

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 Disclosure of Personal Information

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

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

Person subject to disclosure	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. Disclosure of personal information		
	2. Notification of purposes of use		
	Please fill in the specific purpose of the request. (Filling this in is voluntary.)		
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. Method of use of personal information from the Company
(Please circle the thing that applies.)

1. Sending direct mail	2. Delivery of email
3. Telephone call	4. Visit
5. Other ()

4. Disclosure of personal information
(Please specifically write the items of personal information that you want disclosed.)

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

Service charge (Please enclose the service charge stated below by using a postal money order with a fixed amount.)

Service charge	JPY 700
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The section below is to be filled in by the company.

(Secretariat)	Remarks
(Date stamp)	