K.K.Meguro Gajoen

Application Form for Disclosure, Correction, Discontinued Use of Personal Information

Please circle the number of your request(s) below. If you wish to request the underlined items in Writing, please enclose stamps worth 1,000 yen as a handling fee (including postage).

1 Disclose your personal information	2 Disclose purpose of use for your personal information	3 Correct/Add your personal information
4 Discontinue use of your personal information		

*【If you choose 1. 】Please select all items you request for disclosure.

1．Name　2．Address　3．Date of Birth　4．Telephone Number　5．Mobile Phone Number　6．E-mail Address
7．Work　8．Work Telephone Number　9．Records provided to a third party 10．Other (Please specify)（　　）

*【If you choose 1. 】Disclosure method

1．Document　2．Electromagnetically recorded data

【Applicant Information】（Please provide all appropriate information in the box below.）

①Application Date（YY/MM/DD）　/　/		
Applicant Details		
②Name	sign here	③Date of Birth（YY/MM/DD）　/　/
④Address（〒　—　）		
⑤Telephone	⑥E-mail	
⑦Application store / facility	⑧Date of use（YY/MM/DD）　/　/	

If you choose 3, please provide details

For Correction or Adding information

【Proxy Information (If applicable)】

Proxy Name	sign here	Relationship to Applicant Parent/Agent Other （Please specify）（　　）
Address（〒　—　）	Telephone　—　—	

【Identification】Please provide one of the following **IDs**（Copies are acceptable except for (8). All documents must be valid.）

(1) Driver's License (2) Passport (3) Alien registration certificate (4) Health insurance card (5) Pension handbook
(6) Residential basic book card (7) Residence certificate（must be issued within the last six months）
(8) Other public certificate such as registered seal certificate

※If you are making a request on behalf of a principal, please also provide us with a letter of proxy in our format and a registered seal certificate for the seal used in the letter of proxy (original or certified copy needed) in addition to documents specified above.

Please submit this application form to…Adress : 1-8-1 Shimomeguro,Meguro-ku,Tokyo 153-0064,Japan
K.K.Meguro Gajoen Customer Service Office

Office Use Only

● 請求受付日：　年　月　日　● 回答日：　年　月　日

管理NO	申請受付	手数料確認	添付書類確認	回答承認	回答発信