

# Reading Administrative Notices

A practical guide to identifying deadlines, requests and decisions in Korea and Japan

English · 日本語 · 한국어 | LANGLOBE · 2026

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## Identify the kind of notice

| English meaning                                  | 日本語                         | 한국어        | What to check                                                      |
|--------------------------------------------------|-----------------------------|------------|--------------------------------------------------------------------|
| <b>Request to correct / supplement</b>           | 補正依頼（ほせいらい）・補正通知（ほせいつうち）    | 보정·보완 요청   | Exact items, permitted format, deadline and consequence.           |
| <b>Prior notice of a proposed adverse action</b> | 不利益処分の事前通知（ふりえきしょぶんのじぜんつうち） | 불이익처분 사전통지 | Is there an opportunity to submit views before the decision?       |
| <b>Notice of decision / disposition</b>          | 処分通知（しょぶんつうち）・決定通知（けつていつうち） | 처분·결정 통지   | What has been decided and from when does it take effect?           |
| <b>Request for explanation</b>                   | 説明要求（せつめいようきゅう）             | 설명 요구      | Does it ask for information, or is it only providing guidance?     |
| <b>Demand for payment</b>                        | 納付通知（のうふつうち）・督促状（とくそくじょう）   | 납부 통지·독촉장  | Authority, breakdown, due date, and dispute route.                 |
| <b>Appeal / administrative review guidance</b>   | 審査請求の教示（しんさせいきゅうのきょうじ）      | 행정심판·불복 안내 | Route, applicable time limit and where the submission must arrive. |

## Ask the issuing office: English → Japanese → Korean

01 Is this a final decision or a request for additional documents?

これは最終的な処分（しょぶん）ですか、それとも追加書類（ついかしゅるい）の提出依頼（ていしゅつらい）ですか。

이 문서는 최종 처분인가요, 아니면 추가서류 제출 요청인가요?

02 Which exact sections or documents must I correct?

具体的（ぐたいてき）に、どの箇所（かしよ）または書類（しゅるい）を補正（ほせい）する必要（ひつよう）がありますか。

정확히 어느 항목이나 서류를 보정해야 하나요?

03 What event starts the deadline?

期限（きげん）は、どの日またはどの事実（じじつ）を起点（きてん）として計算（けいさん）しますか。

기한은 어느 날짜나 사건부터 계산하나요?

04 Must the documents arrive by the deadline, or is mailing by that date sufficient?

期限（きげん）までに必着（ひつちゃく）ですか、それとも当日（とうじつ）の発送（はっそう）で足りますか。

기한까지 도착해야 하나요, 아니면 그날 발송해도 되나요?

05 Can I submit my response online or by email?

回答(かいとう)はオンラインまたはメールで提出(ていしゅつ)できますか。

온라인이나 이메일로 답변을 제출할 수 있나요?

06 Will I receive confirmation that my submission was officially received?

提出後(ていしゅつご)、正式(せいしき)に受け付けられたことを確認(かくにん)できますか。

제출 후 정식 접수 여부를 확인할 수 있나요?

07 Can you explain the reasons for this decision in writing?

この決定(けつてい)の理由(りゆう)を書面(しよめん)で説明(せつめい)していただけますか。

이 결정의 사유를 서면으로 설명해 주실 수 있나요?

08 Which law and provision apply to my case?

私の場合(ばあい)に適用(てきよう)される法令(ほうれい)と条文(じょうぶん)を教(おし)えてください。

제 경우에 적용되는 법령과 조문을 알려주세요.

09 Does requesting clarification change or extend the deadline?

確認(かくにん)を求(もと)めることで期限(きげん)は変更(へんこう)または延長(えんちょう)されますか。

설명을 요청하면 기한이 변경되거나 연장되나요?

10 What formal review or appeal procedure is available?

利用(りよう)できる正式(せいしき)な不服申立手続(ふふくもうしたててつづき)は何(なん)ですか。

이용할 수 있는 정식 불복절차는 무엇인가요?

11 Can I receive an interpreter or a translated explanation?

通訳(つうやく)または翻訳(ほんやく)した説明(せつめい)を利用(りよう)できますか。

통역이나 번역된 설명을 받을 수 있나요?

12 Who should I contact if the deadline is imminent?

期限(きげん)が迫(せま)っている場合(ばあい)、どの部署(ぶしょ)に連絡(れんらく)すべきですか。

기한이 임박했을 때 어느 부서에 연락해야 하나요?

13 Could you confirm the correct destination and case reference number?

正(ただ)しい提出先(ていしゅつさき)と受付番号(うけつけばんごう)を確認(かくにん)していただけますか。

제출처와 접수번호를 확인해 주시겠어요?

14 Can I have a copy of the notice and its attachments?

通知書(つうちしょ)と添付書類(てんぷしるい)の写(うつ)しをいただけますか。

통지서와 첨부서류 사본을 받을 수 있나요?

15 Is there an accessible way to respond if I cannot visit in person?

来庁(らいちょう)が難(むずか)しい場合(ばあい)、別(べつ)の回答方法(かいとうほうほう)はありますか。

직접 방문하기 어렵다면 다른 제출 방법이 있나요?

## Sources and publication note

Republic of Korea, Administrative Procedures Act, notably Article 21 (prior notice):

<https://www.law.go.kr/LSW/lsLinkCommonInfo.do?chrClsCd=010202&lsJoLnkSeq=1027220903>

Republic of Korea, Easy Law, Administrative appeals and time limits: <https://easylaw.go.kr/CSP/CnpClsMain.laf?ccfNo=2&cciNo=1&cnpClsNo=3&csmSeq=763&menuType=cnpcls&popMenu=ov>

Japan, Administrative Procedure Act, Articles 7, 8 and 14: [https://laws.e-gov.go.jp/document?law\\_unique\\_id=405AC00000000088](https://laws.e-gov.go.jp/document?law_unique_id=405AC00000000088)

Japan, Administrative Complaint Review Act: <https://laws.e-gov.go.jp/law/426AC00000000068>

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