

Application for Revision 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 revised		Ichiro Suzuki
2	Current address		x-x-x Otemachi, Chiyoda-ku, Tokyo
3	Telephone number		03-xxx-xxxx
4	Company		KOKUYO ●● Co., Ltd.
5	Details of request (revision, addition, deletion, suspension of use, erasure)		Revision
6	Items and details of the company's retained personal data requested for revision		Revision of name Before revision: Ichiro Suzuki After revision: Ichiro Suzuki (different kanji character)
7	Name of applicant (Also include current address if applicant is different from the individual to be revised)	Seal	
8	Relationship to individual to be revised		Same person

Remarks:

1. If you would like to know whether there are any retained personal data and its contents, please request for disclosure (required a fee) separately through the Application for Disclosure of Retained Personal Data.
2. Please be sure to enclose identity verification documents if the applicant in Item 7. is the same person as the individual to be revised. If the application is a different person,

please be sure to fill in “Item 8. Relationship to individual to be revised” and enclose documents that verify the relationship. In addition, please note that it is not possible for the notification 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 revision with this application. Even if multiple companies and names are entered, only one company and one person will be revised 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 revision

Revision, addition, deletion, suspension of use and erasure (revision) of retained personal data regarding “target company” and “individual to be revised”, (such as names, addresses, telephone numbers and email addresses) can be requested through the Application for Revision of Retained Personal Data.

2. Request for revision (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 revision

(1) Application for Revision of Retained Personal Data

(2) 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 revision

We will reply in writing to the applicant's current address written in the application form.

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

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

6. In cases of non-revision of retained personal data

We will not revise retained personal data in the following cases. We will notify applicants regarding the reasons should we decide on non-revision.

(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 of revision does not fall under retained personal data.

(v) In cases where the details of the request for revision is contrary to fact.

(vi) In cases where it is stipulated by other laws and regulations or in cases where revision violates other laws and regulations.