Personal Information Disclosure Request Form

TO: Hotel Nikko Fukuoka. (Hotel Nikko Fukuoka Co., Ltd.)

Pursuant to the provisions of the Act on the Protection of Personal Information, I hereby request that you disclose personal information retained by your company in relation to the following covered person.

(Input required for all items marked ※)

					(Input re	quirea tor	all items r	narked X)
1. Covered Person	Kana 💥							
	reading (*)							
☐ Covered Person	Full Name 💥							SEAL
	Kana 💥							
☐ Agent	Home 💥							
☐ Legal Agent	address	1						
☐ Discretionary Agent☐ Other	Telephone 1 🔆	Home						
(If agent request, complete the	Telephone 2	Mobile or work						
agent details below.)	Contact for communicatio 💥 ns from hotel							
	FAX No.							
	E-mail							
2. Information about Agent	etc.							
Relationship to covered person	☐ Parent	☐ Guar	dian	☐ Heir	☐ Oth	er()
Kana								
Full Name								SEAL
Telephone					(Circle one	e: Home	• Work	• Mobile)
3. Scope of the disclosure r	equest ※ (Plea	ase give det	ails regard	ing the pers	onal inform	ation requ	ested.)	
4. Details of Request ※ (P	lease provide det	ailed inform	ation.)					
(COMPANY SECTION) Red	and Number TN	<u> </u>		Note:				
■ Date of request:		O. ———— (AM •PM)			none / E-ma	ail / Other	· ()
■ Official identification docu	uments (copy):	[Identity do	cument N	0.]	
11 of	se 🛘 passport 🗖				resident reg	istration c	ard	
☐ resident card	d or special perma				au Dahatua	-+ -f f:l		
2 of	ınce card □ pens ertificate	siori book 🗀	сору от та	arrilly registe	er <u>Labstra</u> d	it of family	/ register	
■ Document evidencing age	_			1			Person in	Saal
Received by :	Section Seal	/Division		Respons	e date: 🗸	/ / '	Charge	Ocai
Manager Seal						, i	Manager	Seal
■ Chief Privacy Officer : S	ignature				5	Seal		

■ Postage of request forms and fees

When making a request, be sure to include the necessary documents listed below and a 1,000 yen postal note, and send by simple registered mail (*kani kakitome*) or certified mail (*tokutei kiroku yubin*). Please also write "Disclosure Request Enclosed" on the envelope.

[Forms required and fees]

1. If request is from the covered person themselves

- (1) This Personal Information Disclosure Request Form (fully completed with name and seal)
- (2) 1.000 ven postal note (kokawase) (fee)
- (3) Identification documents (still valid and not expired)
- Please submit a copy of at least one of the following documents (including portrait photo)
 If the address has changed, attach a copy of the reverse side (showing the change) after the change has been properly registered.
 - ① driver's license, ② passport ③ individual number card (individual number card, including portrait photo side),
 - (a) basic residence register card with portrait photo, (5) residence card or special permanent resident certificate (showing current address)
- ♦ If the above documents cannot be provided, at least two of the following documents will be required:
 - ① a copy of health insurance card, ② copy of pension book, ③ copy or abstract of family register, ④ residence certificate
 - X Documents 3 and 4 must have been issued within the last three months.

2. If request is submitted by an agent

If the request is submitted by an agent, the following documents are required, in addition to those in 1.(1) through (3) above.

- (4) identification documents of the agent (refer to above requirements for covered person)
- (5) power of attorney, etc.
 - ① If the agent is a person who has parental authority over the covered person: copy of family register of agent (issued within the last three months)
 - ② If the agent is the covered person's guardian: the certificate of registered information
 - ③ If discretionary agent: a power of attorney (with covered person's registered seal) and seal registration certificate for the seal used (must have been issued within the last three months)

■ About the response

A response will be sent in writing by simple registered mail to the address listed on the covered person's identification document. In the case of a disclosure request by a legal agent, responses are made to the legal agent at the time of the request.

Responses are also generally made in writing if upon investigation it is found that there is no retained personal data to disclose, or disclosure cannot be made due to incorrectly completed request form or insufficient documentation. Please note that the fee is non-refundable.

Responses take around two weeks from receiving a disclosure request. Please note, however, that in some cases more time can be required for investigation and response.

- * Personal information obtained in the process of a disclosure request is used by the company to carry out this request, confirm the covered person or agent, for fee handling and to respond to the disclosure request.
- **Personal information documents submitted will be destroyed appropriately without delay upon completing a response to a disclosure request.

Please note that such documents will not be returned.

■ Address for questions or other requests regarding your disclosure request

Hotel Nikko Fukuoka. (Hotel Nikko Fukuoka Co., Ltd., 2-18-25 Hakata Ekimae,Hakata-ku, Fukuoka-shi, Fukuoka 812-0011, Japan TEL: 81-92-482-1111(10:00 - 17:00JST)