条第二号に規定する港湾運送業務に相当する業務として厚生労働省令で定める業務は、港湾労働法第二条第一号に規定する港湾以外の港湾で港湾運送事業法（昭和二十六年法律第百六十一号）第二条第四項に規定するもの（第三号において「特定港湾」という。）において他人の需要に応じて行う次に掲げる行為に係る業務とする。

Article 24-3 The work specified by Order of the Ministry of Health, Labour and Welfare as equivalent to the port and harbor transportation business provided under Article 2, item (ii) of the Port Labor Act (Act No. 40 of 1988) performed at a port other than those listed in Article 2, item (i), as provided by Article 32-11, paragraph (1) of the Act, is to be the work pertaining to the acts listed in the following sub-items performed in accordance with the demand of other persons at a port other than those provided by Article 2, item (i) of the Port Labor Act, and which is provided under Article 2, paragraph (4) of the Port and Harbor Transportation Business Act (Act No. 161 of 1951) (referred to as the "specified port" in item (iii)).

一 港湾運送事業法第二条第一項第二号から第五号までのいずれかに該当する行為
(i) an act falling under any item of Article 2, paragraph (1), items (ii) through (v) of the Port and Harbor Transportation Business Act;

二 港湾労働法施行令（昭和六十三年政令第三百三十五号）第二条第一号及び第二号に掲げる行為

(ii) an act provided under Article 2, item (i) and item (ii) of the Order for Enforcement of the Port Labor Act (Cabinet Order No. 335 of 1988);

三 船舶若しくははしけにより若しくはいかだに組んで運送された貨物の特定港湾の水域の沿岸からおおむね五百メートル（水島港にあつては千メートル、鹿児島港にあつては千五百メートル）の範囲内において厚生労働大臣が指定した区域内にある倉庫（船舶若しくははしけにより又はいかだに組んで運送に係る貨物以外の貨物のみを通常取り扱うものを除く。以下この条において「特定港湾倉庫」という。）への搬入（上屋その他の荷さばき場から搬出された貨物の搬入であつて、港湾運送事業法第二条第三項に規定する港湾運送関連事業のうち同項第一号に掲げる行為に係るもの若しくは同法第三条第一号から第四号までに掲げる事業又は倉庫業法（昭和三十一年法律第百二十一号）第二条第二項に規定する倉庫業のうち特定港湾倉庫に係るものを営む者（以下この条において「特定港湾運送関係事業者」という。）以外の者が行うものを除く。）、船舶若しくははしけにより若しくはいかだに組んで運送されるべき貨物の特定港湾倉庫からの搬出（上屋その他の荷さばき場に搬入すべき貨物の搬出であつて、特定港湾運送関係事業者以外の者が行うものを

除く。)又は貨物の特定港湾倉庫における荷さばき。ただし、冷蔵倉庫の場合にあつては、貨物の当該倉庫に附属する荷さばき場から冷蔵室への搬入、冷蔵室から当該倉庫に附属する荷さばき場への搬出及び冷蔵室における荷さばきを除く。

(iii) the carrying of cargo transported by ship or barge, or by making a raft into a warehouse (excluding the warehouses for regularly handling only the cargo other than those pertaining to the transportation by ship or barge, or by making a raft; hereinafter referred to as "specified port warehouse" in this Article) inside the area designated by the Minister of Health, Labour and Welfare within approximately 500 meters (or 1,000 meters in case of Mizushima Port or 1,500 meters in case of Kagoshima Port) from the coast of the water of the specified port (excluding the carrying-in of the cargo carried out of the storage shed or other cargo sorting area, performed by a person other than those operating the business related to port transportation provided by Article 2, paragraph (3) of the Port and Harbor Transportation Business Act which pertains to the acts listed in item (i) of the same paragraph or the services provided by Article 3, items (i) through (iv) of the same Act, or the warehousing business provided by Article 2, paragraph (2) of the Warehousing Business Act (Act No. 121 of 1956) which pertains to the specified port warehouse (hereinafter referred to as "specified port transportation-related business provider" in this Article)), carrying of cargo to be transported by ship or barge, or by making a raft out of the specified port warehouse (excluding the carrying-out of the cargo to be carried into the storing shed or other cargo sorting area, performed by a person other than the specified port transportation-related business provider), or sorting out of the cargo at the specified port warehouse; provided, however, that in case of a refrigerated warehouse, the carrying of cargo into the refrigerated room from the cargo sorting area attached to the warehouse, the carrying of cargo out of the refrigerated room to the cargo sorting area attached to the warehouse, and the cargo sorting businesses conducted in the refrigerated room are excluded;

四 道路運送車両法（昭和二十六年法律第百八十五号）第二条第一項に規定する道路運送車両若しくは鉄道（軌道を含む。）（以下この号において「車両等」という。）により運送された貨物の特定港湾倉庫若しくは上屋その他の荷さばき場への搬入（特定港湾運送関係事業者以外の者が行う当該貨物の搬入を除く。）又は車両等により運送されるべき貨物の特定港湾倉庫若しくは上屋その他の荷さばき場からの搬出（特定港湾運送関係事業者以外の者が行う当該貨物の搬出を除く。）。ただし、冷蔵倉庫の場合にあつては、貨物の当該倉庫に附属する荷さばき場から冷蔵室への搬入及び冷蔵室から当該倉庫に附属する荷さばき場への搬出を除く。

(iv) the carrying of the cargo transported by road transport vehicles provided under Article 2, paragraph (1) of the Road Transport Vehicle Act (Act No. 185 of 1951) or by rail (including streetcars) (hereinafter referred to as

"vehicles" in this item) in the specified port warehouse, the storing shed, or other cargo sorting area (excluding the carrying-in of the cargo performed by any person other than the specified port transportation business providers), carrying of the cargo to be transported by vehicles out of the specified port warehouse, the storing shed, or other cargo sorting area (excluding the carrying-out of the cargo performed by any person other than the specified port transportation business providers); provided, however, that in the case of a refrigerated warehouse, the carrying of the cargo into the refrigerated room from the cargo sorting area attached to the warehouse and the carrying of the cargo out of the refrigerated room to the cargo sorting area attached to the warehouse are excluded.

(法第三十二条の十二に関する事項)

(Matters concerning Article 32-12 of the Act)

第二十四条の四 法第三十二条の十二第一項の規定による届出をしようとする者は、有料職業紹介事業取扱職種範囲等届出書（様式第六号）を厚生労働大臣に提出しなければならない。

Article 24-4 (1) A person who seeks to file a notification pursuant to the provisions of Article 32-12, paragraph (1) of the Act must submit to the Minister of Health, Labour and Welfare the written notification of scope of occupations handled, etc. by fee-charging employment placement business (Form No. 6).

2 厚生労働大臣は、前項の届出書の内容に基づき、有料許可証を書き換えるものとし、当該届出をした者が現に有する取扱職種の範囲等を定め又は変更した事業所に係る有料許可証と引換えに当該書換え後の有料許可証を交付するものとする。

(2) The Minister of Health, Labour and Welfare is to rewrite the permit of fee-charging business based on the content of the written notification set forth in the preceding paragraph, and issue the rewritten permit of fee-charging business in exchange of the permit of fee-charging business currently owned by the notifying person pertaining to the place of business for which the scope of occupations handled, etc. has been fixed or changed.

3 厚生労働大臣は、法第三十二条の十二第三項の規定により、有料の職業紹介事業を行おうとする者又は有料職業紹介事業者に対し、取扱職種の範囲等の変更を命令しようとするときは、取扱職種範囲等変更命令通知書（様式第六号の二）により通知するものとする。

(3) The Minister of Health, Labour and Welfare, in ordering the person who seeks to operate a fee-charging employment placement business or a fee-charging employment placement business provider to make changes in the scope of occupations handled, etc., pursuant to the provisions of Article 32-12, paragraph (3) of the Act, is to give notice to the person or business provider using the written notice of order to change the scope of occupations handled,

etc. (Form No. 6-2).

(法第三十二条の十三に関する事項)

(Matters concerning Article 32-13 of the Act)

第二十四条の五 法第三十二条の十三の厚生労働省令で定める事項は、求人者の情報（職業紹介に係るものに限る。）及び求職者の個人情報の取扱いに関する事項とする。

Article 24-5 (1) The matters specified by Order of the Ministry of Health, Labour and Welfare as provided under Article 32-13 of the Act are the matters concerning the handling of the information of job offerers (limited to the information pertaining to the employment placement) and the personal information of the job seekers.

2 法第三十二条の十三の規定による明示は、求人者の申込み又は求職者の申込みを受理した後、速やかに、次のいずれかの方法により行わなければならない。ただし、職業紹介の実施について緊急の必要があるためあらかじめこれらの方法によることができない場合において、当該明示すべき事項（以下この項及び次項において「明示事項」という。）をあらかじめこれらの方法以外の方法により明示したときは、この限りでない。

(2) The explicit statement provided under Article 32-13 of the Act must be made promptly after the acceptance of the job offering or job application in either of the following methods; provided, however, that this does not apply to the case where the methods cannot be taken in advance due to the urgent necessity of implementing the employment placement, and the matters that should be explicitly stated (hereinafter referred to as "explicit matters" in this paragraph and the following paragraph) are explicitly stated in advance in a method other than the following methods:

一 書面の交付の方法

(i) method of delivery of a written document; or

二 電子情報処理組織（書面交付者（明示事項を前号の方法により明示する場合において、書面の交付を行うべき者をいう。以下この号において同じ。）の使用に係る電子計算機と、書面被交付者（明示事項を前号の方法により明示する場合において、書面の交付を受けるべき者をいう。以下この号及び次項において同じ。）の使用に係る電子計算機とを電気通信回線で接続した電子情報処理組織をいう。）を使用する方法のうち、書面交付者の使用に係る電子計算機と書面被交付者の使用に係る電子計算機とを接続する電気通信回線を通じて送信し、書面被交付者の使用に係る電子計算機に備えられたファイルに記録する方法（書面被交付者がファイルへの記録を出力することによる書面を作成することができるものに限る。）によることを書面被交付者が希望した場合における当該方法

(ii) method of using electronic data processing system (meaning the electronic data processing system connecting the computer related to the use by the document deliverer (meaning the person who is to deliver the written document under the circumstances where the explicit matters are explicitly

stated in the method provided in the preceding item; hereinafter the same applies in this item) and the computer related to the use by the document receiver (meaning the person who is to receive the written document under the circumstances where the explicit matters are explicitly stated in the method provided in the preceding item; hereinafter the same applies in this item and the following paragraph) through electric telecommunication lines), under the circumstances where the document receiver desires to receive the document in a method in which the document is transmitted through the electric telecommunication line connecting the computer used by the document deliverer and the computer used by the document receiver, and the document is recorded in a file installed in the computer used by the document receiver (limited to the method in which the document receiver may produce a hard copy of the document by outputting the document recorded in the file).

3 前項第二号の方法により行われた明示事項の明示は、書面被交付者の使用に係る電子計算機に備えられたファイルに記録されたときに当該書面被交付者に到達したものとみなす。

(3) The explicit statement of the explicit matters made pursuant to the method listed in item (ii) of the preceding paragraph is deemed to be received by the document receiver at the time when the document is recorded in the file installed in the computer used by the document receiver.

4 有料職業紹介事業者は、その事業所内の一般の閲覧に便利な場所に、手数料表及び業務の運営に関する規程を掲示しなければならない。

(4) The fee-charging employment placement business provider must post a notice of the schedule of fees and other rules concerning the operation of the business, in a place convenient for inspection by the general public within their place of business.

(法第三十二条の十四に関する事項)

(Matters concerning Article 32-14 of the Act)

第二十四条の六 法第三十二条の十四の規定による職業紹介責任者の選任は、業務を適正に遂行する能力を有する者のうちから、次に定めるところにより行わなければならない。

Article 24-6 The appointment of a responsible person provided under Article 32-14 of the Act must be made pursuant to the following items, from among the persons having the competency to perform the duties properly:

一 有料職業紹介事業者の事業所（以下この条において単に「事業所」という。）ごとに当該事業所に専属の職業紹介責任者として自己の雇用する労働者の中から選任すること。ただし、有料職業紹介事業者（法人である場合は、その役員）を職業紹介責任者とすることを妨げない。

(i) for each place of business of the fee-charging employment placement

business provider (hereinafter simply referred to as "place of business" in this Article), to appoint a responsible person dedicated to each place of business, from among the workers it employs; provided, however, that this does not preclude the fee-charging employment placement business provider (its officer in the case of a corporation) from becoming the responsible person for employment placement; and

二 当該事業所において職業紹介に係る業務に従事する者の数が五十人以下のときは一人以上の者を、五十人を超え百人以下のときは二人以上の者を、百人を超えるとときは、当該職業紹介に係る業務に従事する者の数が五十人を超える五十人ごとに一人を二人に加えた数以上の者を選任すること。

(ii) to appoint one or more persons if the place of business has 50 workers or less engaged in the duties related to employment placement, or two or more if the place of business has more than 50 and less than 100 workers, or if the place of business has 100 or more workers, add one for each 50 workers exceeding 50 workers engaged in the duties related to employment placement to the two.

(法第三十二条の十五に関する事項)

(Matters concerning Article 32-15 of the Act)

第二十四条の七 法第三十二条の十五の厚生労働省令で定める帳簿書類は、求人求職管理簿及び手数料管理簿とする。

Article 24-7 (1) The books and documents specified by Order of the Ministry of Health, Labour and Welfare as provided under Article 32-15 of the Act are the management ledger of job offerings and job applications and the management ledger of fees.

2 前項の帳簿書類の記載及び備付けについては、職業安定局長の定めるところによる。

(2) The entry into and keeping of the books and documents set forth in the preceding paragraph are to be conducted as determined by the Director-General of the Employment Security Bureau.

(法第三十二条の十六に関する事項)

(Matters concerning Article 32-16 of the Act)

第二十四条の八 有料職業紹介事業者は、毎年四月三十日までに、その年の前年の四月一日からその年三月三十一日までの間における有料の職業紹介事業を行う事業所ごとの当該事業に係る事業報告書を作成し、厚生労働大臣に提出しなければならない。

Article 24-8 (1) The fee-charging employment placement business provider must prepare, prior to April 30 of each year, the business reports pertaining to the fee-charging employment placement business for each place of business operating the business for the period commencing on April 1 of the preceding year and ending on March 31 of the current year, and submit the reports to the Minister of Health, Labour and Welfare.

2 法第三十二条の十六の規定により提出すべき事業報告書は、有料職業紹介事業報告書（様式第八号）のとおりとする。

(2) The business reports to be submitted pursuant to the provisions of Article 32-16 of the Act are to follow the form of the business report for fee-charging employment placement business (Form No. 8).

（法第三十三条に関する事項）

(Matters concerning Article 33 of the Act)

第二十五条 第十八条第一項から第六項まで、第二十一条、第二十二条第一項及び第六項、第二十三条、第二十四条並びに第二十四条の四から第二十四条の八までの規定は、法第三十三条第一項の許可を受けて行う無料の職業紹介事業及び同項の許可を受けた者について準用する。この場合において、第十八条第一項中「第三十条第二項」とあるのは「第三十三条第四項において準用する法第三十条第二項」と、「有料職業紹介事業許可申請書（様式第一号）」とあるのは「無料職業紹介事業許可申請書（様式第一号）」と、第十八条第二項中「第三十条第二項第五号」とあるのは「第三十三条第四項において準用する法第三十条第二項第五号」と、第十八条第三項中「第三十条第三項」とあるのは「第三十三条第四項において準用する法第三十条第三項」と、第十八条第四項中「第三十条第三項」とあるのは「第三十三条第四項において準用する法第三十条第三項」と、「有料職業紹介事業計画書（様式第二号）」とあるのは「無料職業紹介事業計画書（様式第二号）」と、第十八条第五項中「第三十三条第一項」とあるのは「第三十条第一項」と、「第三十条第一項」とあるのは「第三十三条第一項」と、第十八条第六項中「第三十三条第一項」とあるのは「第三十条第一項」と、「第三十条第一項」とあるのは「第三十三条第一項」と、「無料の職業紹介事業」とあるのは「有料の職業紹介事業」と、第二十一条第一項中「第三十二条の四第一項」とあるのは「第三十三条第四項において準用する法第三十二条の四第一項」と、「有料職業紹介事業許可証（様式第五号。以下「有料許可証」という。）」とあるのは「無料職業紹介事業許可証（様式第五号。以下「無料許可証」という。）」と、第二十一条第二項中「第三十二条の四第三項」とあるのは「第三十三条第四項において準用する法第三十二条の四第三項」と、「有料許可証」とあるのは「無料許可証」と、「有料職業紹介事業許可証再交付申請書（様式第六号）」とあるのは「無料職業紹介事業許可証再交付申請書（様式第六号）」と、第二十一条第三項及び第四項中「有料許可証」とあるのは「無料許可証」と、第二十二条第一項中「第三十二条の六第二項」とあるのは「第三十三条第四項において準用する法第三十二条の六第二項」と、「有料職業紹介事業許可有効期間更新申請書（様式第一号）」とあるのは「無料職業紹介事業許可有効期間更新申請書（様式第一号）」と、第二十二条第六項中「第三十二条の六第二項」とあるのは「第三十三条第四項において準用する法第三十二条の六第二項」と、「有料許可証」とあるのは「無料許可証」と、第二十三条第一項中「第三十二条の七第一項」とあるのは「第三十三条第四項において準用する法第三十二条の七第一項」と、第二十三条第二項中「第三十二条の七第一項」とあるのは「第三十三条第四項において準用する法第三十二条の七第一項」と、「第三十条第二項第四号」とあるのは「第三十三条第四項において準用する法第三十条第二項第四号」と、

「有料許可証」とあるのは「無料許可証」と、「有料職業紹介事業変更届出書（様式第六号）」とあるのは「無料職業紹介事業変更届出書（様式第六号）」と、「有料職業紹介事業変更届出書及び有料職業紹介事業許可証書換申請書（様式第六号）」とあるのは「無料職業紹介事業変更届出書及び無料職業紹介事業許可証書換申請書（様式第六号）」と、第二十三条第三項中「第三十二条の七第一項」とあるのは「第三十三条第四項において準用する法第三十二条の七第一項」と、「第二項」とあるのは「第二十五条第一項において準用する第二十三条第二項」と、「有料職業紹介事業変更届出書」とあるのは「無料職業紹介事業変更届出書」と、「有料の職業紹介事業又は無料の職業紹介事業」とあるのは「無料の職業紹介事業又は有料の職業紹介事業」と、第二十三条第四項中「第三十二条の七第一項」とあるのは「第三十三条第四項において準用する法第三十二条の七第一項」と、「第二項」とあるのは「第二十五条第一項において準用する第二十三条第二項」と、「有料職業紹介事業変更届出書」とあるのは「無料職業紹介事業変更届出書」と、「有料職業紹介事業変更届出書及び有料職業紹介事業許可証書換申請書」とあるのは「無料職業紹介事業変更届出書及び無料職業紹介事業許可証書換申請書」と、「有料許可証」とあるのは「無料許可証」と、第二十三条第五項中「第三十条第二項第四号」とあるのは「第三十三条第四項において準用する法第三十条第二項第四号」と、「有料の職業紹介事業又は無料の職業紹介事業」とあるのは「無料の職業紹介事業又は有料の職業紹介事業」と、第二十三条第六項中「第三十二条の七第三項」とあるのは「第三十三条第四項において準用する第三十二条の七第三項」と、第二十四条中「第三十二条の八第一項」とあるのは「第三十三条第四項において準用する法第三十二条の八第一項」と、「有料許可証」とあるのは「無料許可証」と、「有料職業紹介事業廃止届出書（様式第七号）」とあるのは「無料職業紹介事業廃止届出書（様式第七号）」と、第二十四条の四第一項中「第三十二条の十二第一項」とあるのは「第三十三条第四項において準用する法第三十二条の十二第一項」と、「有料職業紹介事業取扱職種範囲等届出書（様式第六号）」とあるのは「無料職業紹介事業取扱職種範囲等届出書（様式第六号）」と、第二十四条の四第二項中「有料許可証」とあるのは「無料許可証」と、第二十四条の四第三項中「第三十二条の十二第三項」とあるのは「第三十三条第四項において準用する法第三十二条の十二第三項」と、第二十四条の五第一項及び第二項中「第三十二条の十三」とあるのは「第三十三条第四項において準用する法第三十二条の十三」と、第二十四条の五第四項中「手数料表及び業務の運営に関する規程」とあるのは「業務の運営に関する規程」と、第二十四条の六中「第三十二条の十四」とあるのは「第三十三条第四項において準用する法第三十二条の十四」と、第二十四条の七第一項中「第三十二条の十五」とあるのは「第三十三条第四項において準用する法第三十二条の十五」と、「求人求職管理簿及び手数料管理簿」とあるのは「求人求職管理簿」と、第二十四条の八第二項中「第三十二条の十六」とあるのは「第三十三条第四項において準用する法第三十二条の十六」と、「有料職業紹介事業報告書（様式第八号）」とあるのは「無料職業紹介事業報告書（様式第八号）」と読み替えるものとする。

Article 25 (1) The provisions of Article 18, paragraphs (1) through (6), Article 21, Article 22, paragraphs (1) and (6), Article 23, Article 24 and Articles 24-4 through 24-8 apply mutatis mutandis to the free of charge employment

placement business operated under the permit provided under Article 33, paragraph (1) of the Act and a person who has received the permit provided by the same paragraph. In this case, the term "Article 30, paragraph (2)" in Article 18, paragraph (1) is deemed to be replaced with "Article 30, paragraph (2) of the Act as applied mutatis mutandis pursuant to Article 33, paragraph (4)", the phrase "written application for permit of fee-charging employment placement business (Form No. 1)" with "written application for permit of free of charge employment placement business (Form No. 1)", the term "Article 30, paragraph (2), item (v)" in Article 18, paragraph (2) with "Article 30, paragraph (2), item (v) of the Act as applied mutatis mutandis pursuant to Article 33, paragraph (4)", the term "Article 30, paragraph (3)" in Article 18, paragraph (3) with "Article 30, paragraph (3) of the Act as applied mutatis mutandis pursuant to Article 33, paragraph (4)", the term "Article 30, paragraph (3)" in Article 18, paragraph (4) with "Article 30, paragraph (3) of the Act as applied mutatis mutandis pursuant to Article 33, paragraph (4)", the phrase "business plan for fee-charging employment placement business (Form No. 2)" with "business plan for free of charge employment placement business (Form No. 2)", the term "Article 33, paragraph (1)" in Article 18, paragraph (5) with "Article 30, paragraph (1)", the term "Article 30, paragraph (1)" with "Article 33, paragraph (1)", the term "Article 33, paragraph (1)" in Article 18, paragraph (6) with "Article 30, paragraph (1)", the term "Article 30, paragraph (1)" with "Article 33, paragraph (1)", the phrase "free of charge employment placement business" with "fee-charging employment placement business", the term "Article 32-4, paragraph (1)" in Article 21, paragraph (1) with "Article 32-4, paragraph (1) of the Act as applied mutatis mutandis pursuant to Article 33, paragraph (4)", the term "permit of fee-charging employment placement business (Form No. 5; hereinafter referred to as "permit of fee-charging business")" with "permit of free of charge employment placement business (Form No. 5; hereinafter referred to as "permit of free of charge business")", the term "Article 32-4, paragraph (3)" in Article 21, paragraph (2) with "Article 32-4, paragraph (3) of the Act as applied mutatis mutandis pursuant to Article 33, paragraph (4)", the term "permit of fee-charging business" with "permit of free of charge business", the term "written application for reissuance of the permit of fee-charging employment placement business (Form No. 6)" with "written application for reissuance of the permit of free of charge employment placement business (Form No. 6)", the term "permit of fee-charging business" in Article 21, paragraphs (3) and (4) with "permit of free of charge business", the term "Article 32-6, paragraph (2)" in Article 22, paragraph (1) with "Article 32-6, paragraph (2) of the Act as applied mutatis mutandis pursuant to Article 33, paragraph (4)", the term "written application for renewal of the validity period of permit of fee-charging employment placement business (Form No. 1)"

with "written application for renewal of the validity period of permit of free of charge employment placement business (Form No. 1)", the term "Article 32-6, paragraph (2)" in Article 22, paragraph (6) with "Article 32-6, paragraph (2) of the Act as applied mutatis mutandis pursuant to Article 33, paragraph (4)", the phrase "permit of fee-charging business" with "permit of free of charge business", the term "Article 32-7, paragraph (1)" in Article 23, paragraph (1) with "Article 32-7, paragraph (1) of the Act as applied mutatis mutandis pursuant to Article 33, paragraph (4)", the term "Article 32-7, paragraph (1)" in Article 23, paragraph (2) with "Article 32-7, paragraph (1) of the Act as applied mutatis mutandis pursuant to Article 33, paragraph (4)", the term "Article 30, paragraph (2), item (iv)" with "Article 30, paragraph (2), item (iv) of the Act as applied mutatis mutandis pursuant to Article 33, paragraph (4)", the term "permit of fee-charging business" with "permit of free of charge business", the term "written notification of change in fee-charging employment placement business (Form No. 6)" with "written notification of change in free of charge employment placement Businesses (Form No. 6)", the term "written notification of change in fee-charging employment placement business and application for rewriting the permit of fee-charging employment placement business (Form No. 6)" with "written notification of change in free of charge employment placement business and written application for rewriting the permit of free of charge employment placement business (Form No. 6)", the term "Article 32-7, paragraph (1)" in Article 23, paragraph (3) with "Article 32-7, paragraph (1) of the Act as applied mutatis mutandis pursuant to Article 33, paragraph (4)", the term "paragraph (2)" with "Article 23, paragraph (2) as applied mutatis mutandis pursuant to Article 25, paragraph (1)", the term "written notification of change in fee-charging employment placement business" with "written notification of change in free of charge employment placement business", the term "fee-charging employment placement business or free of charge employment placement business" with "free of charge employment placement business or fee-charging employment placement business", the term "Article 32-7, paragraph (1)" in Article 23, paragraph (4) with "Article 32-7, paragraph (1) of the Act as applied mutatis mutandis pursuant to Article 33, paragraph (4)", the term "paragraph (2)" with "Article 23, paragraph (2) as applied mutatis mutandis pursuant to Article 25, paragraph (1)", the term "written notification of change in fee-charging employment placement business" with "written notification of change in free of charge employment placement business", the term "written notification of change in fee-charging employment placement business and written application for rewriting the permit of fee-charging employment placement business" with "written notification of change in free of charge employment placement business and written application for rewriting the permit of free of

charge employment placement business", the term "permit of fee-charging business" with "permit of free of charge business", the term "Article 30, paragraph (2), item (iv)" in Article 23, paragraph (5) with "Article 30, paragraph (2), item (iv) of the Act as applied mutatis mutandis pursuant to Article 33, paragraph (4)", the term "fee-charging employment placement business or free of charge employment placement business" with "free of charge employment placement business or fee-charging employment placement business", the term "Article 32-7, paragraph (3)" in Article 23, paragraph (6) with "Article 32-7, paragraph (3) as applied mutatis mutandis pursuant to Article 33, paragraph (4)", the term "Article 32-8, paragraph (1)" in Article 24 with "Article 32-8, paragraph (1) of the Act as applied mutatis mutandis pursuant to Article 33, paragraph (4)", the term "permit of fee-charging business" with "permit of free of charge business", the term "written notification of abolition of fee-charging employment placement business (Form No. 7)" with "written notification of abolition of free of charge employment placement business (Form No. 7)", the term "Article 32-12, paragraph (1)" in Article 24-4, paragraph (1) with "Article 32-12, paragraph (1) of the Act as applied mutatis mutandis pursuant to Article 33, paragraph (4)", the term "written notification of scope of occupations handled, etc. for fee-charging employment placement business (Form No. 6)" with "written notification of scope of occupations handled, etc. for free of charge employment placement business (Form No. 6)", the term "permit of fee-charging business" in Article 24-4, paragraph (2) with "permit of free of charge business", the term "Article 32-12, paragraph (3)" in Article 24-4, paragraph (3) with "Article 32-12, paragraph (3) of the Act as applied mutatis mutandis pursuant to Article 33, paragraph (4)", the term "Article 32-13" in Article 24-5, paragraphs (1) and (2) with "Article 32-13 of the Act as applied mutatis mutandis pursuant to Article 33, paragraph (4)", the term "schedule of fees and other rules concerning the operation of the business" in Article 24-5, paragraph (4) with "rules concerning the operation of the business", the term "Article 32-14" in Article 24-6 with "Article 32-14 of the Act as applied mutatis mutandis pursuant to Article 33, paragraph (4)", the term "Article 32-15" in Article 24-7, paragraph (1) with "Article 32-15 of the Act as applied mutatis mutandis pursuant to Article 33, paragraph (4)", the term "management ledger of job offerings and job applications and the management ledger of fees" with "management ledger of fees", the term "Article 32-16" in Article 24-8, paragraph (2) with "Article 32-16 of the Act as applied mutatis mutandis pursuant to Article 33, paragraph (4)", and the term "business report on fee-charging employment placement business (Form No. 8)" with "business report on free of charge employment placement business (Form No. 8)."

2 第二十二條第三項から第五項までの規定は、法第三十三條第一項の許可の有効期間

の更新について準用する。この場合において、第二十二条第三項中「第三十二条の六第六項において準用する法第三十条第二項第五号」とあるのは「第三十三条第五項において準用する法第三十条第二項第五号」と、第二十二条第四項中「第三十二条の六第六項において準用する法第三十条第三項」とあるのは「第三十三条第五項において準用する法第三十条第三項」と、第二十二条第五項中「第三十二条の六第六項において準用する法第三十条第三項」とあるのは「第三十三条第五項において準用する法第三十条第三項」と、「有料職業紹介事業計画書（様式第二号）」とあるのは「無料職業紹介事業計画書（様式第二号）」と読み替えるものとする。

(2) The provisions of Article 22, paragraphs (3) through (5) apply mutatis mutandis to the renewal of the validity period of the permit provided under Article 33, paragraph (1) of the Act. In this case, the term "Article 30, paragraph (2), item (v) of the Act as applied mutatis mutandis pursuant to Article 32-6, paragraph (6)" in Article 22, paragraph (3) is deemed to be replaced with "Article 30, paragraph (2), item (v) of the Act as applied mutatis mutandis pursuant to Article 33, paragraph (5)", the term "Article 30, paragraph (3) of the Act as applied mutatis mutandis pursuant to Article 32-6, paragraph (6)" in Article 22, paragraph (4) with "Article 30, paragraph (3) of the Act as applied mutatis mutandis pursuant to Article 33, paragraph (5)", the term "Article 30, paragraph (3) of the Act as applied mutatis mutandis pursuant to Article 32-6, paragraph (6)" in Article 22, paragraph (5) with "Article 30, paragraph (3) of the Act as applied mutatis mutandis pursuant to Article 33, paragraph (5)", and the term "business plan for fee-charging employment placement business (Form No. 2)" with "business plan for free of charge employment placement business (Form No. 2)."

(法第三十三条の二に関する事項)

(Matters concerning Article 33-2 of the Act)

第二十五条の二 法第三十三条の二第一項の厚生労働省令で定めるものは、次のとおりとする。

Article 25-2 (1) The persons specified by Order of the Ministry of Health, Labour and Welfare as provided under Article 33-2, paragraph (1) of the Act are as follows:

一 学校（大学に限る。）の長が無料の職業紹介事業を行う場合にあつては、当該大学に附属する病院において医師法（昭和二十三年法律第二百一号）第十六条の二第一項に規定する臨床研修を受けている者及び修了した者

(i) if the head of a school (limited to universities) operates free of charge employment placement business, the persons undergoing or having completed clinical training provided under Article 16-2, paragraph (1) of the Medical Practitioners' Act (Act No. 201 of 1948) at the hospital attached to the school; and

二 学校又は専修学校の長が無料の職業紹介事業を行う場合にあつては、当該学校又

は専修学校において職業能力開発促進法第十五条の六第三項の規定により公共職業能力開発施設の行う職業訓練とみなされる教育訓練を受けている者及び修了した者
(ii) if the head of a school or specialized training college operates free of charge employment placement business, the persons undergoing or having completed educational training deemed as vocational training provided by public human resources development facilities as provided by Article 15-6, paragraph (3) of the Human Resources Development Promotion Act at the school or specialized training college.

2 法第三十三条の二第一項の規定により無料の職業紹介事業を行おうとする同項各号に掲げる施設の長（以下この条において単に「施設の長」という。）は、職業安定局長の定める手続及び様式に従い、厚生労働大臣に届け出なければならない。

(2) The head of the facilities listed in each item of Article 33-2, paragraph (1) of the Act (hereinafter simply referred to as "head of the facilities") seeking to operate free of charge employment placement business pursuant to the items of the same paragraph must notify the Minister of Health, Labour and Welfare of the fact pursuant to the procedures and forms determined by the Director-General of the Employment Security Bureau.

3 前項の届出に当つては、業務の運営に関する規定を添附しなければならない。

(3) Upon submission of the notification set forth in the preceding paragraph, the rules concerning the operation of the business must be attached.

4 法第三十三条の二第七項において準用する法第三十二条の八第一項の規定による届出をしようとする者は、当該無料の職業紹介事業の全部又は一部を廃止した日から十日以内に文書により、厚生労働大臣に届け出なければならない。

(4) A person who seeks to make the notification provided by Article 32-8, paragraph (1) of the Act as applied mutatis mutandis pursuant to Article 33-2, paragraph (7) of the Act must make the notification in writing to the Minister of Health, Labour and Welfare within 10 days from the date of abolition of the free of charge employment placement business in whole or in part.

5 法第三十三条の二第一項の規定により無料の職業紹介事業を行う施設の長は、職業安定局長の定める手続及び様式に従い、事業報告書を作成し、厚生労働大臣に届け出なければならない。

(5) The head of the facilities operating free of charge employment placement business pursuant to the provisions of Article 33-2, paragraph 1 of the Act must prepare a business report by following the procedures and forms determined by the Director-General of the Employment Security Bureau and submit the report to the Minister of Health, Labour and Welfare.

6 第二十四条の五第一項から第三項まで及び第二十四条の七の規定は、法第三十三条の二第一項の規定により同項各号の施設の長が行う無料の職業紹介事業及び同条の職業紹介事業を行う施設の長について準用する。この場合において、第二十四条の五第一項中「第三十二条の十三」とあるのは「第三十三条の二第七項において準用する法第三十二条の十三」と、「求人者の情報（職業紹介に係るものに限る。）及び求職者

の個人情報」とあるのは「求職者の個人情報」と、第二十四条の五第二項中「第三十二条の十三」とあるのは「第三十三条の二第七項において準用する法第三十二条の十三」と、「書面の交付」とあるのは「書面の交付等」と、第二十四条の七第一項中「第三十二条の十五」とあるのは「第三十三条の二第七項において準用する法第三十二条の十五」と、「求人求職管理簿及び手数料管理簿」とあるのは「求人求職管理簿」と読み替えるものとする。

- (6) The provisions of Article 24-5, paragraphs (1) through (3) and Article 24-7 apply mutatis mutandis to the free of charge employment placement business operated by the head of the facilities listed in either item of Article 33-2, paragraph (1) of the Act pursuant to the same paragraph and to the head of the facilities operating the employment placement business provided under the same Article. In this case, the term "Article 32-13" in Article 24-5, paragraph (1) is deemed to be replaced with "Article 32-13 of the Act as applied mutatis mutandis pursuant to Article 33-2, paragraph (7)", the term "information of job offerers (limited to the information pertaining to the employment placement) and the personal information of the job seekers" with "personal information of the job seekers", the term "Article 32-13" in Article 24-5, paragraph (2) with "Article 32-13 of the Act as applied mutatis mutandis pursuant to Article 33-2, paragraph (7)", the term "delivery of a written document" with "delivery of a written document, etc.", the term "Article 32-15" in Article 24-7, paragraph (1) with "Article 32-15 of the Act as applied mutatis mutandis pursuant to Article 33-2, paragraph (7)", and the term "management ledger of job offerings and job applications and management ledger of fees" with "management ledger of job offerings and job applications."

(法第三十三条の三に関する事項)

(Matters concerning Article 33-3 of the Act)

第二十五条の三 法第三十三条の三第一項の厚生労働省令で定めるものは、次に掲げる法人であつて、その直接又は間接の構成員の数が厚生労働大臣の定める数以上のものとする。

Article 25-3 (1) The corporations specified by Order of the Ministry of Health, Labour and Welfare as provided under Article 33-3, paragraph (1) of the Act are the corporations listed in the following items, whose number of the direct or indirect members is equivalent to or exceeds the number determined by the Minister of Health, Labour and Welfare:

一 農業協同組合法（昭和二十二年法律第百三十二号）の規定により設立された農業協同組合

(i) agricultural cooperatives established pursuant to the provisions of the Agricultural Co-operatives Act (Act No. 132 of 1947);

二 水産業協同組合法（昭和二十三年法律第二百四十二号）の規定により設立された漁業協同組合又は水産加工業協同組合

(ii) fishery cooperatives or fishery processing industry cooperatives established pursuant to the provisions of the Fishery Cooperative Act (Act No. 242 of 1948);

三 中小企業等協同組合法（昭和二十四年法律第百八十一号）の規定により設立された事業協同組合又は中小企業団体中央会

(iii) business cooperatives or federations of small business associations established pursuant to the provisions of the Small and Medium-Sized Enterprise Cooperatives Act (Act No. 181 of 1949);

四 商工会議所法（昭和二十八年法律第百四十三号）の規定により設立された商工会議所

(iv) chambers of commerce and industry established pursuant to the provisions of the Chambers of Commerce and Industry Act (Act No. 143 of 1953);

五 中小企業団体の組織に関する法律（昭和三十二年法律第百八十五号）の規定により設立された商工組合

(v) commercial and industrial partnerships established pursuant to the provisions of the Act on the Organization of Small and Medium-Sized Enterprise Association (Act No. 185 of 1957);

六 商工会法（昭和三十五年法律第八十九号）の規定により設立された商工会

(vi) commerce and industry association established pursuant to the provisions of the Commerce and Industry Association Act (Act No. 89 of 1960);

七 森林組合法（昭和五十三年法律第三十六号）の規定により設立された森林組合

(vii) forestry cooperatives established pursuant to the provisions of the Forestry Cooperative Act (Act No. 36 of 1978); or

八 その他前各号に準ずるものとして厚生労働大臣が定めるもの

(viii) any other association determined by the Minister of Health, Labour and Welfare as equivalent to those provided under each preceding item.

2 第十八条第一項、第二項及び第四項、第二十三条第一項から第五項まで、第二十四条、第二十四条の四第一項及び第三項並びに第二十四条の五から第二十四条の八までの規定は、法第三十三条の三第一項の届出をして行う無料の職業紹介事業及び同項の届出をした法人について準用する。この場合において、次の表の上欄に掲げる規定中同表の中欄に掲げる字句は、それぞれ同表の下欄に掲げる字句に読み替えるものとする。

(2) The provisions of Article 18, paragraphs (1), (2), and (4), Article 23, paragraphs (1) through (5), Article 24, Article 24-4, paragraphs (1) and (3), and Articles 24-5 through 24-8 apply mutatis mutandis to the free of charge employment placement business operated subject to the notification provided under Article 33-3, paragraph (1) of the Act and to the corporation having submitted the notification pursuant to the same paragraph. In this case, each term listed in the center column of the following Appended Table for the provisions stated in the left-hand column is deemed to be replaced with each term listed in the right-hand column, respectively.

<p>第十八条第一項 Article 18, paragraph (1)</p>	<p>法第三十条第二項の申請書 Written application prescribed by Article 30, paragraph (2) of the Act</p>	<p>法第三十三条の三第二項において準用する法第三十条第二項の届出書 Written notification prescribed by Article 30, paragraph (2) of the Act as applied mutatis mutandis pursuant to Article 33-3, paragraph (2) of the Act</p>
	<p>有料職業紹介事業許可申請書 (様式第一号) Written application for permit of fee-charging employment placement business (Form No. 1)</p>	<p>特別の法人無料職業紹介事業届出書 (様式第一号の二) Written notification of free of charge employment placement business by special corporations (Form No. 1-2)</p>
<p>第十八条第二項 Article 18, paragraph (2)</p>	<p>法第三十条第二項第五号 Article 30, paragraph (2), item (v) of the Act</p>	<p>法第三十三条の三第二項において準用する法第三十条第二項第五号 Article 30, paragraph (2), item (v) of the Act as applied mutatis mutandis pursuant to Article 33-3, paragraph (2) of the Act</p>
	<p>他に事業を行つている場合における当該事業の種類及び内容 Type and content of the business if other businesses are operated</p>	<p>求人者となる当該法人の直接若しくは間接の構成員 (以下この項において「構成員」という。) 又は求職者となる当該法人の構成員若しくは構成員に雇用されている者の数及び範囲 Number and scope of the direct or indirect members of the corporation that are job offerers (hereinafter referred to as the "members" in this paragraph), or of the members of the corporation that are job seekers or the persons employed by those members</p>
<p>第十八条第四項 Article 18, paragraph (4)</p>	<p>法第三十条第三項 Article 30, paragraph (3) of the Act</p>	<p>法第三十三条の三第二項において準用する法第三十条第三項 Article 30, paragraph (3) of the Act as applied mutatis mutandis pursuant to Article 33-3, paragraph (2) of the Act</p>

	<p>有料職業紹介事業計画書（様式第二号） Business plan for fee-charging employment placement business (Form No. 2)</p>	<p>特別の法人無料職業紹介事業計画書（様式第二号） Business plan of free of charge employment placement business by special corporations (Form No. 2)</p>
<p>第二十三条第一項 Article 23, paragraph (1)</p>	<p>法第三十二条の七第一項 Article 32-7, paragraph (1) of the Act</p>	<p>法第三十三条の三第二項において準用する法第三十二条の七第一項 Article 32-7, paragraph (1) of the Act as applied mutatis mutandis pursuant to Article 33-3, paragraph (2) of the Act</p>
<p>第二十三条第二項 Article 23, paragraph (2)</p>	<p>法第三十二条の七第一項 Article 32-7, paragraph (1) of the Act</p>	<p>法第三十三条の三第二項において準用する法第三十二条の七第一項 Article 32-7, paragraph (1) of the Act as applied mutatis mutandis pursuant to Article 33-3, paragraph (2) of the Act</p>
	<p>法第三十条第二項第四号 Article 30, paragraph (2), item (iv) of the Act</p>	<p>法第三十三条の三第二項において準用する法第三十条第二項第四号 Article 30, paragraph (2), item (iv) of the Act as applied mutatis mutandis pursuant to Article 33-3, paragraph (2) of the Act</p>

	<p>当該届出に係る事項が有料許可証の記載事項に該当しない場合にあつては有料職業紹介事業変更届出書（様式第六号）を、当該届出に係る事項が有料許可証の記載事項に該当する場合にあつては有料職業紹介事業変更届出書及び有料職業紹介事業許可証書換申請書（様式第六号）</p> <p>Written notification of change in fee-charging employment placement business (Form No. 6) if the matter pertaining to the notification is not the matter to be stated in the permit of fee-charging business, or the written notification of change in fee-charging employment placement business and wrtitten application for rewriting the permit of fee-charging employment placement business (Form No. 6) if the matter pertaining to the notification is the matter to be stated in the permit of fee-charging business</p>	<p>特別の法人無料職業紹介事業変更届出書（様式第六号）</p> <p>Written notification of change in free of charge employment placement business by special corporations (Form No. 6)</p>
<p>第二十三条第三項 Article 23, paragraph (3)</p>	<p>法第三十二条の七第一項 Article 32-7, paragraph (1) of the Act</p>	<p>法第三十三条の三第二項において準用する法第三十二条の七第一項</p> <p>Article 32-7, paragraph (1) of the Act as applied mutatis mutandis pursuant to Article 33-3, paragraph (2) of the Act</p>
	<p>第二項の有料職業紹介事業変更届出書</p> <p>Written notification of change in fee-charging employment placement business prescribed by paragraph (2)</p>	<p>第二十五条の三第二項において準用する第二十三条第二項の特別の法人無料職業紹介事業変更届出書</p> <p>Written notification of change in free of charge employment placement business by special corporations prescribed by Article 23, paragraph (2) as applied mutatis mutandis pursuant to Article 25-3, paragraph 2</p>

	<p>第十八条第三項第一号ト、チ、リ及びヌ Article 18, paragraph (3), item (i), sub-item (g), (h), (i) and (j)</p>	<p>第二十五条の三第三項第五号から第八号まで Article 25-3, paragraph (3), items (v) through (viii)</p>
	<p>有料の職業紹介事業又は無料の職業紹介事業 Fee-charging employment placement business or free of charge employment placement business</p>	<p>無料の職業紹介事業又は有料の職業紹介事業 Free of charge employment placement business or fee-charging employment placement business</p>
	<p>第十八条第三項第一号リ Article 18, paragraph (3), item (i), (i)</p>	<p>第二十五条の三第三項第七号 Article 25-3, paragraph (3), item (vii)</p>
<p>第二十三条第四項 Article 23, paragraph (4)</p>	<p>法第三十二条の七第一項 Article 32-7, paragraph (1) of the Act</p>	<p>法第三十三条の三第二項において準用する法第三十二条の七第一項 Article 32-7, paragraph (1) of the Act as applied mutatis mutandis pursuant to Article 33-3, paragraph (2) of the Act</p>
	<p>第二項の有料職業紹介事業変更届出書又は有料職業紹介事業変更届出書及び有料職業紹介事業許可証書換申請書 Written notification of change in fee-charging employment placement business or the written notification of change in fee-charging employment placement business and written application for rewriting the permit of fee-charging employment placement business prescribed by paragraph (2)</p>	<p>第二十五条の三第二項において準用する第二十三条第二項の特別の法人無料職業紹介事業変更届出書 Written notification of change in free of charge employment placement business by special corporations prescribed by Article 23, paragraph (2) as applied mutatis mutandis pursuant to Article 25-3, paragraph (2)</p>
	<p>第十八条第三項 Article 18, paragraph (3)</p>	<p>第二十五条の三第三項 Article 25-3, paragraph (3)</p>
	<p>書類（事業所の廃止に係る変更の届出にあつては、当該廃止した事業所に係る有料許可証） Documents pertaining to the changed matter (permit of fee-charging business for the discontinued place of business in the case of a notification of change for discontinuation of a place of business)</p>	<p>書類 Documents pertaining to the changed matter</p>

第二十三条第五項 Article 23, Paragraph 5	法第三十条第二項第四号 Article 30, paragraph 2, item (iv) of the Act	法第三十三条の三第二項において準用する法第三十条第二項第四号 Article 30, paragraph (2), item (iv) of the Act as applied mutatis mutandis pursuant to Article 33-3, paragraph 2 of the Act
	有料の職業紹介事業又は無料の職業紹介事業 Fee-charging employment placement business or free of charge employment placement business	無料の職業紹介事業又は有料の職業紹介事業 Free of charge employment placement business or fee-charging employment placement business
	法人にあつては第十八条第三項第一号りに掲げる書類のうち履歴書を、個人にあつては同項第二号ハの書類のうち履歴書 Resume among the documents prescribed by Article 18, paragraph (3), item (i), sub-item (i) in the case of a corporation, and resume among the documents prescribed by item (ii), sub-item (c) of the same paragraph in the case of an individual	第二十五条の三第三項第七号に掲げる書類のうち履歴書 Resume among the documents prescribed by Article 25-3, paragraph (3), item (vii)
第二十四条 Article 24	法第三十二条の八第一項 Article 32-8, paragraph (1) of the Act	法第三十三条の三第二項において準用する法第三十二条の八第一項 Article 32-8, paragraph (1) of the Act as applied mutatis mutandis pursuant to Article 33-3, paragraph (2) of the Act
	有料の職業紹介事業を行う全ての事業所に係る有料許可証を添えて、有料職業紹介事業廃止届出書（様式第七号） Written notification of discontinuation of fee-charging employment placement business (Form No. 7), with the permit of fee-charging business for all places of business operating the fee-charging employment placement business attached	特別の法人無料職業紹介事業廃止届出書（様式第七号） Written notification of discontinuation of free of charge employment placement business by special corporations (Form No. 7)

第二十四条の 四第一項 Article 24-4, paragraph (1)	法第三十二条の十二第一項 Article 32-12, paragraph (1) of the Act	法第三十三条の三第二項におい て準用する法第三十二条の十二 第一項 Article 32-12, paragraph (1) of the Act as applied mutatis mutandis pursuant to Article 33-3, paragraph (2) of the Act
	有料職業紹介事業取扱職種範囲 等届出書（様式第六号） Written notification of scope of occupations handled, etc. for fee-charging employment placement business (Form No. 6)	特別の法人無料職業紹介事業取 扱職種範囲等届出書（様式第六 号） Written notification of scope of occupations handled, etc. for free of charge employment placement business by special corporations (Form No. 6)
第二十四条の 四第三項 Article 24-4, paragraph (3)	法第三十二条の十二第三項 Article 32-12, paragraph (3) of the Act	法第三十三条の三第二項におい て準用する法第三十二条の十二 第三項 Article 32-12, paragraph (3) of the Act as applied mutatis mutandis pursuant to Article 33-3, paragraph (2) of the Act
第二十四条の 五第一項及び 第二項 Article 24-5, paragraphs (1) and (2)	法第三十二条の十三 Article 32-13 of the Act	法第三十三条の三第二項におい て準用する法第三十二条の十三 Article 32-13 of the Act as applied mutatis mutandis pursuant to Article 33-3, paragraph (2) of the Act
第二十四条の 五第四項 Article 24-5, paragraph (4)	手数料表及び業務の運営に関す る規程 Schedule of fees and other rules concerning the operation of the business	業務の運営に関する規程 Rules concerning the operation of the business
第二十四条の 六 Article 24-6	法第三十二条の十四 Article 32-14 of the Act	法第三十三条の三第二項におい て準用する法第三十二条の十四 Article 32-14 of the Act as applied mutatis mutandis pursuant to Article 33-3, paragraph (2) of the Act
第二十四条の 七第一項 Article 24-7, paragraph (1)	法第三十二条の十五 Article 32-15 of the Act	法第三十三条の三第二項におい て準用する法第三十二条の十五 Article 32-15 of the Act as applied mutatis mutandis pursuant to Article 33-3, paragraph (2) of the Act

	求人求職管理簿及び手数料管理簿 Management ledger of job offerings and job applications and management ledger of fees	求人求職管理簿 Management ledger of job offerings and job applications
第二十四条の八第二項 Article 24-8, paragraph (2)	法第三十二条の十六 Article 32-16 of the Act	法第三十三条の三第二項において準用する法第三十二条の十六 Article 32-16 of the Act as applied mutatis mutandis pursuant to Article 33-3, paragraph (2) of the Act
	有料職業紹介事業報告書（様式第八号） Business report on fee-charging employment placement business (Form No. 8)	特別の法人無料職業紹介事業報告書（様式第八号の二） Business report on free of charge employment placement business by special corporations (Form No. 8-2)

3 法第三十三条の三第二項において準用する法第三十条第三項の厚生労働省令で定める書類は、次のとおりとする。

(3) The documents specified by Order of the Ministry of Health, Labour and Welfare as provided under Article 30, paragraph (3) of the Act as applied mutatis mutandis pursuant to Article 33-3, paragraph (2) of the Act are as follows:

一 定款又は寄附行為

(i) the articles of incorporation or the articles of endowment;

二 登記事項証明書

(ii) the certificate of registered information;

三 役員の住民票（外国人にあつては、外国人登録証明書。以下同じ。）の写し及び履歴書

(iii) a copy of the resident record (or the foreign resident registration card in the case of a foreign national; the same applies hereinafter) and the resume of the officers;

四 役員が未成年者で職業紹介事業に関し営業の許可を受けていない場合にあつては、その法定代理人の住民票の写し及び履歴書

(iv) a copy of the resident record and the resume of the statutory agent of the officer if the officer is a minor and has not obtained the business permit for operating the employment placement business;

五 無料の職業紹介事業を行う事業所ごと（以下この条及び次条において単に「事業所ごと」という。）の個人情報の適正管理及び秘密の保持に関する規程

(v) the rules concerning the proper management of personal information and the security of confidential information adopted at each place of business

operating the free of charge employment placement business (hereinafter simply referred to as "at each place of business" in this Article and the following Article);

六 事業所ごとの業務の運営に関する規程

(vi) the rules concerning the operation of the business at each place of business;

七 事業所ごとに選任する職業紹介責任者の住民票の写し及び履歴書

(vii) a copy of the resident record and the resume of the responsible person for employment placement appointed at each place of business;

八 事業所ごとの施設の概要を記載した書面

(viii) the documents stating the outline of the facilities at each place of business;

九 国外にわたる職業紹介を行おうとするときは、当該国外にわたる職業紹介の相手先国に関する書類

(ix) the documents concerning the other country of the employment placement business if overseas employment placement business is to be provided; and

十 国外にわたる職業紹介を行おうとする場合であつて、取次機関を利用しようとするときは、当該取次機関に関する書類

(x) the documents concerning the agent organization if overseas employment placement businesses are to be provided, and an agent organization is to be used.

4 法第三十三条の三第二項において準用する法第三十二条の四第二項の厚生労働省令で定める事項は、次のとおりとする。

(4) The matters specified by Order of the Ministry of Health, Labour and Welfare as provided under Article 32-4, paragraph (2) of the Act as applied mutatis mutandis pursuant to Article 33-3, paragraph (2) of the Act are as follows:

一 法人の名称及び代表者の氏名

(i) the name of the corporation and the name of the representative; and

二 事業所の名称及び所在地

(ii) the name and the address of the place of business.

(法第三十三条の四に関する事項)

(Matters concerning Article 33-4 of the Act)

第二十五条の四 第十八条第一項、第二項及び第四項、第二十三条第一項から第五項まで、第二十四条、第二十四条の四第一項及び第三項並びに第二十四条の五から第二十四条の八までの規定は、法第三十三条の四第一項の届出をして行う無料の職業紹介事業及び同項の届出をした地方公共団体について準用する。この場合において、次の表の上欄に掲げる規定中同表の中欄に掲げる字句は、それぞれ同表の下欄に掲げる字句に読み替えるものとする。

Article 25-4 (1) The provisions of Article 18, paragraphs (1), (2), and (4), Article 23, paragraphs (1) through (5), Article 24, Article 24-4, paragraphs (1) and (3),

and Article 24-5 through Article 24-8 apply mutatis mutandis to the free of charge employment placement business operated subject to the notification provided under Article 33-4, paragraph (1) of the Act and to the local public entity having submitted the notification pursuant to the same paragraph. In this case, each term listed in the center column of the following Appended Table for the provisions listed in the left-hand column is deemed to be replaced with each term listed in the right-hand column, respectively.

第十八条第一項 Article 18, paragraph (1)	法第三十条第二項の申請書 Written application prescribed by Article 30, paragraph (2) of the Act	法第三十三条の四第二項 において準用する法第三 十条第二項の届出書 Written notification prescribed by Article 30, paragraph (2) of the Act as applied mutatis mutandis pursuant to Article 33-4, paragraph (2) of the Act
	有料職業紹介事業許可申請書（様式 第一号） Written application for permit of fee-charging employment placement business (Form No. 1)	地方公共団体無料職業紹 介事業届出書（様式第一 号の三） Written notification of free of charge employment placement business by local public entities (Form No. 1-3)
第十八条第二 項 Article 18, paragraph (2)	法第三十条第二項第五号 Article 30, paragraph (2), item (v) of the Act	法第三十三条の四第二項 において準用する法第三 十条第二項第五号 Article 30, paragraph (2), item (v) of the Act as applied mutatis mutandis pursuant to Article 33-4, paragraph (2) of the Act
	他に事業を行つている場合における 当該事業の種類及び内容 Type and content of the business if other businesses are operated	無料の職業紹介事業が附 帯する業務に係る施策の 内容 Content of the measures pertaining to the duties incidental to the free employment placement business

第十八条第四項 Article 18, paragraph (4)	法第三十条第三項 Article 30, paragraph (3) of the Act	法第三十三条の四第二項において準用する法第三十条第三項 Article 30, paragraph (3) of the Act as applied mutatis mutandis pursuant to Article 33-4, paragraph (2) of the Act
	有料職業紹介事業計画書（様式第二号） Business plan for fee-charging employment placement business (Form No. 2)	地方公共団体無料職業紹介事業計画書（様式第二号） Business plan for free of charge employment placement business by local public entities (Form No. 2)
第二十三条第一項 Article 23, paragraph (1)	法第三十二条の七第一項 Article 32-7, paragraph (1) of the Act	法第三十三条の四第二項において準用する法第三十二条の七第一項 Article 32-7, paragraph (1) of the Act as applied mutatis mutandis pursuant to Article 33-4, paragraph (2) of the Act
第二十三条第二項 Article 23, paragraph (2)	法第三十二条の七第一項 Article 32-7, paragraph (1) of the Act	法第三十三条の四第二項において準用する法第三十二条の七第一項 Article 32-7, paragraph (1) of the Act as applied mutatis mutandis pursuant to Article 33-4, paragraph (2) of the Act
	法第三十条第二項第四号 Article 30, paragraph (2), item (iv) of the Act	法第三十三条の四第二項において準用する法第三十条第二項第四号 Article 30, paragraph (2), item (iv) of the Act as applied mutatis mutandis pursuant to Article 33-4, paragraph (2) of the Act

	<p>当該届出に係る事項が有料許可証の記載事項に該当しない場合にあつては有料職業紹介事業変更届出書（様式第六号）を、当該届出に係る事項が有料許可証の記載事項に該当する場合にあつては有料職業紹介事業変更届出書及び有料職業紹介事業許可証書換申請書（様式第六号）</p> <p>Written notification of change in fee-charging employment placement business (Form No. 6) if the matter pertaining to the notification is not the matter to be stated in the permit of fee-charging business, or written notification of change in fee-charging employment placement business and written application for rewriting permit of fee-charging employment placement business (Form No. 6) if the matter pertaining to the notification is the matter to be stated in the permit of fee-charging business</p>	<p>地方公共団体無料職業紹介事業変更届出書（様式第六号）</p> <p>Written notification of change in free of charge employment placement business by local public entities (Form No. 6)</p>
<p>第二十三条第三項 Article 23, paragraph (3)</p>	<p>法第三十二条の七第一項 Article 32-7, paragraph (1) of the Act</p>	<p>法第三十三条の四第二項において準用する法第三十二条の七第一項 Article 32-7, paragraph (1) of the Act as applied mutatis mutandis pursuant to Article 33-4, paragraph (2) of the Act</p>
	<p>第二項の有料職業紹介事業変更届出書</p> <p>Written notification of change in fee-charging employment placement business prescribed by paragraph (2)</p>	<p>第二十五条の四第一項において準用する第二十三条第二項の地方公共団体無料職業紹介事業変更届出書</p> <p>Written notification of change in free of charge employment placement business by local public entities prescribed by Article 23, paragraph (2) as applied mutatis mutandis pursuant to Article 25-4, paragraph (1)</p>

	<p>第十八条第三項第一号ト、チ、リ及びヌ Article 18, paragraph (3), item (i), sub-items (g), (h), (i) and (j)</p>	<p>第二十五条の四第二項第一号から第四号まで Article 25-4, paragraph (2), items (i) through (iv)</p>
	<p>有料の職業紹介事業又は無料の職業紹介事業 Fee-charging employment placement business or free of charge employment placement business</p>	<p>無料の職業紹介事業又は有料の職業紹介事業 Free of charge employment placement business or fee-charging employment placement business</p>
	<p>第十八条第三項第一号リ Article 18, paragraph (3), item (i), sub-item (i)</p>	<p>第二十五条の四第二項第三号 Article 25-4, paragraph (2), item (iii)</p>
<p>第二十三条第四項 Article 23, paragraph (4)</p>	<p>法第三十二条の七第一項 Article 32-7, paragraph (1) of the Act</p>	<p>法第三十三条の四第二項において準用する法第三十二条の七第一項 Article 32-7, paragraph (1) of the Act as applied mutatis mutandis pursuant to Article 33-4, paragraph (2) of the Act</p>
	<p>第二項の有料職業紹介事業変更届出書又は有料職業紹介事業変更届出書及び有料職業紹介事業許可証書換申請書 Written notification of change in fee-charging employment placement business or written notification of change in fee-charging employment placement business and written application for rewriting the permit of fee-charging employment placement business prescribed by paragraph (2)</p>	<p>第二十五条の四第一項において準用する第二十三条第二項の地方公共団体無料職業紹介事業変更届出書 Written notification of change in free of charge employment placement business by local public entities prescribed by Article 23, paragraph (2) as applied mutatis mutandis pursuant to Article 25-4, paragraph (1)</p>
	<p>第十八条第三項 Article 18, paragraph (3)</p>	<p>第二十五条の四第二項 Article 25-4, paragraph (2)</p>

	書類（事業所の廃止に係る変更の届出にあつては、当該廃止した事業所に係る有料許可証） Documents pertaining to the changed matter (permit of fee-charging business for the discontinued place of business in the case of written notification of change for the discontinuation of a place of business)	書類 Documents pertaining to the changed matter
第二十三条第五項 Article 23, paragraph (5)	法第三十条第二項第四号 Article 30, paragraph (2), item (iv) of the Act	法第三十三条の四第二項において準用する法第三十条第二項第四号 Article 30, paragraph (2), item (iv) of the Act as applied mutatis mutandis pursuant to Article 33-4, paragraph (2) of the Act
	有料の職業紹介事業又は無料の職業紹介事業 Fee-charging employment placement business or free of charge employment placement business	無料の職業紹介事業又は有料の職業紹介事業 Free of charge employment placement business or fee-charging employment placement business
	法人にあつては第十八条第三項第一号りに掲げる書類のうち履歴書を、個人にあつては同項第二号ハの書類のうち履歴書 Resume among the documents prescribed by Article 18, paragraph (3), item (i), sub-item (i) in the case of a corporation, or resume among the documents prescribed by item (ii), sub-item (c) of the same paragraph in the case of an individual	第二十五条の四第二項第三号に掲げる書類のうち履歴書 Resume among the documents prescribed by Article 25-4, paragraph (2), item (iii)
第二十四条 Article 24	法第三十二条の八第一項 Article 32-8, paragraph (1) of the Act	法第三十三条の四第二項において準用する法第三十二条の八第一項 Article 32-8, paragraph (1) of the Act as applied mutatis mutandis pursuant to Article 33-4, paragraph (2) of the Act

	<p>有料の職業紹介事業を行う全ての事業所に係る有料許可証を添えて、有料職業紹介事業廃止届出書（様式第七号）</p> <p>Written notification of discontinuation of fee-charging employment placement business (Form No. 7), with the permit of fee-charging business for all places of business operating the fee-charging employment placement business attached</p>	<p>地方公共団体無料職業紹介事業廃止届出書（様式第七号）</p> <p>Written notification of discontinuation of free of charge employment placement business by local public entities (Form No. 7)</p>
第二十四条の四第一項 Article 24-4, paragraph (1)	<p>法第三十二条の十二第一項</p> <p>Article 32-12, paragraph (1) of the Act</p>	<p>法第三十三条の四第二項において準用する法第三十二条の十二第一項</p> <p>Article 32-12, paragraph (1) of the Act as applied mutatis mutandis pursuant to Article 33-4, paragraph (2) of the Act</p>
	<p>有料職業紹介事業取扱職種範囲等届出書（様式第六号）</p> <p>Written notification of scope of occupations handled, etc. for fee-charging employment placement business (Form No. 6)</p>	<p>地方公共団体無料職業紹介事業取扱職種範囲等届出書（様式第六号）</p> <p>Written notification of scope of occupations handled, etc. for free of charge employment placement business by local public entities (Form No. 6)</p>
第二十四条の四第三項 Article 24-4, paragraph (3)	<p>法第三十二条の十二第三項</p> <p>Article 32-12, paragraph (3) of the Act</p>	<p>法第三十三条の四第二項において準用する法第三十二条の十二第三項</p> <p>Article 32-12, paragraph (3) of the Act as applied mutatis mutandis pursuant to Article 33-4, paragraph (2) of the Act</p>
第二十四条の五第一項及び第二項 Article 24-5, paragraphs (1) and (2)	<p>法第三十二条の十三</p> <p>Article 32-13 of the Act</p>	<p>法第三十三条の四第二項において準用する法第三十二条の十三</p> <p>Article 32-13 of the Act as applied mutatis mutandis pursuant to Article 33-4, paragraph (2) of the Act</p>

第二十四条の五第四項 Article 24-5, paragraph (4)	手数料表及び業務の運営に関する規程 Schedule of fees and other rules concerning the operation of the business	業務の運営に関する規程 Rules concerning the operation of the business
第二十四条の六 Article 24-6	法第三十二条の十四 Article 32-14 of the Act	法第三十三条の四第二項において準用する法第三十二条の十四 Article 32-14 of the Act as applied mutatis mutandis pursuant to Article 33-4, paragraph (2) of the Act
第二十四条の七第一項 Article 24-7, paragraph (1)	法第三十二条の十五 Article 32-15 of the Act	法第三十三条の四第二項において準用する法第三十二条の十五 Article 32-15 of the Act as applied mutatis mutandis pursuant to Article 33-4, paragraph (2) of the Act
	求人求職管理簿及び手数料管理簿 Management ledger of job offerings and job applications and management ledger of fees	求人求職管理簿 Management ledger of job offerings and job applications
第二十四条の八第二項 Article 24-8, paragraph (2)	法第三十二条の十六 Article 32-16 of the Act	法第三十三条の四第二項において準用する法第三十二条の十六 Article 32-16 of the Act as applied mutatis mutandis pursuant to Article 33-4, paragraph (2) of the Act
	有料職業紹介事業報告書（様式第八号） Business report on fee-charging employment placement business (Form No. 8)	地方公共団体無料職業紹介事業報告書（様式第八号の三） Business report on free of charge employment placement business by local public entities (Form No. 8-3)

2 法第三十三条の四第二項において準用する法第三十条第三項の厚生労働省令で定める書類は、次のとおりとする。

(2) The documents specified by Order of the Ministry of Health, Labour and Welfare as provided under Article 30, paragraph (3) of the Act as applied mutatis mutandis pursuant to Article 33-4, paragraph (2) of the Act are as

follows:

- 一 事業所ごとの個人情報の適正管理及び秘密の保持に関する規程
(i) the rules concerning the proper management of personal information and the security of confidential information adopted at each place of business;
- 二 事業所ごとの業務の運営に関する規程
(ii) the rules concerning the operation of the business at each place of business;
- 三 事業所ごとに選任する職業紹介責任者の住民票の写し及び履歴書
(iii) a copy of the resident record and the resume of the responsible person for employment placement appointed at each place of business;
- 四 事業所ごとの施設の概要を記載した書面
(iv) the documents stating the outline of the facilities at each place of business;
- 五 国外にわたる職業紹介を行おうとするときは、当該国外にわたる職業紹介の相手先国に関する書類
(v) the documents concerning the other country of the employment placement business if overseas employment placement business is to be provided; and
- 六 国外にわたる職業紹介を行おうとする場合であつて、取次機関を利用しようとするときは、当該取次機関に関する書類
(vi) the documents concerning the agent organization if overseas employment placement business is to be provided, and an agent organization is to be used.

(法第三十三条の七に関する事項)

(Matters concerning Article 33-7 of the Act)

第二十六条 法第三十三条の七の規定により厚生労働大臣が行う指導、助言及び勧告は、書面で行うものとする。

Article 26 The instructions, advice and recommendations provided by the Minister of Health, Labour and Welfare pursuant to the provisions of Article 33-7 of the Act are to be in writing.

第二十七条 削除

Article 27 Deleted

(法第三十六条に関する事項)

(Matters concerning Article 36 of the Act)

第二十八条 法第三十六条第一項の規定による許可の申請又は同条第三項の届出は、募集に係る事業所（以下「募集事業所」という。）の所在する都道府県の区域を募集地域とする募集、当該区域以外の地域を募集地域とする募集（以下この項において「自県外募集」という。）であつて第三十七条第一項第六号ロに該当するもの及び自県外募集であつて同号ロに該当しないものの別に行わなければならない。

Article 28 (1) The application for the permit provided under Article 36, paragraph (1) of the Act or the notification provided under paragraph (3) of the same Article must be filed separately for the solicitation covering the areas

within the prefecture in which the place of business pertaining to the solicitation (hereinafter referred to as "solicitation place of business") is located, the solicitation covering the areas outside those areas (hereinafter referred to as "solicitation outside the prefecture" in this paragraph) that falls under the provisions of Article 37, paragraph (1), item (vi), sub-item (b), and the solicitation outside the prefecture that does not fall under the provisions of sub-item (b) of the same item, respectively.

2 法第三十六条第一項の規定による許可若しくは同条第二項の規定による認可の申請又は同条第三項の規定による届出の方法及び様式は、職業安定局長の定めるところによる。

(2) The procedures and forms of the written application for the permit provided under Article 36, paragraph (1) of the Act or for the approval provided under paragraph (2) of the same Article, or the notification provided under paragraph (3) of the same Article are as determined by the Director-General of the Employment Security Bureau.

3 法第三十六条第一項の規定による許可を受けて、又は同条第三項の規定による届出をして労働者を募集する者は、職業安定局長の定める様式に従い、毎年度、労働者募集報告を作成し、これを当該年度の翌年度の四月末日まで（当該年度の終了前に労働者の募集を終了する場合にあつては、当該終了の日の属する月の翌月末日まで）に法第三十六条第一項の規定による許可の申請又は同条第三項の規定による届出をした都道府県労働局長に提出しなければならない。

(3) A person who solicits workers by obtaining the permit provided under Article 36, paragraph (1) of the Act or by making the notification provided under paragraph (3) of the same Article must prepare a report on the solicitation of workers each fiscal year pursuant to the forms determined by the Director-General of the Employment Security Bureau and submit the report to the director of the Prefectural Labor Bureau with which the application for the permit provided under Article 36, paragraph (1) of the Act or the notification provided under paragraph 3 of the same Article was filed prior to the end of April of the fiscal year following the applicable fiscal year (if the solicitation of workers finishes prior to the closing of the applicable fiscal year, prior to the end of the month following the month to which the finishing date belongs).

第二十九条 削除

Article 29 Deleted

(法第三十七条に関する事項)

(Matters concerning Article 37 of the Act)

第三十条 法第三十七条第一項の規定により公共職業安定所長が行う募集の制限は、書面で行うものとする。

Article 30 (1) The restrictions on solicitation made by the chief of the public

employment security office pursuant to the provisions of Article 37, paragraph (1) of the Act are to be in writing.

2 募集の制限又は指示は、通常、国家的に緊要な政策の遂行を容易ならしめるため又は募集地域若しくは就業地域における一般的な労働基準を不当に害するような募集を防止するために、これを行うものとする。

(2) The restrictions or the instructions on solicitation are to be made or given, in general, for facilitating the implementation of the urgent policies for the nation or for precluding the solicitation that unjustly harm the general labor standards in the solicitation area or the employment area.

3 募集の指示は、厚生労働大臣又は都道府県労働局長が文書による理由を付して行うものとする。

(3) The instructions concerning recruitment are to be given with the written reason thereof attached by the Minister of Health, Labour and Welfare or the director of the Prefectural Labor Bureau.

4 前三項に定めるもののほか、募集の制限（公共職業安定所長が行なうものに限る。）及び指示に関する方針及び手続は、職業安定局長が定めるものとする。

(4) Beyond what is provided for in the preceding three paragraphs, the measures and procedures concerning the restrictions on solicitation (limited to those made by the chief of the public employment security office) and the instructions are to be determined by the Director-General of the Employment Security Bureau.

第三十条の二 削除

Article 30-2 Deleted

（法第四十二条に関する事項）

(Matters concerning Article 42 of the Act)

第三十条の三 法第四十二条の厚生労働省令で定める方法は、著作権法（昭和四十五年法律第四十八号）第二条第一項第九号の五イに規定する自動公衆送信装置その他電子計算機と電気通信回線を接続してする方法とする。

Article 30-3 The method provided by Order of the Ministry of Health, Labour and Welfare as provided under Article 42 of the Act is the method taken by connecting the automatic public transmission server provided under Article 2, paragraph (1), item (ix)-5, sub-item (a) of the Copyright Act (Act No. 48 of 1970) or other computers with electric telecommunication lines.

（法第四十二条の二に関する事項）

(Matters concerning Article 42-2 of the Act)

第三十条の四 法第四十二条の二において準用する第二十条第一項の厚生労働省令で定める者は、次のとおりとする。

Article 30-4 The persons specified by Order of the Ministry of Health, Labour

and Welfare as provided under Article 20, paragraph (1) as applied mutatis mutandis pursuant to Article 42-2 of the Act are as follows:

一 自ら労働者の募集を行う者

(i) a person who solicits workers themselves;

二 その被用者をして労働者の募集に従事させる者であつて、当該被用者が労働組合法第二条第一号の役員、監督的地位にある労働者又は使用者の利益を代表する者に該当するもの

(ii) a person who has their employee engage in the solicitation of workers, and the employee falls under an officer, a worker in a supervisory position, or a person representing the interests of the employer provided under Article 2, item (i) of the Labor Union Act.

(法第四十三条に関する事項)

(Matters concerning Article 43 of the Act)

第三十一条 法第三十六条第一項の許可を受けて、又は同条第三項の届出をして労働者の募集を行う者は、応募者が次の各号の一に該当する事由により帰郷する場合には、当該応募者に対し、帰郷に要する費用の支給その他必要な措置を講じなければならない。

Article 31 A person who solicits workers by obtaining the permit provided under Article 36, paragraph (1) of the Act or by making the notification provided under paragraph (3) of the same Article must pay the costs necessary for the job applicant to return home, and take other necessary measures if the job applicant returns home due to grounds falling under either of the following items:

一 雇用契約の内容が募集条件と相違したとき

(i) if the content of the employment contract is different from the terms and conditions indicated for solicitation; or

二 許可を受けて、又は届出をして労働者の募集を行う者の都合により応募者を採用しないとき

(ii) if the applicant is not employed due to the circumstances of the person soliciting workers by obtaining the permit or making the notification.

(法第四十五条に関する事項)

(Matters concerning Article 45 of the Act)

第三十二条 労働者供給事業を行おうとする労働組合等は、職業安定局長の定める手続及び様式に従い、厚生労働大臣に許可を申請しなければならない。

Article 32 (1) A labor union, etc. that seeks to operate a labor supply business must file an application for the permit to the Minister of Health, Labour and Welfare by following the procedures and forms determined by the Director-General of the Employment Security Bureau.

2 厚生労働大臣は、その許可を申請した労働組合等が労働組合法第二条及び第五条第

二項の規定又は第二十五条第五項第一号若しくは第二号の規定に適合することを、関係労働委員会等を通じて確かめた上、許可するかどうかを決定する。

(2) The Minister of Health, Labour and Welfare determines whether to grant the permit after confirming through the related labor relations commission that the labor union, etc. applying for the permit conforms with the provisions of Article 2 and Article 5, paragraph (2) or the provisions of Article 25, paragraph (5), item (i) or item (ii) of the Labor Union Act.

3 労働者供給事業の許可の有効期間は五年とする。

(3) The validity period of the permit for operating the labor supply business is five years.

4 前項に規定する許可の有効期間（当該許可の有効期間についてこの項の規定により更新を受けたときにあつては、当該更新を受けた許可の有効期間）の満了後引き続き当該許可に係る労働者供給事業を行おうとする者は、許可の有効期間の更新を受けなければならない。

(4) A person who seeks to continue operating the labor supply business pertaining to the permit after the expiration of the validity period of the permit set forth in the preceding paragraph (the renewed term of the permit if the applicable validity period of the permit has been renewed pursuant to the provisions of this paragraph) must obtain the renewal of the validity period of the permit.

5 第一項及び第二項の規定は、前項の許可の有効期間の更新について準用する。

(5) The provisions of paragraphs (1) and (2) apply mutatis mutandis to the renewal of the validity period of the permit set forth in the preceding paragraph.

6 労働者供給事業者は、当該労働者供給事業を廃止したときは、当該労働者供給事業を廃止した日から十日以内に文書により、その旨をその主たる事務所の所在地を管轄する都道府県労働局長に届け出なければならない。

(6) The labor supply business provider, if they discontinue the labor supply business, must make a notification to the director of the Prefectural Labor Bureau with jurisdiction over the location of their main office of the fact within 10 days from the date of abolition of the labor supply business.

7 労働者供給事業を行う労働組合等は、労働者供給事業に関し、厚生労働大臣の定める手続及び様式に従い帳簿書類を備え付けるとともに、報告書を作成し、これを主たる事務所の所在地を管轄する都道府県労働局長を経て、厚生労働大臣に提出しなければならない。

(7) A labor union, etc. that operates the labor supply business, with respect to the labor supply business, must keep the books and documents pursuant to the procedures and forms determined by the Minister of Health, Labour and Welfare, prepare a business report and submit it to the Minister of Health, Labour and Welfare through the director of the Prefectural Labor Bureau with jurisdiction over the location of the main office.

(法第五十条に関する事項)

(Matters concerning Article 50 of the Act)

第三十三条 厚生労働大臣は、法第五十条第一項の規定により、職業紹介事業、労働者の募集又は労働者供給事業を行う者に対し必要な事項を報告させるときは、当該報告すべき事項及び当該報告をさせる理由を書面により通知するものとする。

Article 33 (1) The Minister of Health, Labour and Welfare, in having the persons providing employment placement business, or conducting solicitation of workers or labor supply business to report any necessary matter pursuant to the provisions of Article 50, paragraph (1) of the Act, is to give written notice of the matters to be reported and the reason for making the report.

2 法第五十条第三項の証明書は、職業紹介事業等立入検査証（様式第九号）による。

(2) The identification card provided by Article 50, paragraph (3) of the Act is to be subject to the form of the certificate of on-site inspection of employment placement business, etc. (Form No. 9).

(法第五十一条及び法第五十一条の二に関する事項)

(Matters concerning Article 51 and Article 51-2 of the Act)

第三十三条の二 法第五十一条第二項及び法第五十一条の二の厚生労働省令で定める者は、法人である雇用主とする。

Article 33-2 The person specified by Order of the Ministry of Health, Labour and Welfare as provided under Article 51, paragraph (2) and Article 51-2 of the Act is to be an employer that is a corporation.

(法第五十三条の二に関する事項)

(Matters concerning Article 53-2 of the Act)

第三十四条 厚生労働大臣は、労働力の需要供給の適正かつ円滑な調整等を図るため、事業主に対してその雇用する外国人労働者の雇用に関する状況に係る資料の提供を求めると等により、外国人労働者の雇用の動向の把握に努めるものとする。

Article 34 The Minister of Health, Labour and Welfare is to endeavor to understand the trend of the employment of foreign workers, by taking such measures as requiring the employers to submit the materials pertaining to the employment-related situations of the foreign workers employed by them, so that proper and smooth adjustment, etc. of the demand and supply of the labor force may be facilitated.

(法第五十四条に関する事項)

(Matters concerning Article 54 of the Act)

第三十五条 厚生労働大臣は、労働者の雇入方法の改善についての指導を適切かつ有効に実施するため、労働者の雇入れの動向の把握に努めるものとする。

Article 35 (1) The Minister of Health, Labour and Welfare is to endeavor to

understand the trend of the employment of workers so that instructions for improving the method of the employment of workers may be properly and effectively implemented.

2 学校（小学校及び幼稚園を除く。）、専修学校、職業能力開発促進法第十五条の六第一項各号に掲げる施設又は職業能力開発総合大学校（以下この条において「施設」と総称する。）を新たに卒業しようとする者（以下この項において「新規学卒者」という。）を雇い入れようとする者は、次の各号のいずれかに該当する場合においては、あらかじめ、公共職業安定所又は施設の長（業務分担学校長及び法第三十三条の二第一項の規定により届出をして職業紹介事業を行う者に限る。第四項において同じ。）にその旨を通知するものとする。

(2) A person who seeks to employ persons who are to graduate from schools (excluding elementary schools and kindergartens), specialized training colleges, or the facilities or polytechnic colleges listed in each item of Article 15-6, paragraph (1) of the Human Resources Development Promotion Act (hereinafter collectively referred to as "facilities" in this Article) (hereinafter referred to as "new school graduates" in this paragraph) is to give notice of the fact to the public employment security office or the head of the facilities (limited to the duty sharing school principal and the person operating the employment placement business by giving the notice pursuant to the provisions of Article 33-2, paragraph (1) of the Act; the same applies in paragraph (4)) in advance if either of the following items is applicable:

一 新規学卒者について、募集を中止し、又は募集人員を減ずるとき（厚生労働大臣が定める新規学卒者について募集人員を減ずるときにあつては、厚生労働大臣が定める場合に限る。）。

(i) if the solicitation of the new school graduates is to be discontinued or the number to be solicited is to be reduced (limited to the cases determined by the Minister of Health, Labour and Welfare if the number of to be solicited for the new school graduates specified by the Minister of Health, Labour and Welfare is to be reduced.);

二 新規学卒者の卒業後当該新規学卒者を労働させ、賃金を支払う旨を約し、又は通知した後、当該新規学卒者が就業を開始することを予定する日までの間（次号において「内定期間」という。）に、これを取り消し、又は撤回するとき。

(ii) if the commitment or notification made that a new school graduate would be employed and the wages would be paid after the graduation is canceled or revoked after the commitment or notification is made and prior to the scheduled commencement date of the employment of the new school graduate (hereinafter referred to as "employment offering period" in the following item); or

三 新規学卒者について内定期間を延長しようとするとき。

(iii) if the period providing tentative employment offer to a new school graduate is to be extended.

- 3 公共職業安定所長は、前項の規定による通知及び次項の規定による連絡の内容を都道府県労働局長を経て厚生労働大臣に報告しなければならない。
- (3) The chief of the public employment security office must report to the Minister of Health, Labour and Welfare through the director of the Prefectural Labor Bureau the content of the notice set forth in the preceding paragraph or the notice provided under the following paragraph.
- 4 施設の長は、第二項の規定による通知を受けた場合には、その内容を公共職業安定所に連絡するものとする。
- (4) The head of the facilities is to notify the public employment security office of the content of the notice if it receives a notice provided under paragraph (2).
- 5 法第五十四条の規定による工場、事業場等の指導については、職業安定局長の定める計画並びに具体的援助要項に基づき、職業安定組織がこれを行うものとする。
- (5) The instructions to factories, workplaces, etc. prescribed by Article 54 of the Act are to be provided by the employment security organizations based on the plan and the specific assistance guidelines determined by the Director-General of the Employment Security Bureau.
- 6 職業安定組織が前項の指導を行うに当たっては、労働争議に介入し、又は労働協約の内容に関与してはならない。
- (6) The employment security organization, in providing the instructions set forth in the preceding paragraph, must not intervene in any labor dispute or become involved in the content of collective agreements.

第三十六条 削除

Article 36 Deleted

(法第六十条に関する事項)

(Matters concerning Article 60 of the Act)

第三十七条 法に定める厚生労働大臣の権限のうち、次の各号に掲げる権限は、当該各号に定める都道府県労働局長に委任する。ただし、厚生労働大臣が自らその権限を行うことを妨げない。

Article 37 (1) Among the authorities of the Minister of Health, Labour and Welfare provided by the Act, the authority listed in each of the following items is to be delegated to the director of the Prefectural Labor Bureau specified in each item; provided, however, that the delegation does not preclude the Minister of Health, Labour and Welfare from exercising their own authorities.

一 法第三十二条の三第四項の規定による手数料表の変更命令に関する権限 当該職業紹介事業を行う者の主たる事務所及び当該職業紹介事業を行う事業所の所在地を管轄する都道府県労働局長

(i) the authority concerning the order to change the schedule of fees pursuant to the provisions of Article 32-3, paragraph (4) of the Act: the director of the Prefectural Labor Bureau with jurisdiction over the location of the main

office of the person operating the employment placement business and the place of business operating the employment placement business;

二 法第三十二条の八第一項（法第三十三条第四項、法第三十三条の三第二項及び法第三十三条の四第二項において準用する場合を含む。）の規定による届出の受理に関する権限 当該職業紹介事業を行う者の主たる事務所の所在地を管轄する都道府県労働局長

(ii) the authority concerning the acceptance of the notification as provided under Article 32-8, paragraph (1) of the Act (including as applied mutatis mutandis pursuant to Article 33, paragraph (4), Article 33-3, paragraph (2), and Article 33-4, paragraph (2) of the Act): the director of the Prefectural Labor Bureau with jurisdiction over the location of the main office of the person operating the employment placement business;

三 法第三十二条の九第二項（法第三十三条第四項、法第三十三条の三第二項及び法第三十三条の四第二項において準用する場合を含む。）の規定による職業紹介事業の全部又は一部の停止に関する権限 当該職業紹介事業を行う者の主たる事務所及び当該職業紹介事業を行う事業所の所在地を管轄する都道府県労働局長

(iii) the authority concerning the suspension of all or part of the employment placement business pursuant to the provisions of Article 32-9, paragraph (2) of the Act (including as applied mutatis mutandis pursuant to Article 33, paragraph (4), Article 33-3, paragraph (2), and Article 33-4, paragraph (2) of the Act): the director of the Prefectural Labor Bureau with jurisdiction over the location of the main office of the person operating the employment placement business and the place of business operating the employment placement business;

四 法第三十二条の十二第三項（法第三十三条第四項、法第三十三条の三第二項及び法第三十三条の四第二項において準用する場合を含む。）の規定による取扱職種の範囲等の変更の命令に関する権限 当該職業紹介事業を行う者の主たる事務所及び当該職業紹介事業を行う事業所の所在地を管轄する都道府県労働局長

(iv) the authority concerning the order to change the scope of the handled occupations, etc. pursuant to the provisions of Article 32-12, paragraph (3) of the Act (including as applied mutatis mutandis pursuant to Article 33, paragraph (4), Article 33-3, paragraph (2), and Article 33-4, paragraph (2) of the Act): the director of the Prefectural Labor Bureau with jurisdiction over the location of the main office of the person operating the employment placement business and the place of business operating the employment placement business;

五 法第三十三条の二第一項の無料の職業紹介事業に係る同項の規定又は同条第七項において準用する法第三十二条の八第一項の規定による届出の受理及び法第三十三条の二第七項において準用する法第三十二条の九第二項の規定による当該事業の停止に関する権限 法第三十三条の二第一項各号に掲げる施設の主たる事務所の所在地を管轄する都道府県労働局長

(v) the authority concerning the acceptance of the notification as provided under Article 33-2, paragraph (1) of the Act pertaining to the free of charge employment placement business provided by the same paragraph or as provided under Article 32-8, paragraph (1) of the Act as applied mutatis mutandis pursuant to paragraph (7) of the same Article, and the suspension of the business pursuant to the provisions of Article 32-9, paragraph (2) of the Act: the director of the Prefectural Labor Bureau with jurisdiction over the location of the main office of the facilities listed in each item of Article 33-2, paragraph (1) of the Act;

六 法第三十六条第一項の規定による許可のうち次に掲げる募集に係るもの、同条第二項の規定による認可のうち当該募集に係るもの、同条第三項の規定による届出の受理のうち当該募集に係るもの、当該許可に際して行う法第三十七条第二項の規定による指示並びに法第四十一条第一項の規定による当該許可の取消し及び当該許可に係る募集の業務の停止並びに同条第二項の規定による当該届出に係る募集の業務の廃止及び停止に関する権限 募集事業所の所在地を管轄する都道府県労働局長

(vi) the authority concerning the permit provided under Article 36, paragraph (1) of the Act which pertains to the solicitations listed as follows, the permit provided under paragraph (2) of the same Article which pertains to the solicitations, the acceptance of the notification provided under paragraph (3) of the same Article which pertains to the solicitations, the instructions provided under Article 37, paragraph (2) of the Act given upon the grant of the permit, the rescission of the permit and the suspension of solicitation business pertaining to the license as provided under Article 41, paragraph (1) of the Act, and the abolition and suspension of the solicitation business pertaining to the notification provided under paragraph (2) of the same Article: the director of the Prefectural Labor Bureau with jurisdiction over the location of the soliciting office:

イ 募集事業所の所在する都道府県の区域を募集地域とする募集

(a) solicitation targeting the area within the prefecture in which the soliciting office is located;

ロ 募集事業所の所在する都道府県の区域以外の地域（当該地域における労働力の需給の状況等を勘案して厚生労働大臣の指定する地域を除く。）を募集地域とする募集（当該業種における労働力の需給の状況等を勘案して厚生労働大臣の指定する業種の属する事業の事業主が行うものを除く。）であつて、その地域において募集しようとする労働者の数が百人（一の都道府県の区域において募集しようとする労働者の数が三十人以上であるときは三十人）未満のもの

(b) solicitation targeting the area outside the prefecture in which the soliciting office is located (excluding the area designated by the Minister of Health, Labour and Welfare by taking into account the status of the demand and supply of the labor force in the area) (excluding the solicitation conducted by a business owner belonging to the type of

business designated by the Minister of Health, Labour and Welfare by taking into account the status of the demand and supply of labor force in the type of business), in which the number of workers solicited in the area is less than 100 (30 if the number of workers solicited in the area within one prefecture is more than 30);

七 法第四十八条の二の規定による指導及び助言に関する権限 第三十三条の二第一項の無料の職業紹介事業に係るものについては、当該施設の主たる事務所の所在地を管轄する都道府県労働局長、第三十三条の二第一項の無料の職業紹介事業以外の職業紹介事業又は労働者供給事業に係るものについては、当該職業紹介事業又は労働者供給事業を行う者の主たる事務所及び当該事業を行う事業所の所在地を管轄する都道府県労働局長、労働者の募集に係るものについては、募集事業所の所在地を管轄する都道府県労働局長（以下この項において「管轄都道府県労働局長」という。）

(vii) the authority concerning the instructions and advice provided under Article 48-2 of the Act: the director of the Prefectural Labor Bureau with jurisdiction over the location of the main office of the facilities if the matter pertains to the free of charge employment placement business provided under Article 33-2, paragraph 1; the director of the Prefectural Labor Bureau with jurisdiction over the location of the main office of the person operating the employment placement business or the labor supply business and the place of business operating the business if the matter pertains to the employment placement business or labor supply business other than the free of charge employment placement businesses provided under Article 33-2, paragraph (1); and the director of the Prefectural Labor Bureau with jurisdiction over the location of the soliciting office if the matter pertains to the solicitation of workers (hereinafter referred to as "director of the Prefectural Labor Bureau with jurisdiction" in this paragraph.);

八 法第四十八条の三の規定による命令に関する権限 管轄都道府県労働局長

(viii) the authority concerning the order provided under Article 48-3 of the Act: the director of the Prefectural Labor Bureau with jurisdiction; and

九 法第五十条第一項の規定による報告徴収及び同条第二項の規定による立入検査に関する権限 管轄都道府県労働局長

(ix) the authority concerning the collection of the report provided under Article 50, paragraph (1) of the Act and the on-site inspection provided under paragraph (2) of the same Article: the authority concerning the director of the Prefectural Labor Bureau with jurisdiction.

2 法第三十三条の二第八項の規定による通知は、前項第五号に定める都道府県労働局長が行うものとする。

(2) The notice provided under Article 33-2, paragraph (8) of the Act is to be given by the director of the Prefectural Labor Bureau specified by item (v) of the preceding paragraph.

3 法第四十八条の二、法第四十八条の三及び法第五十条に規定する厚生労働大臣の権限のうち法第三十三条の二第一項の無料の職業紹介事業に係るものについては、公共職業安定所長が行うものとする。ただし、厚生労働大臣が自らその権限を行うことを妨げない。

(3) The authorities of the Minister of Health, Labour and Welfare provided under Article 48-2, Article 48-3, and Article 50 of the Act which pertain to the free of charge employment placement business provided under Article 33-2, paragraph (1) are to be exercised by the chief of public employment security offices; provided, however, this does not preclude the Minister of Health, Labour and Welfare from exercising their own authorities.

(法第六十一条に関する事項)

(Matters concerning Article 61 of the Act)

第三十八条 法第三章から法第三章の三までの規定及びこの命令の規定により厚生労働大臣に提出する書類は、職業紹介事業若しくは労働者供給事業を行う者の主たる事務所又は募集事業所の所在地を管轄する都道府県労働局長（法第三十三条の二第一項の規定による届出をして行う職業紹介事業にあつては、当該施設の主たる事務所の所在地を管轄する公共職業安定所（その公共職業安定所が二以上ある場合には、厚生労働省組織規則第七百九十二条の規定により当該事務を取り扱う公共職業安定所）の長）を経由して提出するものとする。ただし、法第三十二条の四第三項（法第三十三条第四項において準用する場合を含む。）、法第三十二条の七第一項若しくは第四項（法第三十三条第四項、法第三十三条の三第二項又は法第三十三条の四第二項において準用する場合を含む。）又は第二十一条第三項（第二十五条において準用する場合を含む。）の規定により厚生労働大臣に提出する書類（有料許可証及び無料許可証を含む。）のうち、法第三十条第二項第一号及び第二号（法第三十三条第四項、法第三十三条の三第二項又は法第三十三条の四第二項において準用する場合を含む。）に規定する事項以外の事項に係るものについては、当該事業所の所在地を管轄する都道府県労働局長を経由して提出することができる。

Article 38 (1) The documents to be submitted to the Minister of Health, Labour and Welfare pursuant to the provisions of Chapters 3 through 3-3 of the Act and this Order are to be submitted through the director of the Prefectural Labor Bureau with jurisdiction over the location of the main office or the soliciting office of the person operating the employment placement business or the labor supply business (the chief of the public employment security office with jurisdiction over the location of the main office of the facilities (if there are two or more public employment security offices, the public employment security offices handling the administrative affairs pursuant to the provisions of Article 792 of the Rules on Organization of the Ministry of Health, Labour and Welfare) in the case of the employment placement business operated by making the notification pursuant to the provisions of Article 33-2, paragraph (1) of the Act); provided, however, that the documents to be submitted to the

Minister of Health, Labour and Welfare (including the permit of fee-charging business and the permit of free of charge business) pursuant to the provisions of Article 32-4, paragraph (3) of the Act (including as applied mutatis mutandis pursuant to Article 33, paragraph (4) of the Act), Article 32-7, paragraph (1) or paragraph (4) of the Act (including as applied mutatis mutandis pursuant to Article 33, paragraph (4), Article 33-3, paragraph (2), or Article 33-4, paragraph (2) of the Act), or Article 21, paragraph (3) (including as applied mutatis mutandis pursuant to Article 25), which pertain to any matter other than those provided by Article 30, paragraph (2), items (i) and (ii) of the Act (including as applied mutatis mutandis pursuant to Article 33, paragraph (4), Article 33-3, paragraph (2), or Article 33-4, paragraph (2) of the Act) may be submitted through the director of the Prefectural Labor Bureau with jurisdiction over the location of the place of business.

2 法第三章から法第三章の三までの規定及びこの命令の規定により提出する書類（有料許可証及び無料許可証を除く。）は、正本にその写し二通（第十八条第三項（第二十五条第一項において準用する場合を含む。）、第二十二条第四項（第二十五条第二項において準用する場合を含む。）及び第二十三条第四項（第二十五条第一項において準用する場合を含む。）に規定する書類については、一通）を添えて提出しなければならない。

(2) The documents to be submitted pursuant to the provisions of Chapters 3 through 3-3 of the Act and this Order (excluding the permit of fee-charging business and the permit of free of charge business) must be submitted with two copies (one copy in the case of the documents provided under Article 18, paragraph (3) (including as applied mutatis mutandis pursuant to Article 25, paragraph (1)), Article 22, paragraph (4) (including as applied mutatis mutandis pursuant to Article 25, paragraph (2)) and Article 23, paragraph (4) (including as applied mutatis mutandis pursuant to Article 25, paragraph (1)) thereof attached to the original copy.

附 則 [抄]

Supplementary Provisions [Extract]

1 この命令は、職業安定法施行の日から、これを適用する。

(1) This Order comes into effect as of the date on which the Employment Security Act comes into effect.

2 職業紹介法施行規則、無料職業紹介事業規則、営利職業紹介事業規則、労務供給事業規則及び労務者募集規則はこれを廃止する。

(2) The Enforcement Regulation of the Employment Placement Act, the Rules on Free of Charge Employment Placement Business, the Rules on Commercial Employment Placement Business, the Rules on Labor Supply Businesses and the Rules on Solicitation of Workers are to be abolished.

4 法第三十二条の三第二項の厚生労働省令で定めるときは、当分の間、第二十条第二項に規定するほか、同項の芸能家、家政婦（家政一般の業務（個人の家庭又は寄宿舎その他これに準ずる施設において行われるものに限る。）、患者、病弱者等の付添いの業務又は看護の補助の業務（病院等の施設において行われるものに限る。）を行う者）、配ぜん人（正式の献立による食事を提供するホテル、料理店、会館等において、正式の作法による食卓の布設、配ぜん、給仕等の業務（これらの業務に付随した飲食器等の器具の整理及び保管に必要な業務を含む。）を行う者）、調理士（調理、栄養及び衛生に関する専門的な知識及び技能を有し、調理の業務を行う者）、同項のモデル又はマネキン（専門的な商品知識及び宣伝技能を有し、店頭、展示会等において相対する顧客の購買意欲をそそり、販売の促進に資するために各種商品の説明、実演等の宣伝の業務（この業務に付随した販売の業務を含む。）を行う者）の職業に係る求職者から求職の申込みを受理した時以降六百七十円（免税事業者にあつては、六百五十円）の求職受付手数料を徴収するときとする。ただし、同一の求職者に係る求職の申込みの受理が一箇月間に三件を超える場合にあつては、一箇月につき三件分に相当する額とする。

(4) Until otherwise provided by law, the cases specified by Order of the Ministry of Health, Labour and Welfare as provided by Article 32-3, paragraph (2) of the Act, in addition to the cases provided under Article 20, paragraph (2), are to be the cases for which the fee of 670 yen (650 yen in the case of tax exempt businesses) for accepting the job application is collected upon accepting the job application of a job seeker for occupations pertaining to entertainers, housekeepers (a person who provides general housekeeping services (limited to those provided at a house of an individual, dormitories or other equivalent facilities)), care-giving or nursing-assisting businesses for patients, invalids, etc. (limited to those provided at a hospital or other equivalent facilities), food servers (a person who provides table-coordinating, food-serving or waiting services, etc. following proper manners at a hotel, restaurant, hall, etc. serving foods (including services necessary for organizing and storing the tools such as the tableware associated with the services)), cooks (a person having the expertise and skills on cooking, nutrition and sanitation who provides cooking services) set forth in the same paragraph, models or mannequins provided under the same paragraph (a person having the expertise and advertising skills on the goods and provides advertising services such as the explanation, demonstration, etc. of various goods to stimulate customer spending at stores or at exhibitions (including the sales services entailed with the services)); provided, however, the amount is to be equivalent to the fees for three cases per month if the number of the job applications accepted from the same job seeker exceeds three for one month.

附 則 〔平成十七年九月三十日厚生労働省令第百五十四号〕 〔抄〕
Supplementary Provisions [Extract Order of Ministry of Health, Labour

and Welfare No. 154 of September 30, 2005] [Extract]

(施行期日)

(Effective Date)

第一条 この省令は、平成十七年十月一日から施行する。

Article 1 This Order comes into effect as of October 1, 2005.

(職業安定法施行規則の一部改正に伴う経過措置)

(Transitional Measure for Partial Amendment of the Enforcement Regulation of the Employment Security Act)

第三条 この省令の施行の際現に存するこの省令による改正前の職業安定法施行規則に定める様式による申請書の用紙は、当分の間、必要な改定をした上、使用することができる。

Article 3 The written application form currently existing upon enforcement of this Order which follows the form provided by the Enforcement Regulation of the Employment Security Act prior to the revision by this Order may be used after making necessary revisions, until otherwise provided for by law.

別表（第二十条関係）

Appended Table (Re: Article 20)

種類 Type	手数料の最高額 Maximum Amount of Fees	徴収方法 Collection Method
受付手数料 Acceptance Fees	求人申し込みを受理した場合は、一件につき六百七十円（免税事業者にあつては、六百五十円） Amount of 670 yen (650 yen in the case of tax exempt businesses) for each case if the application for the job is accepted	求人申し込みを受理した時以降求人者から徴収する。 The fee is collected from the job offerer on and after the date the application for job offerings has been accepted.

<p>紹介手数料 Placement Fees</p>	<p>一 支払われた賃金額の百分の十・五（免税事業者にあつては、百分の十・二）に相当する額（次号及び第三号の場合を除く。） (i) the amount equivalent to ten-point-five hundredths (10.5/100) (ten-point-two hundredths (10.2/100) in the case of tax-exempt businesses) of the wages paid (excluding the cases listed in the following item and in item (iii))</p>	<p>徴収の基礎となる賃金が支払われた日（手数料を支払う者に対し、雇用関係が成立しなかつた場合における手数料に係る必要な精算の措置及び雇用関係が成立した場合における当該雇用関係が成立した時以降講じられることとなる手数料に係る必要な精算の措置を講ずることを約して徴収する場合にあつては、求人者の申込み又は関係雇用主が雇用しており、若しくは雇用していた者の求職の申込みを受理した時）以降求人者又は関係雇用主から徴収する。 The fee is collected from the job offerer or the employer concerned on and after the date of payment of the wages that are the basis of the collection of wages (upon the acceptance of an application for a job offering or for a job filed by the person currently or previously employed by the employer concerned if the fee is collected by committing to the person paying the fee that the necessary settlement measures for the fee in the case the employment relationship is not established or the necessary settlement measures for the fee to be charged on and after the establishment of the employment relationship are to be taken).</p>
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二 同一の者に引き続き六箇月を超えて雇用された場合

(次号の場合を除く。)にあつては、六箇月間の雇用に係る賃金について支払われた賃金額の百分の十・五(免税事業者にあつては、百分の十・二)に相当する額

(ii) the amount equivalent to ten-point-five hundredths (10.5/100) (ten-point-two hundredths (10.2/100) in the case of tax-exempt businesses) of the wages pertaining to the employment of a period of six months in cases where the employment by the same person is to be continued for more than six months (excluding the case specified in the following item)

三 期間の定めのない雇用契約に基づき同一の者に引き続き六箇月を超えて雇用された場合にあつては、六箇月間の雇用に係る賃金について支払われた賃金額の百分の十・五（免税事業者にあつては、百分の十・二）に相当する額又は当該支払われた賃金から臨時に支払われる賃金及び三箇月を超える期間ごとに支払われる賃金を除いた額の百分の十四・二（免税事業者にあつては、百分の十三・七）に相当する額のうちいずれか大きい額

(iii) the amount equivalent to ten-point-five hundredths (10.5/100) (ten-point-two hundredths (10.2/100) in the case of tax-exempt businesses) of the wages pertaining to the employment of a period of six months, or fourteen-point-two hundredths (14.2/100) (thirteen-point-seven hundredths (13.7/100) in the case of tax-exempt businesses) of the amount obtained by deducting from the wages the extra wages paid and the wages paid for each period exceeding three months, whichever is larger, in cases where the employment by the same person continued for more than six months under an employment contract without a fixed term

二種特別加入 保険料に充て るべき手数料 Fees that should be appropriated to the class II special enrollment insurance premiums	支払われた賃金額の千分の 七・五に相当する額 The amount equivalent to seven-point-five thousandths (7.5/1000) of the wages paid	徴収の基礎となる賃金が支払われ た日以降求人者から徴収する。 The fee is collected from the job offerer on and after the date of payment of the wages that are the basis of the collection of wages.
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備考

Remarks

一 この表において「関係雇用主」とは、求職者の再就職を援助しようとする当該求職者の雇用主又は雇用主であつた者をいう。

(i) the term "employer concerned" as used in this Table means the employer or the former employer of the job seeker who seeks to assist the re-employment of the job seeker;

二 この表において「手数料」とは、求人者から徴収する手数料及び関係雇用主から徴収する手数料の合計額をいう。

(ii) the term "fee" as used in this Table means the sum total of the fee collected from the job offerer and the fee collected from the employer concerned;

三 この表において「免税事業者」とは、消費税法（昭和六十三年法律第百八号）第九条第一項本文の規定の適用を受ける者をいう。

(iii) the term "tax-exempt businesses" as used in this Table means persons to whom the provisions of the main clause of Article 9, paragraph (1) of the Consumption Tax Act (Act No. 108 of 1988) are applicable.

様式第1号～9号

Forms No. 1 through 9

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Omitted