

Document no. ○○○○

Date : ○○/○○/○○

**Request and application for permission for concurrent business and concurrent holding of position**

To the President of the National Institutes of Natural Sciences:

Postal code ○○○-○○○○

Location ○-○-○ ○○○○, Minato-ku, Tokyo

Name Public Interest Incorporated Foundation ○○○○

Representative Chairman of the Board ○ ○ ○ ○

We would like to request the following work from an executive officer or an employee of NINS.

Content of work (Check the appropriate boxes and fill out the required fields.)

1 Name, etc. of the executive officer or employee of NINS	
Name ○ ○ ○ ○	Affiliation National Institute for ○ ○ Title Director General
2 Title and job description to be requested	
Title ○○ Committee member	<div>*Fill out if your place of employment is different from the above address.</div>
Job description Attend ○○committee meetings and provide opinions as an academic expert.	
Place of employment ■ Same as location □(Postal code)	
3 New or continuation	
■ New □Continuation	
4 Request period	
From ○○/○○/○○ (□ permission date) to ○○/○○/○○	
5 Form of job to be engaged	
■ Frequency ○ days (within the period ・ per year ・ per month ・ per week ) .....hours per day	
□ Intensive course .....hours □Others ( )	
6 Remuneration	
■ Yes .....yen 【within the period ・ per month ・ per day ・ per hour ・ per class (.....minutes) ・ Others ( ) 】	
□ No	
7 Travel expenses	
■ Yes □ No	
8 Type of institution, etc., department in charge, person in charge, contact information, method of sending the written response	
Type ■ National government / local government / independent administrative agency / national university corporation / corporation other than commercial enterprises	
□ Commercial enterprise (nature of business: *1 )	
*1 For commercial enterprises, fill out your business description here	
□ Others (nature of business: *2 )	
*2 If none of the above applies, please enter the nature of business here.	
Department in charge ○○ Division ○○ Section ○○○○	
(person in charge)	
Contact information	(Postal code) ○○○-○○○○
	○-○-○ ○○○○, Minato-ku, Tokyo
	Tel: ○○-○○○○-○○○○ Email : ○○○○@○○○○○○○○
Method of sending the written response □ Email □ Fax ( ) □Mail	
*In principle, we will not respond if it is not necessary, but fill out this form if you wish to receive a written response from NINS.	

※ For official use only.

## Application for permission

To the President of the National Institutes of Natural Sciences:

We would like to apply for permission for ☐ concurrent business ☐ concurrent holding of position for the above request.

Date :        /        /        (Name of the executive officer or employee)

We hereby permit the ☐ concurrent employment ☐ concurrent holding of position outlined above.

Date :        /        /                      (Person granting permission)

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