



**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   |   |  |
| <b>Proof of Identity for representative</b><br>A: Required in case of Lawyer<br>B: One of these stated in the right column in case the representative is not a lawyer | A | <input type="checkbox"/> (In case of lawyer) Proof of Identity such as CCBE card   |
|   | B | <input type="checkbox"/> National ID card <input type="checkbox"/> Passport<br><input type="checkbox"/> Photo Driving License <input type="checkbox"/> Utility Bill<br><input type="checkbox"/> Birth Certificate <input type="checkbox"/> 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: \_\_\_\_\_