第１号様式（第２条・第４条関係）

|  |  |
| --- | --- |
| 受付番号 |  |

介護保険法第115条の32第２項(整備)又は第４項

　　　　　　　 （区分の変更）に基づく業務管理体制に係る届出書

　　　年　月　日

行政機関の長 殿

事業者　名　　　称

代表者氏名

このことについて、下記のとおり関係書類を添えて届け出ます。

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | | | 事業者（法人）番号 | | | | | | | | | | | | | A | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  |  |  |
| １　届出の内容 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | (1)法第115条の32第２項関係（整備） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (2)法第115条の32第４項関係（区分の変更） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ２    事  業  者 | フ　リ　ガ　ナ  名　　　　　称 | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 主たる事務所  の所在地 | | | | (〒　 　-　　　　）  都道　 郡　市  　　　　 府県 　 区 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (ビルの名称等） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 電話番号 | | |  | | | | | | | | | | | ＦＡＸ番号 | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| 法 人 の 種 別 | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 代表者の職名・氏名・生年月日 | | | | 職  名 |  | | | | フリガナ | | | | | | |  | | | | | | | | | | | | | | 生年  月日 | | | | | | | 年 月 日 | | | | | | | | | |
| 氏　名 | | | | | | |  | | | | | | | | | | | | | |
| 代表者の住所 | | | | (〒　 　-　　　　）  都道　 郡　市  　　　　 府県 　 区 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (ビルの名称等） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ３　事業所名称等  及び所在地 | | | | | 事業所名称 | | | | 指定(許可)年月日 | | | | | | 介護保険事業所番号(医療機関等コード) | | | | | | | | | | | | | | | | | | | | | 所　在　地 | | | | | | | | | | | |
| 計　　カ所 | | | |  | | | | | |  | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | |
| ４ 介護保険法施行規　則第140条の40第１  項第2号から第4号に  基づく届出事項 | | | | | 第２号 | | 法令遵守責任者の氏名(ﾌﾘｶﾞﾅ) | | | | | | | | | | | | | | | | | | | | | | 生年月日 | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | |
| 第３号 | | 業務が法令に適合することを確保するための規程の概要 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 第４号 | | 業務執行の状況の監査の方法の概要 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ５区分変  更 | 区分変更前行政機関名称、担当部(局)課 | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 事業者（法人）番号 | | | | | | | | | | A |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | | | |
| 区分変更の理由 | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 区分変更後行政機関名称、担当部(局)課 | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 区　分　変　更　日 | | | | | | | | | | 年　　月　　日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 連絡先 | | 所属 | |  | | | | | | | メール  アドレス | | |  | | | | | | | | | | | | | | | | | | 電話  番号 | | | | | |  | | | | | | | | | |
| フリガナ | |  | | | | | | |
| 氏名 | |  | | | | | | |

第２号様式（第３条関係）

|  |  |
| --- | --- |
| 受付番号 |  |

　　　　　　　　 介護保険法第115条の32第３項に基づく

業務管理体制に係る届出書（届出事項の変更）

　　　年　月　日

行政機関の長 殿

事業者　名　　　称

代表者氏名

このことについて、下記のとおり関係書類を添えて届け出ます。

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 事業者（法人）番号 | A |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 変　更　が　あ　っ　た　事　項 | | | | | | | | | | | | | | | | | | |
| １　法人の種別､名称(ﾌﾘｶﾞﾅ)  ２　主たる事務所の所在地､電話番号、ＦＡＸ番号  ３　代表者氏名(ﾌﾘｶﾞﾅ)､生年月日  ４　代表者の住所､職名  ５　事業所名称等及び所在地  ６　法令遵守責任者の氏名(ﾌﾘｶﾞﾅ)及び生年月日  ７　業務が法令に適合することを確保するための規程の概要  ８　業務執行の状況の監査の方法の概要 | | | | | | | | | | | | | | | | | | |

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| 変　更　の　内　容 |
| (変更前) |
| (変更後) |

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| 連絡先 | 所属 |  | メール  アドレス |  | 電話  番号 |  |
| フリガナ |  |
| 氏名 |  |