**Request Form for Disclosure of Personal Information**

Date: \_\_\_\_\_\_\_\_\_\_\_\_

To Personal Information Inquiries Desk, Hirata Corporation

\*Please fill in the following required information, attaching necessary documents, such as a personal identification document

Please send this request form to Hirata by mail (Postage is to be paid by a person making a request).

\*Please note that sections framed by bold lines contain mandatory fields and must be completed.

|  |  |  |
| --- | --- | --- |
| Information required to identify the principal | Name |  |
| Date of birth | Month/Day/Year |
| Address | Postal code - |
| Phone No. | ( ) - |
| Identification Document | 1 Copy of driver’s license 2 Copy of passport  3 Copy of health insurance card 4 Copy of pension handbook |

|  |  |  |
| --- | --- | --- |
| Agent | Name of the Agent |  |
| Address of the Agent (office) | Postal code - |
| Phone No. | ( ) - |
| Type of Agent | 1 Statutory representative 2 Privately appointed agent |
| Document to prove the identity of the Agent | 1 Copy of driver’s license 　　　2 Copy of passport  3 Copy of health insurance card 4 Copy of pension handbook |

(Note) Fill in only when the Agent requests.

Please circle any of the corresponding number of the request (1 to 4) and fill in the contents.

1. Request for the notification of the purposes of use

(No details are required to be filled in)

1. Request for the disclosure of personal information

|  |
| --- |
| Please describe as specifically as possible what kind of information on the subject individual you are requesting for disclosure. |

1. Request for the correction, etc. of personal information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Classification of methods of  correction, etc. related to  the request | A Correction | | | |
| Correction items | Details (before correction) | | Details (after correction) |
|  |  | |  |
|  |  | |  |
| B Addition | | | |
| Additional items | Details of addition / Reasons for addition | | |
|  |  | | |
|  |  | | |
| C Deletion | | | |
| Deleted items and details | | Reasons for deletion | |
|  | |  | |

(Note) Please circle the corresponding symbols of A to C and fill in correction items/details, additional items/details/reasons, and deletion items/details/reasons.

4. Request for the cessation, etc. of use of personal information etc.

|  |  |
| --- | --- |
| Classification of methods of cessation, etc. of usage related to the request | A Cessation of use |
| 1. Use beyond the range necessary for the purposes of use (Use outside the purposes) |
|  |
| 1. Acquisition by improper means |
|  |
| B Erase |
| 1. Use beyond the range necessary for the achievement of the purposes of use (Use outside the purposes) |
|  |
| 1. Acquisition by improper means |
|  |
| C Third party provision (seeking affiliated parties or providing methods and the cessation of use) |
|  |

(Note) Please circle the corresponding symbols of A to C, and specifically enter the reasons for each.

\*The cessation of third party provision includes the provision to a large number of unspecified people. Therefore, if you request the cessation of the provision to a large number of unspecified people, enter providing methods (e.g. disclosure on website).

End