

Important Points on Request for Disclosure of Retained Personal Data, etc.

1. Unless otherwise specified by the person in question, the Company will disclose the retained personal data, etc., in writing, and as a basic rule, the information will be mailed to the person identified by personal data as the recipient at the address stated in his/her resident register by certified mail addressed to the requester (when a statutory representative is the requester, the information will be sent to the statutory representative as the recipient at the address stated in the representative's resident register). The telephone number of the recipient will be written on the envelope. Once the mailed notification is delivered to a local post office, the recipient will be contacted by the post office. The recipient will then receive the package at his/her address or at the post office through the verification of his/her identity.
2. When the request is sent by a representative and yet the authority of representation cannot be verified, the person himself/herself may be contacted to verify the authority.
3. It may take a long time to hand over the package of the disclosure of the retained personal data, etc., due to the identity verification procedure relating to retained personal data. Your understanding of this matter is appreciated.
4. You will be charged 600 yen for each request for the disclosure of the retained personal data. To pay the fee, we ask that you enclose either postage stamps or a postal money order with the request form. Please note that your request for the disclosure of the retained personal data will not be accepted until such payment is made.
5. When it is found as a result of verification that the Company does not retain the requested personal data, the Company will notify you of such fact. In this case, the Company will not be able to return any fee that you have paid. Your understanding of this matter is appreciated.
6. When such notification is likely to harm the life, limb, property, or other rights or interests of the person or third parties, notification is likely to seriously impede the proper execution of the business of the Company's Group, or disclosure violates laws and regulations, notification of the whole or a part of the information may not be disclosed. In this case, the Company will notify you of such fact, but will not be able to return any fee that you have paid. Your understanding of this matter is appreciated.
7. In cases in which the designated request form contains deficiencies, the Company may not be able to disclose the information.
8. The Company will utilize personal information provided through the request procedure within the scope necessary to follow the said disclosure, including verification of the identity of the person, examination of retained personal data, etc., and communication with the person or his/her representative. The Company will not return the request form.

End of Document

Request for Disclosure of Retained Personal Data, etc.

(Month / Date / Year)

To: Marubeni Corporation

(Personal Information Inquiry Desk,

[group / branch / office / division])

I hereby request that you disclose the retained personal data, etc., as to the person identified thereby as stated below:

Requester	Address:	
	(furigana):	seal
	Name:	
	Telephone number (home / mobile / office / other): - -	
Relationship with the requester: <input type="checkbox"/> Self <input type="checkbox"/> Statutory representative <input type="checkbox"/> Representative under entrustment		
When the requester is a statutory representative or representative under entrustment, please make sure to enter the address, name and telephone number of the person identified by personal data.		
Person identified by personal data	Address:	
	(furigana): Name:	Telephone number (home / mobile / office / other): - -
Recipient of disclosed personal information (select only when the requester is a representative under entrustment) <input type="checkbox"/> Person identified by personal data <input type="checkbox"/> Representative		

[Necessary documents, etc.]

When the requester is the person identified by personal data (both (1) and (2) are mandatory)	(1) Resident register (2) One of the following documents: <input type="checkbox"/> Driver's license (copy) <input type="checkbox"/> Passport (copy) <input type="checkbox"/> Health insurance card (copy) <input type="checkbox"/> Other certificate, etc., issued by a public organization ()
When the requester is a statutory representative of a minor or adult ward (all documents from (1) to (3) are mandatory)	(1) Document evidencing the authority of statutory representation (copy of family register / certificate of registered matters, etc.) (2) Resident register of the statutory representative (3) One of the following documents of the statutory representative: <input type="checkbox"/> Driver's license (copy) <input type="checkbox"/> Passport (copy) <input type="checkbox"/> Health insurance card (copy) <input type="checkbox"/> Other certificate, etc., issued by a public organization ()
When the requester is a representative under entrustment (all documents from (1) to (5) are mandatory)	(1) Power of attorney prepared by the person identified by personal data (principal seal must be affixed) (2) Registered stamp certificate of the person identified by personal data (3) Resident register of the person identified by personal data (4) Resident register of the representative (5) One of the following documents of the representative: <input type="checkbox"/> Driver's license (copy) <input type="checkbox"/> Passport (copy) <input type="checkbox"/> Health insurance card (copy) <input type="checkbox"/> Other certificate, etc., issued by a public organization ()
Fee	600 yen in postage stamps or a postal money order

[Contents disclosed as requested] (Please describe the contents in as much detail as possible.)

[Information to identify retained personal data, etc., to be disclosed]

(Please describe in as much detail as possible, to the extent that you can identify, the information that will be helpful in order for us to cross-check the retained personal data that is the subject of the request (e.g., information regarding direct mails about our products, questionnaires you filled out, etc.))

(Note) Please note that when there are deficiencies in the designated necessary matters and/or documents, the Company may not be able to disclose the information.