

Application for Disclosure of Retained Personal Data

Attn: Customer Relations Office, KOKUYO Co., Ltd.

Date: MM/DD/YYYY

	Item	Entry field	Example
1	Name of person to be disclosed		Ichiro Suzuki
2	Current address		x-x-x Otemachi, Chiyoda-ku, Tokyo
3	Telephone number		03-xxx-xxxx
4	Company		KOKUYO ●● Co., Ltd.
5	Request items Select and describe the information that you would like disclosed from among retained personal data and records provided to third parties.		Retained personal data
6	Context at time of provision of personal information <ul style="list-style-type: none"> ● Date and time of provision ● Department information was provided to ● Name of representative information was provided to ● Method and details of provision 		Jan 1, 2005, at around 10am Sales Division 1 Taro Kokuyo Enquired via telephone about nearby stores that carry KOKUYO stationery products.
7	Personal information provided		Name, telephone number

8	Name of applicant (Also include current address if applicant is different from the individual to be disclosed)	Seal	
9	Relationship to individual to be disclosed		Same person
10	Method of response Select and indicate whether you would like a response by mail or email. If you would like a response by email, indicate your email address.		Mail

Remarks:

1. A fee of 1,000 yen is required for each disclosure application. (Please enclose a postage stamp of the same amount with this application)
2. Please be sure to enclose identity verification documents if the applicant in Item 7. is the same person as the individual to be disclosed. If the application is a different person, please be sure to fill in "Item 8. Relationship to individual to be disclosed" and enclose documents that verify the relationship. In addition, please note that it is not possible for the disclosure documents to be sent if the address stated in the verification documents differs from the current address. The required documents are as listed under "Notes".
3. Only one company and one person can be requested for disclosure with this application. Even if multiple companies and names are entered, only one company and one person will be disclosed with this application.

For official use only
Date and time of receipt
Receipt no.

Please read the Notes on the next page.

Notes

1. Items available for disclosure
Retained personal data or records provided to third parties regarding the "target company" and "individual to be disclosed", such as names, addresses, telephone numbers and email addresses.
2. Request for disclosure (mailing address)
6-1-1 Oimazato-minami, Higashinari-ku, Osaka-shi 537-8686
Customer Relations Office, KOKUYO Co., Ltd.
3. Items to be submitted for request for disclosure
 - (1) Application for Disclosure of Retained Personal Data
 - (2) Fee for request for disclosure (1,000 yen postage stamp)
We will inform you in the event that the disclosure fee is insufficient or not enclosed, but if there is no payment within the prescribed period, we will deem the request for disclosure invalid.
 - (3) Documents to verify identity or qualification of agent
 - (i) If the applicant is the same person

One copy of any of the following: copy of driver's license or passport (portion that lists name and current address), certificate of seal impression (original copy only), certificate of residence (original copy only), health insurance card. Certificate of seal impression and certificate of residence will be enclosed and returned in the reply.

(Note): Please black out your permanent domicile on copies of documents that list your permanent domicile.

(ii) If the applicant is a different person

(a) In the case of a legal representative

The prescribed declaration form and documents certifying statutory power of representation (for example: extract of family register, certificate of residence (including relationships)).

Legal representative verification documents (such as a copy of the driver's license of the legal representative, corresponding to identity verification documents.)

(b) In the case of an agent

The prescribed power of attorney and the person's certificate of seal impression (within 3 months of creation).

4. Method of replies to requests for disclosure

In response to a demand for disclosure, we shall, in accordance with the wishes of the person making the demand, provide a written response to the requesting party's address specified in the application form or attach an electronic record to an email sent to the email address specified in the application form (if disclosure using the latter method is problematic, we will provide notice to that effect, and respond using the former method).

5. Purpose of use of personal information acquired through requests for disclosure

Personal information acquired through requests for disclosure shall only be handled within the scope necessary for disclosure. Documents submitted will be stored for two years after the answer to the request for disclosure is completed and will be discarded thereafter.

6. Reasons for non-disclosure of retained personal data or records provided to third parties

We will not disclose retained personal data in the following cases. We will notify applicants regarding the reasons should we decide on non-disclosure. In addition, we will still be charging the prescribed fee even in cases of non-disclosure.

(i) In cases where the identity of the person cannot be confirmed, such as if the address stated in the application is different from the address stated in the identity or agent qualification verification documents.

(ii) In cases where the authority of representation of the agent applying cannot be verified.

(iii) In cases where the prescribed application form is not completed.

- (iv) In cases where the subject matters of the demand for disclosure does not constitute retained personal data
- (v) In cases where there are risks of serious hindrance to the proper implementation of our business activities.
- (vi) In cases where it is stipulated by other laws and regulations or in cases where disclosure violates other laws and regulations.