

Personal Information Disclosure, Request Form

Chief Privacy Officer
Relia, Inc.

I hereby request disclosure, etc. of personal information as outlined below.

Section to be completed by requester Asterisked (*) items are required fields. We may not be able to respond to your request if these fields are left blank.	
Request Date	____/____/____
* Requester Check the appropriate response	<input type="checkbox"/> Individual Concerned <input type="checkbox"/> Representative * Check one of the following if a representative (<input type="checkbox"/> Statutory representative for a minor or adult ward <input type="checkbox"/> Representative authorized by the individual concerned)
* Individual Concerned	Name
	Address
* Representative NB: leave blank if requester is the individual concerned	Name
	Address
* Requester Contact Details	Phone Number
	Email Address
* Type of Request Check the appropriate response	<input type="checkbox"/> Notification of Purpose of Use <input type="checkbox"/> Disclosure <input type="checkbox"/> Correction, Addition, Deletion <input type="checkbox"/> Suspension of Use, Erasure <input type="checkbox"/> Suspension of Provision to Third Parties
* Request	NB: State reason and specific details if requesting correction, addition or deletion

(Note 1) Please enclose the following documents as proof of the identity of the individual concerned or the representative.

- 1) Copy of an official document such as the requester's (or their representative's) driver's license or health insurance card
- 2) If the request is being made by a representative: a letter of authorization from the requester and a seal registration certification for the requester's seal in addition to the document provided for in 1)
(Copy of an official document such as the requester's driver's license or health insurance card if the requester has not registered their seal)
- 3) If the representative is a statutory agent such as a person with parental authority: a certified copy (extract) of the family register or a copy of their residence certificate to indicate their relationship to the requester, in place of a letter of authorization

(Note 2) Fees are charged for Disclosure, etc. Requests that request notification of purpose of use or disclosure. Please enclose postage stamps equivalent to 1,000 yen as a fee with each request.