

## ■ Procedures for Requesting Personal Information Subject to Disclosure

Request from the principal or his/her representative for notification of the purpose of use, disclosure, correction, addition and deletion of contents, cessation of use or erasure, and/or cessation of provision to third parties (hereinafter, a "Request for Disclosure, etc.") in relation to personal information subject to disclosure in the Company's possession should be made by using the request form designated by the Company in accordance with the following procedures. Please download the PDF file of the request form designated by the Company, and print it out and fill it out.

### 1. Recipient of "Request for Disclosure, etc."

To make a "Request for Disclosure, etc.," please send the request form designated by the Company with necessary documents enclosed to:

Personal Information Contact Desk, JTB Communication Design, Inc.

Celestine Shiba Mitsui Bldg., 3-23-1 Shiba, Minato-ku, Tokyo 105-8335

Email address: p-mark@jtbcom.co.jp      TEL: 03-5657-0600 (Reception hours: 9:30-18:00\*)

\* Please note that we respond to the requests received on Saturdays, Sundays, national holidays, during the year-end and new-year period or Golden Week holiday on the next business day or later.

### 2. Documents to be submitted in making a "Request for Disclosure, etc."

To make a "Request for Disclosure, etc.," please fill in all required items on the request form (1), and send it with the documents (2) enclosed.

#### (1) Request form designated by the Company

"Request form for disclosure, etc. of personal information subject to disclosure"

#### (2) Documents for identity verification

Please enclose any of the following identity verification documents:

- (i) Driver's license
- (ii) Passport
- (iii) Residence certificate
- (iv) Health insurance certificate
- (v) Foreign resident registration certificate
- (vi) Other official documents which enable identification verification

\* Please make sure that any registered domicile information or individual number contained in the identity verification documents is blacked out or otherwise rendered illegible.

### 3. In the case of "Request for Disclosure, etc." by a representative

If a person making a "Request for Disclosure, etc." is a representative, please enclose any copy of documents listed in 3.(1) below proving that he/she is a representative, in addition to the documents under 2.(1) and (2):

#### (1) Documents proving that he/she is a representative

<In the case of a representative delegated by the principal regarding requesting for disclosure, etc.>

- (i) Power of attorney of the principal (original copy)

<If the representative is a statutory representative of a minor (if the representative is the person who has parental authority or a guardian of a minor)>

- (i) A transcript of the family register
- (ii) Other official documents which enable confirmation of the authority of statutory representation

<If the representative is a statutory representative of an adult ward>

- (i) A certificate of registered information concerning guardianship registration, etc.
- (ii) Other official documents which enable confirmation of the authority of statutory representation

\* Please make sure that any registered domicile information or individual number contained in the verification documents is blacked out or otherwise rendered illegible.

### 4. Fee of "Request for Disclosure, etc." and collection method

*Only in the case of requesting the notification of the purpose of use or disclosure*, the Company will charge the following amount (including costs for return mail from the Company) per request: Please enclose a fixed-amount postal money order for the following amount along with the document for requesting you mail us.

## PA-02 Announcement on Handling of Personal Information

Fee amount: 800 yen

### 5. Method of response to “Request for Disclosure, etc.”

In principle, the Company will answer to your request in writing (by mailing a sealed letter) to the principal’s address stated in the request form.

◇Personal information obtained in relation to a “Request for Disclosure, etc.” will be handled only within the scope necessary to respond to your Request for Disclosure, etc.

◇In the following cases, we may not be able to respond to a “Request for Disclosure, etc.” In this case, we will inform you to that effect and reason therefor. Further, please be advised that we will charge you fees even in the case of not disclosing.

- (i) if identification of the principal or his/her representative cannot be verified;
- (ii) if the designated applications documents are incomplete;
- (iii) if information requested to be disclosed does not fall under the “personal information subject to disclosure”(\*);
- (iv) if disclosing would harm the life, body, property or other rights or interests of the principal or a third party’;
- (v) if disclosing would seriously interfere with the proper conduct of business of the Company; or
- (vi) if disclosing may violate laws and regulations.

\* Personal information subject to disclosure refers to personal information constituting a collective body of information systematically organized which the Company has the authority to respond to request from the principal to disclose, correct, add or delete the contents of, cease the use of or erase, and cease providing to a third party. However, if it falls under any of a) to d) below, it is not personal information subject to disclosure:

- a) personal information which would harm the life, body or property of the principal or a third party if its presence or absence is made known;
- b) personal information which would facilitate or induce illegal or unjust acts if its presence or absence is made known;
- c) personal information which would harm national security, might cause damage to the relationship of mutual trust with another country or an international organization, or might cause a disadvantage in negotiations with another country or an international organization if its presence or absence is made known; or
- d) personal information which would hinder the prevention, crackdowns or investigations of crimes, or maintenance of other public safety and order if its presence or absence is made known.



The Company was accredited as a private business operator properly handling personal information, and granted the PrivacyMark by JIPDEC.