

**SAMPLE**

**Request Form to Reveal Personal Information**

Based on Article 29 of the Personal Information Protection Law, I am making the following request.

|   |   |
|---|---|
| <b>Date of Request (Required)</b>   | 2005 year 04 month <span style="float: right;">Enter estimated sending date</span>  |
| <b>Address (Required)</b>   | 141-0031<br>Shinagawa-ku, Nishigotanda 1-31-1 <span style="float: right;">Enter address from document proving identity</span>   |
| <b>Name (Required)</b>  | Hitachi Taro (and personal seal/signature)  |
| <b>Tel. number</b>  | 03-3490-6481  |
| <b>Fax number</b>   | 03-3490-6332  |
| <b>Email address</b>  | webmaster@hitachi-aic.com   |
| <b>Relation to Hitachi AIC Inc. (Required)</b><br><br><span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Enter checkmarks on</span> | <input type="checkbox"/> Individual Customer<br>(Purchased product name: _____ )  |
|   | <input checked="" type="checkbox"/> Staff member or worker for purchase:<br>Their company or org. name: _____<br>Work location related to Hitachi AIC Inc.: _____   |
|   | <input type="checkbox"/> Stockholder  |
|   | <input type="checkbox"/> Hitachi AIC Inc. employee<br>(Employee number: _____ )   |
|   | <input type="checkbox"/> Retired staff:<br>(Last work location · Employee number: _____ )   |
|   | <input type="checkbox"/> Other: (Please be specific.)   |
| <b>Request contents (Required)</b><br><br><span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Enter checkmarks on</span>             | <input type="checkbox"/> Purpose-of-use Report  |
|   | <input checked="" type="checkbox"/> Reveal  |
|   | <input type="checkbox"/> Correct, add, or delete  |
|   | <input type="checkbox"/> Stop usage or erase  |
|   | <input type="checkbox"/> Stop provision to a third party  |
| <b>Request details</b>  |   |
| <b>Request basis</b>  | (Basis for customer believing that Hitachi AIC Inc. maintains personal information)<br><br>When new products are announced, brochures are sent to me.<br><br><span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Try to be as detailed as possible.</span> |

**Cautionary notes:**

1. Please attach copies of document(s) proving your identity.
2. When someone (substitute person) is making the request on your behalf, please include (1) Copies of documents proving the identity of both you and the substitute person, (2) Document proving power of attorney.
3. When requesting a purpose-of-use report or requesting revealing of information, please pay the transaction fee beforehand. Please attach proof of fee payment (e.g., when using a bank transfer, attach the ATM receipt) or a sheet of postal money order.
4. Hitachi AIC Inc. will send the reply to the address written in the document proving the identity of the requester. Only the requester can receive this letter (i.e., the recipient of the letter is specified).
5. Personal information entered into this request will be used only for the purpose of carrying out the requested tasks (such as revealing information, etc.).
6. As a result of Hitachi AIC Inc.'s search for the customer's personal information, if there is a high possibility that Hitachi AIC Inc. does not possess this information and other Hitachi AIC group companies do possess this information, then Hitachi AIC Inc. might provide personal information on this form to other Hitachi AIC group companies.