

## Form for requesting disclosure, etc. of "retained personal data"

Request Date(Month/Date/Year) :     /     /

To: ANA Catering Service Co., Ltd.

I hereby request the disclosure, etc. of personal data as follows:

Person requesting disclosure, etc.

Last Name		Relationship to the person to whom disclosure, etc. pertain	Please ✓ check the appropriate box. <input type="checkbox"/> Principal <input type="checkbox"/> Legal representative (a person with parental authority or a guardian) <input type="checkbox"/> Representative
First Name			
Address	(〒     -     )	Telephone	(     )     -

1. Person to whom disclosure, etc. pertain (If it is the same as the person requesting disclosure, etc., please enter "Same as above" in the name column.)

Last Name		Date of Birth	Western calendar Month/Date/Year
First Name			
Address	(〒     -     )	Telephone	(     )     -

2. Details of personal information requested

Please fill in the details of the request made by the person to whom disclosure, etc. pertain.

• Please describe the services and products the person to whom disclosure, etc. pertain uses when providing personal data to the Company.
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Please ✓ check the box below for the item requested.

Disclosure	<input type="checkbox"/>	Correction	<input type="checkbox"/>	Deletion	<input type="checkbox"/>	Addition	<input type="checkbox"/>	Discontinuance	<input type="checkbox"/>	Erasure (Disposal)	<input type="checkbox"/>
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Please ✓ check the retained personal data that you wish to have disclosed, etc.

Name		Facsimile Number		Business Information		Address	
Email Address		Shipping Address		Phone Number		Date of Birth	
Others							

For use by the Company	Date of Receipt	Receipt Number	Received by	Remarks
	Month/Date/Year			

## **Procedures for requesting disclosure, etc. of "retained personal data"**

For requests for the disclosure, etc. of personal information held by the Company, please send the following (A) through (D) by post. Please note that the Company may not be able to fulfill a customer's request for disclosure, etc., when there is missing information, incomplete documentation, insufficient fees, or other problems.

■Documents required to be submitted

(A) Form for requesting disclosure, etc. of "retained personal data"

(B) Documents to verify the identity of the person requesting disclosure, etc., or the person with parental authority, the legal representative or the representative of the person requesting disclosure, etc.

<For a request by the individual for disclosure, etc.>

•Copies of two of the following: driver's license, health insurance certificate, pension insurance booklet, passport, basic resident registration card with face photo, certificate of alien registration (residence card or special permanent resident certificate), physical disability certificate or certificate of seal registration

<For a request by a legal representative (a person with parental authority/guardian) for disclosure, etc.>

•A document that certifies that the person is the legal representative of the individual (copy of family register or residence certificate, etc.)

•Documents to identify the legal representative (copies of two of the following: driver's license, health insurance certificate, pension insurance booklet, passport, basic resident registration card with face photo, or other certificates)

<For a request by a representative for disclosure, etc.>

•Power of attorney stating that the person is the representative (the registered personal seal of the person requesting disclosure, etc. must be affixed)

•Certificate of seal impression of the person requesting disclosure, etc.

•Documents to identify the representative (copies of two of the following: driver's license, health insurance certificate, pension insurance booklet, passport, basic resident registration card with face photo, or other certificates)

(C) Disclosure fee: 500 yen (postage stamp equivalent to the fee)

(D) Return envelope (a stamped return envelope for sending back disclosure details)

■Address for sending required documents, etc.

144-0041 3 -2 -8 Haneda Airport, Ota-ku, Tokyo ANA Catering Service Co., Ltd., Person in charge of handling personal information
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■Number of days to disclosure

The requested personal information will be notified to the person requesting disclosure, etc. approximately two weeks after the receipt of the request for disclosure, etc.

■Handling of Requests for Disclosure, etc.

Documents obtained through requests for disclosure, etc. will only be handled to the extent necessary to respond to such requests. In addition, the submitted documents will be retained for twenty four (24) months after the completion of the response to the request for disclosure, etc., and disposed of in an appropriate manner.

■Denials of requests for disclosure and the reason for the denial will be notified.

•A required item is missing.

•An item to be confirmed cannot be confirmed.

•The subject of the request for disclosure, etc. does not constitute retained personal data.

•Disclosure is likely to have a serious impact on the Company's proper business operations.

•Disclosure is likely to violate the provisions of other laws and regulations.

•The life, person, property and other rights of the individual or third parties are likely to be harmed.

End