Date

〒105-0001
2-10-4 Toranomon, Minatoku, Tokyo
Okura Prestige Tower, 15th floor
Forum Engineering Co.
General Affairs Department,
Customer Service Department

Personal Information Disclosure Request Form

Request for notification of purpose of use, disclosure, correction, addition or deletion of content, suspension of use, erasure and suspension of provision to third parties, and record of provision to third parties of retained personal data.

●Please tell us the circumstances when you registered your personal information (information request, application, contract, transaction, etc.).

Period	Year	Month	Date	*Please give us information as long as you know.

●If you are requesting disclosure (including notification of purpose of use), please provide the details of your request.

●Please fill in the required information for corrections,if necessary (including additions and deletions).

Correction details	Before	⇨	After

●Please select from the following options if you wish to discontinue use, erase, or discontinue provision to a third party.

☐Suspension of Use	☐Erasure of information	☐Cessation of provision of information to third parties
reason	(If you do not mind, please indicate why you prefer the above.)	

●If you are requesting disclosure of records of provision to a third party, please provide the details of your request.

●Personal information provided will only be used to verify the identity of the person making this request.

Person in question himself	name	
	address	
	Phone number	

appointed representative	name	
	address	
	Relationship with the person in question	☐Legal representative ☐Authorized representative
	power of attorney	☐A letter of attorney signed by the principal and acertificate of seal registration ☐In the case of a legal representative such as a person with parental authority, a document that shows the relationship with the person in question ( ) *One of the above
	Identification documents	☐Driver's license ☐Copy of certificate of residence ☐Health Insurance Card *One of the above *Please prepare a copy with your permanent address filled in.

●Please select a method of response from the options below. If you do not select one, we will reply in writing.

☐Mail	☐FAX	☐Mailing
mail:	Number:	

●About commissions

500 yen will be transferred by bank transfer. *Only forcases involving notification and disclosure of purpose of use.