## **Disclosure and Other Requests on EU Personal Data**

With regard to the EU personal data held by your company, I request your response to my request as described in "2. Details of the request" section based on the rights of data subjects defined in Article 15 to 22 of the below mentioned regulation:

"Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)"

Prior to making this request, I as the person requesting information understood the contents of the Privacy Policy stated on company's website, the Processing Policy of EU Personal Data, and "5.Important Points for Disclosure and Other Requests" on this form of Disclosure and Other Requests on EU Personal Data .

#### Section 1: Details of the Data Subject

Name		
Address		
Phone number		
Email address		
Identity verification document	□National ID card	□Passport
(One of these stated	Driver's license	□Utility Bill
in the right column)	□Birth Certificate	$\Box$ Other public certificate
Email address Identity verification document (One of these stated in the right column)	Driver's license	□Utility Bill

The above details will be used for the following purposes;

• In case the request is made by the data subject himself or herself, the above is the destination where requested data will be disclosed to or result of the request other than disclosure will be notified to.

· In case of correction request, the above will be used as "Corrected Information". In case of addition request, the above will be used as "Information to add".

### Section 2: Details of the Request

True of the request	Disclosure Correction Addition Deletion				
Type of the request (One of these stated in the right column)	$\Box Suspension of use \qquad \Box Suspension of provision to third party(ies)$				
(One of these stated in the right column)	□Transfer (in terms of "Data Portability")				
Name of	(In case of requesting suspension of provision to the third party(ies), enter the name of third party(ies) here)				
the third-party(ies)					
Transferring Destination	(In case of requesting to transfer, enter the information of the transferring destination)				
(in terms of "Data Portability")					
Reason for the request	(Enter as much details as possible)				

# Section 3: Details of the Personal Data to be Requested (Please make sure to enter details in this section, even if the information is same to that of the above "1. Details of the person requesting information" section.)

		□ Full 1	Name (or Name)			
Types and contents of personal data (Multiple selections are allowed) *Please make sure to specify the details	□Address					
	□Phone number					
	□E-mail address					
		Others [ ]				
	Time and means of registering	Time	(Enter in month, year format)	User ID etc.		
	personal data into concerned	м	□Web	Phon	e	
service, user ID etc.	Means	Documents (by mailing o	or fax) Othe	ers [	]	
	Documents to prove the current					
	relationship with the data subject					
	requesting information					
	(one or more at your own discretion)					
	*Unnecessary here when requesting the same					
	personal data as stated in "1. Details of the					
	person requesting information" section					

To:

# Section 4: Details of the Representative (If the person requesting information appoints his or her representative, please tick the box below and describe the information of the representative.)

□ I hereby designate the following person as my representative and delegate all negotiations concerning this request and with my counterpart for this request.

Name			
Address			
Phone number			
Email address			
Proof of Identity for	А	$\Box$ (In case of lawyer) Proof of Ide	entity such as CCBE card
representative A: Required in case of Lawyer B: One of these stated in the right colum in case the representative is not a lawye	В	<ul> <li>National ID card</li> <li>Photo Driving License</li> <li>Birth Certificate</li> </ul>	□Passport □Utility Bill □Other Proof of Identity

Please fill in the above details in the case of making a claim through your representative. (Description is unnecessary, if appointment of the representative is not applicable.) Requested data will be disclosed to, or result of the request other than disclosure will be notified to the above.

## Section 5: Important Points for Disclosure and Other Requests.

- Please specify the concerned service to be requested accurately. If there is a mistake in specifying the concerned service, please acknowledge beforehand that we may answer that the applicable personal data does not exist as a result of our survey within our company. Even if we have personal data at our service other than the concerned service specified.
- Please acknowledge that you may not be able to continuously use the concerned service that has been provided by us, depending on the content of the request.
- Regarding requesting for multiple services, please send one request form for each concerned service. However, only one set of proof of identities is required for each person concerned in case of requesting at one-time.
- When sending this request form for disclosure and other requests, please make sure to enclose a photocopy of the Proof of Identity selected in 1, 3, 4, and send it to our designated address by recorded postal mail that allows us to check the delivery record of the third party involved. In case of using delivery method other than the above, we will not be responsible for any accidents such as lost in the mails before arriving at our company by any chance.
- For documents with expiration date, please send us a photocopy of the documents that are within the validity period at the time of the request, and for documents without expiration date, send us a photocopy of the documents that are made within one month time since the date when this request was made.
- If there are incompleteness in the Proof of Identity, we may ask for re-submission.
- Regarding the implementation of the measures concerning this request, in principle we will respond to you for free of charge. However, please acknowledge it beforehand that we may charge a reasonable fee, taking into account the administrative expenses incurred in the process of responding, depending on the content of the request. The fee will be determined by our company according to each request details. The reason behind the fee determination will also be notified to the data subject or his or her representative without delay.
- When the details of the request is manifestly unfounded or excessive, in particular because of their repetitive character, we may not be able to deal with them. In such case, we will notify that the requesting data subject or the representative of him or her without delay the reasons for not taking action and that it is possible to lodge a complaint with a supervisory authority and seek a judicial remedy.
- Upon the requesting process of this request, the newly acquired personal data we received will be handled only to the extent necessary for the implementation of the measures pertaining to this request and will not be returned. Documents, including photocopies and others, supplied will be kept for six months after the implementation of the measures pertaining to this request and, once the six months have passed, they will be disposed.

Date:

Signature of the Data Subject stated in Section 1 above: