FY2025 Regular Medical Checkup Employees, non-affiliated medical checkup institutions at oversea

Please check this guide and make sure to visit the doctor during the prescribed period.

31 Mar 2025 – 26 Dec 2025 Application period 14 April 2025 – 13 Mar 2026 Checkup period Regular and temporary employees on overseas assignment, Eligibility who are enrolled in Cigna Global Insurance Check the items to be examined in your medical checkup Prep.

○ Please check Cigna Global Insurance Coverage on page 3.





Once the date of the medical checkup has been decided, please report the completion of your medical checkup appointment to the company using the "Application for Completion of Medical Checkup Appointment" form.

* If this report is not received as of January 5 2026, it will be assumed that there is no intention to undergo a medical checkup, and we will consider how to respond to the situation.

[Application form : <u>https://forms.gle/bWVSZXnZKNnvwNxf9</u>] *XIf you do not have access to Google forms, please contact us*

at the address below for the date of your medical checkup date. FR-Global health and safety : FR-GlobalOccupationalHealthandSafety@fastretailing.com



Please be sure to do so(Employee only)



STEP

02

O Please follow the instructions of the medical checkup institution to prepare for your medical checkup.

Take your medical checkup

On the day of your medical checkup, be sure to bring the following items to your medical checkup.

Specimen container (if you received it from the medical checkup institution)

□ Medical checkup fee (temporary replacement)

O Please follow the rules of the medical checkup institution for any changes or cancellations.

	Reimburse the payment				
STEP 03	○ The cost of the medical checkup is covered by Cigna insurance. Please file a claim with your insurance company. You will be responsible for the cost of any items not covered by insurance. <u>Please check here</u> for information on how to bill your insurance.				
	Submit questionnaire and the results of your medical checkup				
STEP 04	 O If you visited a hospital where your medical checkup results are not automatically transferred, or if you did not submit a consent form to the hospital where you visited, please submit Questionnaire and the results in GrowBase System to the wellness center. Please check this information P5~6 to learn how to submit your results through the Grow Base system. * If you are unable to use the HSS system by any means, please submit a PDF file below. To : FR-GlobalOccupationalHealthandSafety@fastretailing.com 				

Contact for inquiries and questions about health checkups

 \star If you have any questions about the medical checkups at the time of your temporary return, please contact the following

FR Global occupational health and safety : <u>FR-GlobalOccupationalHealthandSafety@fastretailing.com</u>

Required items (Required items and Cigna coverage)

Checkup items					CIGNA coverage
Medical examination	Interview examination		Medical questionnaire (including 4 items required for specific medical checkup)	0	0
	Physical examination		Medical history, subjective and objective symptoms	0	0
			Height, weight and BMI	0	0
Physi	cal measurements etc		Waist	0	0
Physical measurements, etc.			Blood pressure	0	0
			Eyesight	0	0
Chest examination			Chest x-ray (direct)	0	0
			Sputum		0
S	tomach examination		Barium or gastrograhy		0
	Hearing		Audiometer (1000/4000)	0	0
			Urine sugar (US), urine protein	0	0
			Urine occult blood, urobilinogen	0	0
			Red blood cell (RBC), hemoglobin (Hb)	0	0
	Blood complete		Hematocrit (Ht), (Platelet) PLT/PL, (Mean corpuscular Hemoglobin (MCH)	0	0
			Mean corpuscular hemoglobin concentration (MCHC)		0
Bloc			Mean corpuscular Volume (MCV), White blood cell (WBC)	0	0
d e		Lipid	Total cholesterol (T-Cho)	0	0
xamina	Blood biochemistry		Natural Fats (TG), HDL cholesterol (HDL-cho), LDL-cho	0	0
ition		Liver function	GOT (AST), GPT (ALT)	0	0
			γ-GTP (GGT)	0	0
		Kidney function	Uric Acid (UA), Urea Nitrogen-BUN (BUN)	0	0
			Creatinine (CRE)		0
		Blood sugar	Blood sugar (BS)	0	0
			HbA1c	0	0
	ECG examination		ECG	0	0
	Eye examination		Funduscopy (above one eye)		0
			Cervical Cytology		0
		Gynecology	Breast echo		0
С	ptions		Mammography		0
		Disasterre	Stomach screening		0
Digeste			Pylori check		0

 ※ If you wish to have optional items, they may not be covered by your insurance.
 ※ You will need to make your own advance payment and submit it to Cinga Global Insurance for reimbursement.

Please access CignaEnvoy to process your insurance reimbursement. https://public.cignaenvoy.com/ciebpublic/home.htm?lang=ja_JP

※ For more information on insurance, please see <u>here</u>.

Cigna Insurance Claims Procedure

If a medical checkup is performed at a medical facility not recommended by the company, you may file a claim with Cigna Global Insurance for the cost.(there is an annual limit and some items are not covered. Please contact Cigna for details.)

[Preparation before billing: required information]

⊘Cigna ID

☑ Receipt of Medical checkup

☑Ningen dock cover sheet

Complete the initial registration for Cigna

*Check the Insurance Guidebook for information on how to register. It also provides detailed instructions on how to apply.

https://drive.google.com/file/d/1itp44eFovOKWxEsf8dWYdcG0N3VFsBIz/view

[Billing Method]

①Visit the Cigna Envoy site and log in www.cignaenvoy.com

- **2**Click to apply for a new claim
- **③Verify contact information and continue**

④Include the following information in the application for a new billing claim

- ✓ [Subject of the claim] : Select the subject who received the medical checkup
- ✓ [Symptoms and diagnosis] : Fill out "Ningen dock"
- ✓ [Possibility for the company to guarantee]: "No"
- ✓ [Is this claim due to a work-related accident or injury?] : "No"
- ✓ [Who is eligible for a refund?] : Select Insured
- ✓ [Upload Documents] : Upload and save the details of health checkups (contents of health checkup items)

✓ <u>Please fill out "Ningen dock cover sheet</u>" and upload. <u>Click here the Cover sheet</u>

(5) Choice of payment method (choose the one that suits you best)

*ePayment Plus :Currently available in Australia, UK, New Zealand, USA, Canada, Hong Kong, Singapore Available in Denmark, Norway and Sweden

*WireTransfer:Bank information will reflect the information at the time of initial registration. To change the remittance bank information, click "Edit".

*Cheque:Cigna requests a local partner bank to issue a check. After the partner bank confirms the request, the check is issued and mailed. Usually takes 20 business days from the date of confirmation by the partner bank.

6 Agree to the Terms and Conditions7 Click Continue

 \Rightarrow If the application is successful, an application number is issued and the application is closed.

How to upload health checkup Questionnaire and results

After receiving the results of your medical checkup, you will need to submit them to the Wellness Center. Please follow the instructions below to upload your results to Grow Base.

Preparation before uploading

[For PC use]

1. Create a file name to upload with "XX fiscal year + 8-digit employee number + employee name". ex) 202501234567tokyotaro

One file is limited to 5 MB. If the data is large, please create two separate files

2. Keep it on the desktop

[For Mobile phone use]

1. Take a picture with your cell phone. (we recommend uploading a PDF file as you can only upload one photo at a time)

Upload Method

1. Access to Growbase

[For PC use]

• Enter the URL : <u>https://fr.karakoko.jp/login</u>

[For Mobile phone use]

Scan the QR Code

2 . Log in

[Select Language]

Please change the language from "Change Language"

【For first time login】

Login ID : 8-digit employee number

Password : Date of birth (ex : 19000101)

[After the second time]

Login ID : 8-digit employee number

Password : Password set by yourself

%If you forgot your password, click "Forgotten your password"



1) Check "Upload File Management" on the top screen. 2) Click on "User File Management" under "Upload File Management".

3 Click "New Upload" in the user file list.







3. Upload Continued

④Select "❶健診結果 (only JPN)" for the category name.※select "❶定期健診問診票 (only JPN)"

if you upload your medical questionnaire. ⑤Click on "Select File " for the uploaded file".

6 Select a saved file.

[For PC use] Select the name of the file you created

[For Mobilephone use] Select a photo from an album is uploaded at a time.

⑦Click to "Registration"

File upload × Category name () 健診結果 > Upload file 5 Select files () Cancellation Registration

4. Upload Complete

File category	Upload date	File name	Operation					
泉テスト1	2024/10/28 12:52	0000179541.pdf	Update Deletion					
Answer the medical checkup questionnaire								
① User Screen Top Page	>″Result of a web surve	әу"						
List of web surveys	*							
> [FY●●annual medie	re】	Stress check						
> Answer	*=							
If you are unable to uplot to a system malfunction procedure below to subr medical questionnaire. (1) Make PDF files of the rest "FY(YYYY)(employee No)(I "FY(YYYY)Questionnaire(en @Each Documents is pass (3) Email the Wellness Center [Destination] FR-Global O) : FR-GlobalOccupat	vad the results of your m or large data volume, pl nit the results of your m ults and the questionnaire Name)" for the results and nployee No)(Name)" for the vorded with an 8-digit em er Overseas Contact ccupational Health and Sat ionalHealthandSafety@fas paper medical ques	edical checkup due ease follow the edical checkup and , and name the file ne questionnaire. ployee number. fety(グローバル安全衛生 tretailing.com	evel of accumulated fatigue Result of a web survey ee e e e e e e e e e e e e e e e e e e					
*After submission, the registered in the system will be able to view the result of the system.	esults of the medical ch Once the registration is esults of the medical ch	eckup will be s completed, you eckup from	Message box Medical checkup Stress check					

If you have any questions or concerns about uploading results, please contact us. FR-Global Occupational Health and Safety : FR-GlobalOccupationalHealthandSafety@fastretailing.com