

**Personal Information Disclosure Request Form**

Date

To: Haimurubushi Co.,Ltd.

Requesting Party	Address:
	Name:
	Telephone Number:
	Please check the applicable box of the requesting party category. <input type="checkbox"/> Owner of Personal Information <input type="checkbox"/> Legal Representative of Owner <input type="checkbox"/> Appointed Representative of Owner
If the request is made by the legal or appointed representative on behalf of the owner, please make sure to fill out the address, name and the contact information of the owner of the personal information to which this disclosure request pertains in the following space.	
Owner of Personal Information to Which Disclosure Request Pertains	Address:
	Name:
	Telephone Number:
Items Requested to Be Disclosed (Please check the applicable box.) <input type="checkbox"/> Disclosure of Personal Information <input type="checkbox"/> Correction of Personal Information <input type="checkbox"/> Addition of Personal Information <input type="checkbox"/> Deletion of Personal Information <input type="checkbox"/> Cease of Use of Personal Information <input type="checkbox"/> Erasure of Personal Information <input type="checkbox"/> Cease of Third Party Provision of Personal Information <input type="checkbox"/> Notice of Use Purpose of Personal Information	

With respect to the personal data as possessed by HAIMURUBUSHI Co., LTD. for the owner of the personal information as identified above for the purpose of this disclosure request, I hereby request for the disclosure pursuant to Section 29 of the Personal Information Protection Act, fully agreeing to the terms and conditions as provided in paragraph 3 below. I hereby acknowledge the use purpose of the personal information I provide for the purpose of this request as provided in paragraph 3 [9] below.

**1. Necessary Documentation**

Please check the necessary documentation with reference to the chart below. For each documentation, one (1) copy is required, and therefore please make sure that the one (1) copy for each documentation is enclosed. For the purpose of the certificate of residence registry and any other documentation other than the certificate of family registry, there is no need to indicate the place of legal domicile and personal information of any party other than the owner of the personal information or the requesting party as identified herein. Please note that the certificate of residence registry, the certificate of family registry, the certificate of registered matters and the certificate of registered seal are acceptable for this purpose only if they are issued within the immediate three (3) months.

(a) Disclosure Request Made by Personal Information Owner	[1] Certificate of residence registry of such owner [2] Copy of personal identification issued by the public authority for the owner, which shall contain the name and address of the owner (e.g., driver's license, passport, health insurance card)
(b) Disclosure Request Made by Legal Representative for Minor	[1] Document certifying the power of attorney for such legal representation (e.g., certificate of family registry) [2] Certificate of residence registry of the legal representative [3] Copy of personal identification issued by the public authority for the legal representative, which shall contain the name and address of the legal representative (e.g., driver's license, passport, health insurance card) If the requester is a citizen of any country other than Japan, please submit the certificate of information recorded on the alien registry for the minor and the legal representative therefor in lieu of documentation [1] or [2] above.

(c) Disclosure Request Made by Legal Representative for Adult Ward	[1] Document certifying the power of attorney for such legal representation (e.g., certificate of family registry) [2] Certificate of residence registry of the legal representative [3] Copy of personal identification issued by the public authority for the legal representative, which shall contain the name and address of the legal representative (e.g., driver's license, passport, health insurance card) If the requester is a citizen of any country other than Japan, please submit the certificate of information recorded on the alien registry in lieu of documentation [2] (certificate of residence registry) above.
(d) Disclosure Request Made by Appointed Representative	[1] Letter of power of attorney as executed by the personal information owner (affixed with the personal signature and the registered seal of such owner) [2] Certificate of registered seal for the personal information owner [3] Certificate of residence registry of such owner [4] Personal identification of the appointed representative (copy of driver's license or health insurance card of the representative) If the requester is a citizen of any country other than Japan, please submit the certificate of information recorded on the alien registry in lieu of documentation [2] (certificate of residence registry) above.

**2. Fees**

Each request requires the payment of the fee in the amount of 1,000 JPY (tax included) and the postal fee in the amount of 600 JPY (as of October 1, 2017). If the mailing to the address outside of Japan is requested, please bear the actual fee incurred for such mailing. Please pay the above fees by enclosing the stamps equivalent in value to 1,600 JPY in the application form.

**3. Terms and Conditions**

- [1] If the completed application form contains any error, the requested disclosure may not be made.
- [2] If the request is made by any representative, no disclosure shall be made unless the power of attorney is confirmed. We reserve the right to contact the personal information owner for the confirmation of such power of attorney.
- [3] No disclosure shall be made if the request is made without payment of the fees for the disclosure.
- [4] Unless otherwise excepted, our answer will be sent out within seven (7) business days upon our receipt of the errorless completed disclosure application form. Depending on the traffic condition or the storage status of the possessed personal data, our answer to the disclosure may be delayed, in which case the requesting party will be notified of such delay.
- [5] As the inputting process of the possessed personal information into the database may take some time, our answer to the disclosure request may fail to contain the information provided to us the latest.
- [6] If our query has proved that the requested personal information is not possessed, the requesting party will be notified of such.
- [7] If there is a risk that the disclosure request may harm the life, body, property or any other right or interest of the owner or any third party, or that such request may materially obstruct the proper administration of the business by HAIMURUBUSHI Co., LTD., or if the compliance with such request may result in a violation of law, the requested disclosure may be withheld in part or in whole, in which case the requesting party will be notified of such.
- [8] The disclosure will be made in writing, which shall be mailed to the personal information owner at the address of such owner as described in the certificate of residence registry by certified mail with delivery restricted to the addressee unless otherwise excepted (even if requested by an appointed representative, our answer will be mailed to the owner of the personal information requested to be disclosed at the address of such owner as described in the certificate of residence registry). The envelop will indicate the telephone number of the recipient. The addressed party may receive the mailed answer at the post office. Please kindly note, however, that our answer to the disclosure shall not be handed over at HAIMURUBUSHI Co., LTD., even if the requesting party visits the office thereof.
- [9] The personal information submitted in the course of the disclosure procedure will be used for the purpose of confirming the personal identification, verifying with the possessed personal data, administering the disclosure procedure (e.g., communicating with the personal information owner or the requesting party (or representative therefore)), reviewing and improving the disclosure procedure, enhancing the customer services, performing the employee trainings and responding to any dispute, to the extent as necessary for such purpose. The submitted application form will be properly maintained by HAIMURUBUSHI Co., LTD., and properly disposed of upon the lapse of three (3) years after the completion of our answer to the disclosure request. No return will be made. No further text on this page.