

SAMPLE

Request Form for Personal Information

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

Date of Request(Required)	2015 year 04 month 20 day	Enter estimated sending date.
Address(Required)	100-8280 Chiypda-ku, Maru-no-uchi 1-6-6	Enter address from document proving identity.
Name(Required)	Hitachi Taro	(and personal seal/signature)
Telephone number	03-3258-1111	
Fax number	03-3258-1111	
E-mail address	webmaster@hitachi.co.jp	
Relation to Hitachi Power Solutions Co.,Ltd. (Required)	<input checked="" type="checkbox"/> Individual Customer (Purchased product name : FineSAT)	Hitachi Power Solutions Co.,Ltd. May need to contact you.
	<input type="checkbox"/> Staff member or worker for purchase :	
	Their company or org. name :	
	Work location related to Hitachi Power Solutions Co.,Ltd. :	
	<input type="checkbox"/> Stockholder	
	<input type="checkbox"/> Hitachi Power Solutions Co.,Ltd. Employee (Employee number :)	Enter checkmarks on the right.
	<input type="checkbox"/> Retired staff : (Last work location :)	
	<input type="checkbox"/> Other : (Please be specific.)	
Request contents (Required)	<input type="checkbox"/> Purpose-of-use Report	Enter checkmarks on the right.
	<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	
Request details		
Request basis	(Basis for customer believing that Hitachi Power Solutions Co.,Ltd. maintains personal information) When new consumer product were announced I want to know about it to me.	Try to be as detailed as possible.

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).
4. Hitachi Power Solutions Co.,Ltd. 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 Ltd.'s search for the customer's personal information, if there is a high possibility that Hitachi Power Solutions Co.,Ltd. does not possess this information and other Hitachi group companies do possess this information, then Hitachi Power Solutions Co.,Ltd. might provide personal information on this form to other Hitachi group companies