

SAMPLE

Request Form to Reveal Information

Based on Article 29 of the Personal Information Protection Law, I am making the following request.

Date of Request (Required)	2020 year 04 month <i>Enter estimated sending date</i>
Address (Required)	141-0031 Shinagawa-ku, Nishigetanda 1-31-1 <i>Enter address from document proving identity</i>
Name (Required)	Yamada Taro (and personal seal/signature)
Tel. number	03-3490-6481
Fax number	03-3490-6332
Email address	webmaster@aitech-inc.com <i>AIC tech Inc. may need to contact you.</i>
Relation to AIC tech Inc. (Required)	<input type="checkbox"/> Individual Customer (Purchased product name: _____)
	<input checked="" type="checkbox"/> Staff member or worker for purchase: Their company or org. name: _____ Work location related to AIC tech Inc.: _____
	<input type="checkbox"/> Stockholder
	<input type="checkbox"/> AIC tech Inc. employee (Employee number: _____)
	<input type="checkbox"/> Retired staff: (Last work location · Employee number: _____)
	<input type="checkbox"/> Other: (Please be specific.)
Request (Required)	<input type="checkbox"/> Purpose-of-use Report
	<input checked="" type="checkbox"/> Reveal
	<input type="checkbox"/> Correct, add, or delete
	<input type="checkbox"/> Stop usage or erase
	<input type="checkbox"/> Stop provision to a third party
Request details	
Request basis	(Basis for customer believing that AIC tech Inc. maintains personal information) When new products are announced, brochures are sent to me. <i>Try to be as detailed as possible.</i>

Cautionary notes:

1. Please attach copies of document(s) proving your identity.
2. When someone (substitute person) is making the request on your behalf, please include (1) Copies of documents proving the identity of both you and the substitute person, (2) Document proving power of attorney.
3. When requesting a purpose-of-use report or requesting revealing of information, please pay the transaction fee beforehand. Please attach proof of fee payment (e.g., when using a bank transfer, attach the ATM receipt) or a sheet of postal money order.
4. AIC tech Inc. will send the reply to the address written in the document proving the identity of the requester. Only the requester can receive this letter (i.e., the recipient of the letter is specified).
5. Personal information entered into this request will be used only for the purpose of carrying out the requested tasks (such as revealing information, etc.).
6. As a result of AIC tech Inc.'s search for the customer's personal information, if there is a high possibility that AIC tech Inc. does not possess this information and other AIC tech group companies do possess this information, then AIC tech Inc. might provide personal information on this form to other AIC tech group companies.