

August 31, 2022

Concerning Administrative Guidance Regarding the Project to Accept Foreigners Conducting
Housekeeping Services in National Strategic Special Zones

Office for the Promotion of Regional Revitalization, Cabinet Office

On August 31, 2022, the Third Party Management Councils appointed by the Council on National Strategic Special Zones issued administrative guidance to a portion of the businesses implementing the Project to Accept Foreigners Conducting Housekeeping Services in National Strategic Special Zones, based on the provisions of No.7, paragraph (4) of the Guidelines on Specified Organizations for the Project to Accept Foreigners Conducting Housekeeping Services in National Strategic Special Zones as stipulated in article 16-4, paragraph (3) of the National Strategic Special Zones Act.

From the viewpoint of alerting related businesses that are implementing this project or considering participation in this project, and of providing information to related parties such as foreigners conducting housekeeping services in this project, this authority, as a member of the Third Party Management Councils, hereby announces the main contents of this administrative guidance as follows:

(i). Proper management of employment contracts

Up-to-date employment contracts must be properly managed. In doing so, efforts must be made to collect and destroy invalid employment contracts.

(ii). Confirmation of contracts between sending organizations and foreigners conducting housekeeping services

Necessary measures must be taken to prevent the conclusion of any “contract that specifies penalties for the breach of a labor contract” between sending organizations and foreigners conducting housekeeping services, such as reviewing the methods for assessing sending organizations.

(iii). Dissemination of contact points for complaints and consultation

“Consultation and Resolution Contact Point Information Cards” must be distributed to foreigners conducting housekeeping services and information regarding these contact points must be thoroughly disseminated.

(iv). Managing temporary custody of passports and similar documents

The period during which passports and similar documents are kept for residence applications must be restricted to the necessary minimum, and when depositing passports and similar documents, a copy of the residence card clearly stating that the application is being processed must be issued to foreigners conducting housekeeping services.

(v). Proper measures based on labor-related laws and ordinances

In the event of a work-related accident, it must be properly reported to the chief of the Labor Standards Inspection Office concerned, according to the number of days the worker is absent from work.

As much as possible, care must be taken so that annual paid leave can be taken during the period specified by the foreigners conducting housekeeping services.