P's Cafe Manual

This is a simplified translation of the official Japanese manual 正式な日本語マニュアルを簡易に翻訳しています

P's Cafe Application Manual (within the application period)

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Application within the application period is a system that allows you to receive cashback in the form of salary against your premiums and reserves by submitting an application for Cafe point within the application period. You can specify any period between 1 and 12 months to receive your cashback. New applications, changes, and cancellations are also possible within the application period.

Application period July 1 of this year - June 20 of the following year

- Please apply for the current fiscal year's points by June 20. June 21 - 30 is the period during which applications cannot be submitted for points.
- Applications within the period will not be automatically continued. Apply annually.



Details

- If you apply by the 20th of the month, you will receive your cashback in your paycheck in the following designated month or later.
- The application cannot be made retroactively.
- To apply for points and receive cashback, you must meet the following two requirements.
- 1. Payroll deductions must be made in the month prior to the application (for applications filed between the 21st and the end of the month, the month of the application) for the eligible programs.
- 2. Payroll deductions for eligible programs must be made in the month prior to the month in which the cashback is scheduled.

Flow of point application to cashback

July 1: Start of point application

for the following fiscal year

Application Date	Jul 1 – Jul 20	Jul 21 – Aug 20	Aug 21 – Sep 20	Sep 21 – Oct 20	Oct 21 – Nov 20	Nov 21 – Dec 20	Dec 21 of this year - Jan 20 of the following year	Feb 20 of the		Mar 21 – Apr 20 of the following year		May 21 – Jun 20 of the following year
Settable period *1	Jul of this year - Jun of the following year	Aug of this year - Jun of the following year	Sep of this year- Jun of the following year	Oct of this year - Jun of the following year	Nov of this year - Jun of the following year	Dec of this year - Jun of the following year	Jan - Jun of the following year	Feb - Jun of the following year	Mar - Jun of the following year	Apr - Jun of the following year	May - Jun of the following year	Jun of the following year
Maximum number of months for which an application can be made	12 months	11 months	10 months	9 months	8 months	7 months	6 months	5 months	4 months	3 months	2 months	1 month
Cashback period *2	Aug of this year - Jul of the following year	Sep of this year - Jul of the following year	Oct of this year - Jul of the following year	Nov of this year - Jul of the following year	Dec of this year - Jul of the following year	Jan – Jul of the following year	Feb - Jul of the following year	Mar - Jul of the following year	Apr - Jul of the following year	May - Jul of the following year	Jun - Jul of the following year	Jul of the following year

*1: Any start and end month can be set as long as it is within the settable application period.

*2: Cashback in the next month's paycheck set in *1

Eligible menus and limits

There is a maximum cashback amount for each menu. There is no upper limit to the monthly cashback amount.

See image on next page

Eligible menu (Eligible programs)	Maximum cashback amount
Z10 積立型未来サポート保険	Up to one-half of the monthly premium
Z20 従業員持株会	Up to the same amount as the monthly reserve
Z30 財形年金貯蓄	Up to the same amount as the monthly reserve
Z40 財形住宅貯蓄	Up to the same amount as the monthly reserve
Z50 一般財形貯蓄	Total amount of cashback for the 一般財形 and 多目的積立 should not
Z60 多目的積立	exceed one third of the amount equivalent to the points granted per year, and up to the same amount as the monthly savings for each menu
Z70 グループ生命共済《みんなのそなえ》	Up to an amount equal to the monthly premium
Z80 パナファミリー傷害保険・団体ファミリー介護保険	Up to an amount equal to the monthly premium

About the application within the period

Cashback will be paid out in salary against the premiums/savings to the extent of the amount that can be applied for each menu.





◇ 従業員持株会, 財形年金, 財形住宅, グループ生命共済, パナファミリー傷害保険・団体ファミリー介護保険

Cashback up to the same amount as the monthly premium/saving



Cashback in salary



Point 100 to 3,000 yen (1-30 points)

- If the points applied for exceed the limit due to cancellation, suspension, course change, etc. of the eligible plan, the excess points will be returned between the 21st and the end of the month of the payroll deduction change.
- If you apply for cancellation of the points applied for from the Benefit Station cafeteria plan website, it is
 possible to get the points returned in a lump sum.
- The returned points can be used for another menu within the application period, or for regular or ad-hoc
 applications within the Cafeteria Plan year. (Please note the application period for each application method)

Example: Cases where deductions are reduced from April salary due to course changes

Feb	Mar	Apr	Мау	Jun	Jul
Payroll deduc 10,000 yen	ction	Payroll deduc 5,000 yen	tion		
Cashback 10,000 yen			Cashback 5,000 yen		
		Points are retu from the 21st from April to J	urned around the po to the end of each une	eriod month	
		Point return 5,000 yen		Point return 5,000 yen	

Cafeteria New Year Starts

Recommendation!

If you apply for change request (see P8), your points will be returned in a lump sum. (Example case)

Changed application point to "50 points/month" by April 20

 \Rightarrow 150 points (50 points x 3 months = 15,000 yen) of excess points will be returned in a lump sum upon completion of change request

How to apply

After logging in to the Benefit Station website, click on the P's Cafe banner, go to "Menu List (Point Application)," and click on the "Application" button in the menu to apply.



Point application screen (image)

https://bs.benefit-one.inc/



申請可能金額	3,000円 30pt
申請ポイント 必須	30 pt 3,000円 申請可能上限まで使用する **申請ポイント数は「内容確認」ボタン押下後の画面にて表示されます。
	 Specify the number of points to be applied for each month within the range of the amount of money available for application Amount column is automatically calculated

◆ Flow of point application to cashback

1	Application Date	Jul 1 – Jul 20	Jul 21 – Aug 20	Aug 21 – Sep 20	Sep 21 – Oct 20	Oct 21 – Nov 20	Nov 21 – Dec 20	Dec 21 of this year - Jan 20 of the following year	Jan 21 – Feb 20 of the following year	Feb 21 – Mar 20 of the following year	Mar 21 – Apr 20 of the following year	Apr 21 – May 20 of the following year	May 21 – Jun 20 of the following year
2	Settable period *1		Aug of this year - Jun of the following year			Nov of this year - Jun of the following year					Apr - Jun of the following year		Jun of the following year
	Maximum number of months for which an application can be made	12 months	11 months	10 months	9 months	8 months	7 months	6 months	5 months	4 months	3 months	2 months	1 month
	Cashback period *2	Aug of this year - Jul of the following year	Sep of this year - Jul of the following year	Oct of this year - Jul of the following year	Nov of this year - Jul of the following year	Dec of this year - Jul of the following year	Jan – Jul of the following year	Feb - Jul of the following year		Apr - Jul of the following year	May - Jul of the following year		Jul of the following year

*1: Any start and end month can be set as long as it is within the settable application period

*2: Cashback in the next month's paycheck set in *1

How to apply [New application]

(1) Log in to the Benefit Station site and click on the P's Cafe banner

	×	+	}	×	×	1			B
√ジャー・ エンタメ	グルメ	リラク・ ビューティー	ショッピング・ ポイント	トラベル	健康・ スポーツ	スキルアップ	暮らし	育児・介護・ ライフイベント	オリジナル企画・ サポート
	前日 ライ:	フサービス		Xr	ラベル) E	ベネ通販	
		迎 暮らす	・遊ぶ			Î	食べる		
カテゴ	リ・エリア・キー	-ワードのいずれか	を選択してください	必須					
カテゴ	「リを選択	▼ IU	アを選択	v +-	ワードを入力(サービス名など)	Q挨	索 ♀ 地図	検索



(2) Click "Menu List (Point Application)"

(3) Click the "Apply" button of the menu you wish to apply for



(4) Enter the application period, application points, and contact information (e-mail address and phone number), and click the "Confirm" button

ポイント申請								
当メニュー申請可能ポイント(今年度利用分):* , ***ポ	イント						
申請日	2025年7月	1日						
メニューNo メニュー名	Z60 多	目的積	立補	助				
申請期間(期間申請) 必須	2025/07		\sim		2026/06			
申請可能金額	3,000円							
	30		pt	3,	000円			
申請ポイント 必須	申請可能上限 ※申請ポイント			タン邦	甲下後の画面にて表示	されます。		

(5) Confirm the application details and click the "Apply" button

申請確認		戻る
以下の申請内容で申請を行います。 申請内容を確認してください。		
申請内容	·	
申請日	2025年7月1日	
メニューNo メニュー名	Z60-01【期間申請】多目的積了	立補助 こうしん こうしょう しょうしょう しょうしょう しょうしょう
利用年月日	1 2025年07月~2026年06月(12ヶ月)
申請可能上限まで使用する		
申請ポイント(期間申請)	<mark>2</mark> 30pt/月(3,000円/月)	
合計申請ポイント(期間申請)	360pt(36,000円)	Application period 1 x Number of
連絡先		application points 2 , the total application points will be displayed.
電話番号1		
電話番号2		
メールアドレス	admin@example.co.jp	
	戻る申請	

How to apply [Cancellation of application]

(1) Log in to the Benefit Station site and click on the P's Cafe banner



キャッシュバック 2024年度 2025年04月08日 2025年04月~2025年06月

(2) Click "Application History List"

300pt

(5) Review the application details and click the "Cancel" button

【期間申請】従業員持株会購入補助

Z20

25040012176773

申請番号	残ポイント	証憑書類0/0枚			
25040012176773	*** pt			✔ 表示	
電話番号1		電話番号2		メールアドレス	
	勤務先		携帯		
期間申請					期間選択▼
Z20	【期間申請】従業員持株会	会購入補助			4
申請ポイント	申請金額	確定ポイント	確定金額		
100pt	10000円				
領収書(必要書類)	利用金額				
	0円				

(6) Select the month you want to cancel and click the "Cancel" button

Q消したい申請を選択して下	さい	
全選択		f you apply by the 20th of he month, you can
		cancel your application
		or the current month.
	2025年06月	
Sec. 2		

(7) Confirm that the status is "Canceled" When multiple months are selected, the screen for the selected month is displayed in a vertical line

申請履歴詳細						戻る
申請番号	残ポイント	証憑書類0/0枚				
25040012176773	820pt			▶ 表示		
電話番号1		電話番号2			メールアドレス	
	勤務先		携带		46a57045.benefit-o	ne.co.jp@apac.teams.ms
期間申請						期間選択▼
期間1						i
ステータス	承認番号	利用年度	申請方法		申請日	利用日
取消		2024年度			2025年04月08日	2025年04月20日
メニューNo	メニュー名		処理月		加給課税月	
Z20	【期間申請】従業員	持株会購入補助				· ·
由きぞくいい	由主命	マロードノント	陵中众游			

(1) Log in to the Benefit Station site and click on the P's Cafe banner



(2) Click "Application History List"

25040012176773	220	【别间甲硝】 促亲良持体云塘入佣助	キャッシュハック	2024年度	2025年04月08日	2025年04月~	۳,

300pt

~2025年06月

(5) Review the application details and click the "Change" button

申請番号	残ポイント	証憑書類0/0枚				
25040012176773	*** pt			✔ 表示		
電話番号1		電話番号2		メールアドレス		
	勤務先		携带			
期間申請					期間	選択▼
Z20	【期間申請】従業員持株会	会購入補助				
申請ポイント	申請金額	確定ポイント	確定金額			
100pt	10000円					
領収書(必要書類)	利用金額					
	0円					
•			戻る 取消 訂正			
elect the n Change" b	nonth you wa outton	ant to change				
elect the n Change" b ≢請訂正	nonth you wa outton	ant to change				
Change" b	outton	ant to change				
Change" b 申請訂正	Dutton 選択して下さい	• If you	and click the	× 20th of the mo	nth, you can apply	fo
Change" b 申請訂正 T正したい申請を選	Soutton 選択して下さい 利用月	• If you	and click the	× 20th of the mo	nth, you can apply	' fo
Change" b 申請訂正 T正したい申請を選	Soutton 選択して下さい 加 2025年	• If you chan	and click the	× 20th of the mo	nth, you can apply	fo
Change" b 申請訂正 T正したい申請を選	Sutton 選択して下さい 対用月 2025年 2025年	• If you _{年04月}	and click the	× 20th of the mo	nth, you can apply	fo

How to apply [Change request]

(7) Enter the changed application points and click the "Confirm" button

申請日	2025年04月08日	. The menth cale of	ad in (6) in	
メニューNo メニュー名	Z20_01 【期間申請】従業員持株会購入補助	The month select displayed.	ctea in (6) is	
申請期間(期間申請)	2025年04月,2025年05月,2025年06月			
申請ポイント	80 pt 800 申請可能上限まで使用する ※申請ボイント数は「内容確認」ボタン押下後の画面にで	DO円 て表示されます。	ポイントレート: 1pt = 100.0円	
直絡先				
電話番号1		0312345678	勤務先	
電話番号2		09012345678	携帯	
メールアドレス				

(8) Confirm the changed information and click the "Change" button

申請訂正確認
申請を訂正します。よろしいですか?

申請番号	25040012176773						
団体名	【本番環境テスト用】パナソニック 株式会社	【本番環境テスト用】パナソニック 株式会社					
お客様番号	4						
氏名(カナ)	77F 17						
氏名	てすといち						
申請内容	訂正前	訂正後					
申請日	2025年04月08日	2025年04月08日					
メニューNo メニュー名	Z20 【期間申請】従業員持株会購入補助	Z20 【期間申請】従業員持株会購入補助					
利用日(期間申請)	2025年04月 2025年05月 2025年06月	2025年04月 2025年05月 2025年06月					
利用金額	0円	0円					
申請可能上限まで使用する							
申請ポイント(期間申請)	100pt/月(10000円/月)	80pt/月(8000円/月)					
合計申請ポイント(期間申請)	300pt (30,000円)	240pt (24,000円)					
備考1		*					
備考2							
ベネフィットステーション メニューNo.							
会員コメント							
利用人数							
利用日数							
証憑書類発行元または支払先							
*# 60 #-	57 7 44	57 - 7 44					
連絡先	訂正前	訂正後					
電話番号1	勤務先	勤務先					
電話番号2	携带	携带					
メールアドレス	4						
	戻る	訂正					

Examples of use

- The period and details of the application vary depending on the membership status of the program and the points held.
- This is just an example. <u>The application period and content should be set according to your life plan and</u> <u>lifestyle.</u>
 - Apply for points to a program in which you have been registered since before the welfare offering
 Example 1 Program in which you have been registered since before the welfare offering
 Apply for points to newly enrolled programs in the welfare P11

2. Apply for points to newly enrolled programs in the welfare offering

- Example 2 Program to begin payroll deductions in July
- Example 3 Program to begin payroll deductions in August

3. Apply for points for a program that you applied for change (increase) in the welfare offering

- Example 4 Program amount increased from July payroll deductions
- Example 5 Program amount increased from August payroll

deductions.

4. Apply for points for a program that you applied for change (reduction) in the welfare offering



P12

- Example 6 Program reduced from July payroll deductions
- Example 7 Program amount reduced from August payroll deductions

5. Change of enrolment details during the term

- Example 8 Cases in which points are applied to a program you joined during the term
- Example 9 Cases in which a program for which points have been applied for is cancelled during the term

6. [Applied case] Apply for points by setting any period of time

P15

Example 10 Cases in which the application is divided into two periods Example 11 Cases where points are used for a short period of time

P14

Cafeteria year begins

1. Apply for points to a program in which you have been registered since before the welfare offering

Cases where cashback is received earliest after the cafeteria year begins

Example 1 Program in which you have been registered since before the welfare offering

Point application date: July 1 - July 20, Application period: July of this year - June of the following year,

Cashback period: August of this year - July of the following year

Sep Aug Jul Jun Jul Jun 2025年07月01日 申請日 Payroll deduction Z10 01 【期間申請】 積立型未来サポート保険 (死亡保険・年金・医療保障) メニューNo.メニュー名 Application 申請可能金額 3,000円 30pt date July 1 -申請期間(期間申請) 必須 2025/07 2026/06 \sim July 20 3,000円 30 pt Application period July of this year - June of the following year 申請ポイント 必須 申請可能上限まで使用する Cashback August of this year - July of the following year

2. Apply for points to newly enrolled programs in the welfare offering

Cases where cashback is received earliest after payroll deductions begin

Point application date: July 21 - August 20, Application period: August of this year - June of the following year,

Cashback period: September of this year - July of the following year

Cafeteria year begins

Jul	Aug	Sep	Oct	~	Jun	Jul	
Payroll ded	uctions begin	in July					申請日

間 2025年07月21日

11



メニューNo.メニュー名	Z30_01【期間申請】財形年金貯蓄						
申請可能金額	5,000円 50pt						
申請期間(期間申請) 必須	2025/08 🗋 ~ 2026/06 🗖						
an and a second	50 pt 5,000円						
申請ポイント 必須	□ 申請可能上限まで使用する						

Example 3 Program to begin payroll deductions in August <グループ生命共済,積立型未来サポート,パナファミリー傷害,団体ファミリー介護>

Point application date: August 21 - September 20, Application period: September of this year - June of the following year,

Cashback period: October of this year - July of the following year

V Cafeteria year begins



申請日	2025年08月21日
メニューNo.メニュー名	Z10_01 【期間申請】 積立型未来サポート保険 (死亡保険・年金・医療保障)
申請可能金額	3,000円 30pt
申請期間(期間申請) <mark>必須</mark>	2025/09 🗂 ~ 2025/06 🗖
	30 pt 3,000円

3. Apply for points for a program that you applied for change (increase) in the welfare offering

Cases where cashback is received earliest for the amount after the increase

Example 4 Program increased from July payroll deductions <財形貯蓄, 多目的積立, 持株会>

[1st application] Point application date: July 1 - July 20, Application Period: July, Cashback period: August

[2nd Application] Point application date: July 21 - August 20, Application period: August of this year - June of the following year,

Cashback period: September of this year - July of the following year

Cafeteria year begins



Example 5 Program increased from August payroll deductions

<グループ生命共済,積立型未来サポート,パナファミリー傷害,団体ファミリー介護>

[1st application]
 [2nd application]
 Point application date: July 1 - July 20, Application period: July - August, Cashback period August - September
 Point application date: August 21 - September 20, Application period: September of this year - June of the following year,
 Cashback period : October of this year to July of the following year

▼ Cafeteria year begins



4. Apply for points for programs that you applied for change (reduction) in the welfare offering

Cases where cashback is received earliest after the cafeteria year begins

Program reduced from July payroll deductions Example 6 <財形貯蓄,多目的積立,持株会>

Apply with upper limit of amount after the reduction (note that the "Amount Available for Application" displayed on the application screen is the amount before the reduction)

Point application date: July 1 - July 20, Application period: July of this year - June of the following year, Cashback period: August of this year - July of the following year

V Cafeteria year begins



Example 7 Program amount reduced from August payroll deductions

<グループ生命共済,積立型未来サポート,パナファミリー傷害,団体ファミリー介護>

Apply for both August cashback (amount before reduction) and September of this year - July of the following year cashback (amount after reduction)

[Application 1] Point application date: July 1 - July 20, Application period: July, Cashback period: August

[Application 2] Point application date: July 1 - July 20, Application period: August of this year - June of the following year, Cashback period: September of this year – July of the following year

Cafeteria year begins



申請日	2025年07月1日					
メニューNo メニュー名	Z10_01 【期間申請】積立型未来サポート保険(死亡保険・年金・医療保障)					
申請可能金額	4,500円 45pt					
申請期間(期間申請) 必須	2025/07 🗂 ~ 2025/07 🗂					
	45 pt 4,500円					

* After applying for **①**, you can apply for **②** by selecting "Apply with the same menu"

申請日	2025年07月1日
メニューNo メニュー名	Z10_01 【期間申請】積立型未来サポート保険(死亡保険・年金・医療保障)
申請可能金額	4,500円 45pt
申請期間(期間申請)	2025/08 🗂 ~ 2025/06 🗖
申請ポイント	30 pt 3,000円 申請可能上限まで使用する ※申請ポイント数は「内容確認」ボタン押下後の画面にて表示されます。

Note: When applying between July 1 and July 20,

the amount available for application on the application screen shows the amount before the reduction, so please check and calculate the "points available for application after the reduction" by yourself before applying. (See P2 for maximum cashback amount)

5. Change registration details during the period

Cases where cashback is received earliest after payroll deductions begin



Cases in which points are applied to a program joined during the period

Point application date: November 21 - December 20, Application period: December - June, Cashback period: January - July



Example 9 Cases in which a program for which points have been applied for is cancelled during the term

Oct Nov	Dec	Jan	-	Jun	Jul
Payroll deduction 10,000 yen	No deducto cance	tion from D lation	ecember pa	yroll due	
Cashbac 10,000 y					
		are from Decem June of the follo d from 21st of end of the	owing year 2 each month to		

Recommendation!

If you cancel your application (see P7), your points will be returned in a lump sum.

(e.g.) Cancel application by December 20 → Excess points will be returned in a lump sum upon completion of application

Returned points can be used for another menu within the application period, or for regular or ad-hoc applications within the Cafeteria Plan year. (Please note the application period for each application method)



6. Apply for points by setting any period of time



Example 11 Cases where points are used for a short period of time

It is possible to use all points within a short period of time as long as it is within the maximum cashback amount for each eligible menu.

(Example) Case of using 1,200 points over 3 months for グループ生命共済 (premium: 10,000 yen/month) and 積立型未来サポート保険 (premium: 60,000 yen/month)

Point application date: July 1 - July 20, Application period: July - September, Cashback period: August - October

