

Instructions for Requesting Personal Data Disclosure, Etc.

Those who want to request the disclosure, etc. (disclosure, purpose of use notification, correction or addition to information, termination of use, or deletion) please follow the instructions below.

Radius5 inc.

Personal Information Management Supervisor

1. Request Method

(1) Request for disclosure, etc., of the customer's personal data based on the Act on the Protection of Personal Information shall be submitted by mail.

Please use the format of the separately specified "Personal Data Disclosure, Etc., Request Form."

(2) Please understand that your processing request cannot be accepted in the following cases.

- Required information is missing
- Your seal has not be applied
- The confirmation documents required for disclosure are insufficient

*Please understand in advance that in the above cases you will have to resend the set of confirmation documents.

(3) When sending the request, please write the statement "Contains Disclosure, Etc., Request" in red ink on the outside of the envelop.

2. Personal Identification

(1) When mailing the Personal Data Disclosure, Etc., Request Form please include one of the following documents as your personal identification material (the stated period of validity must not be expired).

- Certificate of Residence or Residence Card (issued within one month prior to the request date)
- Copy of driver's license
- Copy of passport
- Copy of Health Insurance ID Card
- Copy of Pension Handbook

(2) If the request is made by an agent, in addition to the documents in (1) above, please include the following documents.。

A. For a legal representative

- Documents that confirm possession of power of attorney

(Family register that shows the dependency relationship, copy of the health insurance card, or the Certificate of Residence) 1 copy

- Documents that confirm the personal identification of the legal representative

(One of the documents stated in (1) above for the legal representative) 1 copy

B. For a privately appointed agent

- Letter of proxy 1 copy

- Documents that confirm the personal identity of the privately appointed agent

(One of the documents stated in (1) above for the privately appointed agent) 1 copy

3. Handling Fee

A handling fee of US\$ 30 per request is required. When mailing the documents required for the Personal Data Disclosure, Etc., Request Form, please include a postal money order for the amount of US\$ 30.

4. Mailing Address

When all the required documents have been readied, please mail them to the following address using Certified Mail.

[Mailing Address] Bixeru Shinjuku 1F, 7-26-7 Shinjuku, Shinjuku-ku, 〒160-0022

ATTN: RADIUS5 inc. Personal Information Control Supervisor

*The postage fee must be paid by the requester.

5. Reply Method

A reply will be sent in writing to the address of the person subject to disclosure, etc., stated in the request form or to the address of the requester.

Personal Data Disclosure, Etc., Request Form

Date: YYYY/MM/DD

To: Radius5 inc.

I request the following based on the Act on the Protection of Personal Information.

1. Person subject to disclosure, etc.

Address	Postal Code:	Telephone Number:	()
Furigana		Seal	D.O.B
Name			

2. Requester (person making this request)

Check the box () that shows your relationship to the person subject to disclosure, etc. (For self, you can omit the address name, and seal

<input type="checkbox"/> Self <input type="checkbox"/> Legal Representative <input type="checkbox"/> Privately Appointed Agent (Relationship to subject person:)			
Address	Postal Code:	Telephone Number:	()
Furigana		Seal	
Name			

3. Type of Request Check the box () that shows the type of request.

<input type="checkbox"/> Personal data disclosure <input type="checkbox"/> Correction/Addition to personal date Subject personal data type () Description of correction/addition () Reason for request ()	<input type="checkbox"/> Purpose of use notification <input type="checkbox"/> Personal data termination of use <input type="checkbox"/> Deletion of personal data
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*For the subject personal data type, specifically write the description of the correction or addition and the reason for the request so that it can be understood what personal data was registered in what kind of situation. (If there is not enough space in the entry space, please write the remaining information on a separate piece of paper (any format) and submit it with the Request Form.)

4. Method for Receiving the Results from the Personal Data Disclosure, Etc.

Mail to subject person's address Mail to requesters address

(Caution: Be sure to read the following)

1. Completely fill in the areas surrounded by bold borders. Also, be sure to place check marks in the appropriate boxes ().
2. Attach the documents for confirming personal identification to this Request Form and mail them by certified mail.
3. If there is an inadequacy with the documents, it might not be possible to meet the request for disclosure, etc.

4. The personal data acquired by the company from this Disclosure, Etc., Request will be used for the purpose of appropriately responding to the request.

[For Company Use]

Received (Supervisor name /seal, date)	ID confirmation (Supervisor seal, date)	Reply (Supervisor seal, date)