

Date of entry: (Month) _____ (Day) _____, (Year) _____

To: The office for inquiries about personal information
 Business Headquarters for Business-Use Washing Machines
 Aqua Co., Ltd.

Written Request for Correction of Personal Information

Based on the Act on the Protection of Personal Information, I hereby make a request as stated below concerning the personal information possessed by your company.

1. Matters related to the person to whom the information belongs

Person subject to correction	Name	(Seal)
	Address	Postal code: -
	Telephone number	(A telephone number by which the person can be contacted during the daytime)
	Email address	
Content of the request (Please circle one of them)	1. Correction of personal information 2. Addition of personal information 3. Elimination of personal information 4. Suspension of use of personal information 5. Suspension of provision of personal information to third parties	
Document for confirming the identity of the person to whom the information belongs (Please circle the document you will enclose.)	1. Driver's license 2. Health insurance card 3. Passport 4. Pension book 5. Basic resident register card with a photograph 6. Copy of alien registration certificate (For items 1 through 5, a copy)	

2. Background or means by which the person to whom the information belongs provided personal information to the Company

(Please circle the number that applies and specifically fill in the name of the product or the name of the service.)

		Inquiry number, name of purchased product, or name of service
1.	Application for repairs or maintenance	
2.	Inquiry	
3.	Questionnaire, campaign, or monitor registration	
4.	Other	

3. Correction of personal information (In a case of a request for correction, please fill in that content.)

Items of personal information (name, address, telephone number, etc.)	Before correction	After correction

4. Addition of personal information (In a case of a request for addition, please fill in that content.)

Items of personal information (name, address, telephone number, etc.)	Content of personal information to be added

5. Elimination of personal information (In a case of a request for elimination, please fill in that content.)

Specific name of service or content of use for which a request for elimination is made

6. Suspension of use of personal information or suspension of provision to third parties
 (In a case of suspension of use or suspension of provision to third parties, please fill in that content.)

Specific name of service or content of use for which a request for suspension of use or suspension of provision to third parties is made

*A service charge will not be necessary if you make a request for correction, addition, elimination, suspension of use, or suspension of provision to third parties for personal information.

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 The section below is to be filled in by the company.

(Secretariat)	Remarks
(Date stamp)	