

## Guidance on Application for Disclosure of Personal Information

You are requested to follow the procedures below on the application for Disclosure (including disclosure, notice of the purpose of use, correction or addition, suspension of use, deletion of Personal Information) of Personal Information.

Rakuro Inc.  
Personal Information Administrator

### 1. Method of application

(1) Any request for Disclosure of Personal Information under the Act on Protection of Personal Information shall be made by mail.

Please use the attached format “Application for Disclosure of Personal Information”.

(2) Please note that we cannot accept a request for procedures in the following cases.

- Omission in filling out application documents
- Failure to affix seals
- Insufficiencies of confirmation documents required for Disclosure

※ Please note that in case of any of the above, you shall re-send a set of confirmation documents.

(3) When sending the application form, please write in red ink on the envelope "Application for Disclosure is enclosed."

### 2. Identification

(1) When mailing Application for Disclosure of Personal Information, please enclose one of the following documents (before the expiration date) as identification document.

- Copy of Residence Certificate or Residence Card (issued within one month prior to the date of Application)
- Copy of Driver's License
- Copy of Passport
- Copy of Health Insurance Certificate
- Copy of Pension Book

(2) If the application is made by an agent, please enclose the following documents in addition to the documents described in (1) above.

A. By the statutory agent

— One (1) copy of the documents to prove the legal authority of such statutory agent  
(Copy of transcript of the family register, copy of Health Insurance Certificate or

Residence Certificate)

— One (1) copy of documents to verify the identity of the statutory agent

(One of the documents described in paragraph (1) above of the statutory agent)

B. By a privately appointed agent

— One (1) copy of the power of attorney

- One (1) copy of documents to verify the identity of the agent  
(One of the documents described to in paragraph (1) above if the privately appointed agent)

### **3. Fees**

A fee of 1,000 yen is required for each application. When mailing the application documents, such as Application for Disclosure of Personal Information, please enclose the Fixed Postal Money Order or cheque of 1000 yen.

### **4. Mailing address**

When all application documents have been completed, please send them by registered mail with return receipt at the address below:

ARBOS 2-C, 5-31-17, Okusawa, Setagaya-ku, Tokyo, 158-0083, Japan

Rakuro Inc. Personal Information Administrator

※The postage of mailing shall be borne by the applicant.

### **5. Method of response**

We will respond in writing to the address of the subject person or to the address of the applicant described in the Application.

## Application for Disclosure of Personal Information

Application Date: [ \_\_\_\_\_ ]

MM/ DD /YYYY

### **Rakuro Inc.**

In accordance with the Personal Information Protection Law, I hereby apply as follows:

#### **1. Person entitled to disclosure.**

Address	Telephone Number: (    )			
Name		(seal or signature)	Date of Birth	month/day/year

#### **2. Applicant**

Please check in  for the relationship with the Person subject to Disclosure of Personal Information. (The address, name, and seal may be omitted in the case that the Applicant is the Principal)

<input type="checkbox"/> Principal <input type="checkbox"/> Statutory Agent <input type="checkbox"/> Privately Appointed Agent (Relationship with Subject Person: _____ )				
Address	Telephone Number: (    )			
Name		(seal or signature)		

#### **3. Please check in for the purpose of the application.**

<input type="checkbox"/> Disclosure of Personal Information <input type="checkbox"/> Correction or addition of Personal Information <input type="checkbox"/> Deletion of Personal Information	<input type="checkbox"/> Notice of the purpose of using Personal Information <input type="checkbox"/> Suspension of using Personal Information
Type of target Personal Information ( _____ ) Details _____ of _____ correction/addition ( _____ ) Reason for application ( _____ )	

※Please fill in Type of target Personal Information to the extent we can know the situation when you provided such Personal Information, and please fill in Details of correction/addition and Reason for application with the details of the correction, addition and reasons for the application. (If it does not fit in the space above, please submit with Appendix (format free).)

#### **4. Method of Receiving the Results of Application**

Sending to subject person's address by mail is preferred    Sending to applicant's address by mail is preferred

#### **CAUTIONS: Please be sure to read the following**

1. Please fill in the bold frame without omission. In addition, please fill in  with check✓.
2. Please send the documents by registered mail with return receipt for the purpose of identity confirmation.
3. In the event of any deficiency in the documents, disclosure may be refused.
4. Personal Information obtained from the application for disclosure shall be used appropriately for the purpose of

responding to such application.

[Do not fill in the space below]

Acceptance (Person in charge (seal) and date)	Identity Confirmation (Person in charge (seal) and date)	Response (Person in charge (seal) and date)