
Details Relating to Requests to Reveal, etc.

Note the following points about requests to reveal, etc., personal information provided by a customer to AIC tech Inc. business staff, and requests to reveal, etc., personal information other than personal information provided on a AIC tech Inc. website:

(1) Request Format

Please download and use the following form: "Request Form to Reveal, etc, Personal Information"

If you cannot download this form, please contact AIC tech Inc. by fax or post. The address is given below, in the section "Inquiries about Revealing, etc., Personal Information (Entry Sample)".

To download the request form: "Request Form to Reveal, etc, Personal Information"

Sample entries in the request form: "Request Form to Reveal, etc, Personal Information (Entry Sample)"

(2) Attached Documents

Please attach the following two documents to "Request Form to Reveal, etc, Personal Information":

a) Documents proving the customer's identity

(For details, see "About Documents Proving a Customer's Identity".)

b) Proof of fee payments

(Not required for requests to correct, add to, or delete personal information.)

(3) Fee Payment

A fee of 800 yen needs to be paid for revealing personal information or for a purpose-of-use report. For details, see "About Fee Payments". You do not need to pay fees to correct, add to, delete, or stop usage of personal information; or to stop provision of the personal information to third parties.

Fees will not be returned when the personal information is not revealed or a purpose-of-use report is not provided due to the fact that AIC tech Inc.

does not have the customer's personal information, or for law-related reasons.

(4) Request Method

Please send the documents listed in a), b), and c) in a registered letter to the request destination specified in (5). Customers are required to pay the cost for the registered letter.

Please provide the following documents:

a) The document "Request Form to Reveal, etc, Personal Information", with all information entered and signed or stamped with your personal seal.

b) Document(s) proving the customer's identity

(For details, see "About Documents Proving a Customer's Identity".)

c) Fee payment confirmation

For details, see "About Fee Payments".

(5) Destination to Send Request

Information Security Office

AIC tech Inc.

1065, Kugeta,

Moka,

Tochigi

Japan 321-4521

(6) Reply from AIC tech Inc.

AIC tech Inc. will send the reply to the customer's address that is written in the document proving the customer's identity. Only the customer can accept the post (specified recipient only). AIC tech Inc. usually requires 2 weeks to carry out internal company investigations. If more than 2 weeks are required, AIC tech Inc. will contact the customer.