

Application date: Year _____ Month ____ Date ____

To: Toshiba Automation Systems Service
 Personal data Protection Group

Request Form for Personal Data Correction etc.

I hereby make the following request concerning personal information held by Toshiba Automation Systems Service in accordance with the Act on the Protection of Personal Information.

1. Matters Concerning the person to whom the personal data refers

Information concerning the person to whom the personal data refers	Name	Affix seal here
	Postal address	Postal code —
	Telephone number	() — (Telephone for daytime contact)
	E-mail address	
Details of the request (Please circle the applicable number.)		1. Correction of personal data 2. Addition of personal data 3. Deletion of personal data 4. Cessation of use of personal data 5. Cessation of provision of personal data to third parties Please indicate the specific reason for your request. (Errors in personal data or use for other than the stated purpose without consent, etc.)
Personal identity confirmation document (Please circle the document included with this form.)		1. Driver's license 2. Health insurance card 3. Passport 4. Pension booklet 5. Resident registry card 6. Duplicate of original alien registration (Please send a copy of the document.)

2. Describe how you provided your personal data to Toshiba Automation Systems Service (Circumstances and means of disclosure)

(Please circle the applicable number and specifically indicate the product or service name.)

		Inquiry number, name of product, service purchased, etc.
1.	User card	
2.	E-mail newsletter registration form	
3.	Membership subscription form	
4.	Questionnaire, campaign entry form, product monitor registration form, etc.	
5.	Exhibition registration form (exhibition name, date, etc.)	
6.	Repair request	
7.	Inquiry	
8.	Other	

3. Describe how you were contacted by Toshiba Automation Systems Service

(After indicating the specific product or service name, circle the applicable items.)

Concerning _____ (specific product or service name)	
1. I receive direct mail.	2. I receive e-mail.
3. I receive telephone calls.	4. I receive visits.
5. Other (_____)	

4. Correction of personal data (When requesting correction, please indicate the information to be corrected.)

Personal data item (name, postal address, telephone number, etc.)	Before correction	After correction

5. Addition of personal data (When requesting addition, please indicate the information to be added.)

Personal data item (name, postal address, telephone number, etc.)	Personal data to be added

6. Deletion of personal data (When requesting deletion, please indicate the details.)

Specific product or service name, details of use, etc. of the product or service for which personal data is to be deleted

7. Cessation of use of personal data or cessation of provision of personal data to third parties

(When requesting cessation of use of personal data or cessation of provision of personal data to third parties, please indicate the details.)

Specific product or service name, details of use, etc. of the product or service subject to cessation of use of personal data or cessation of provision of personal data to third parties

Note: No fee is necessary for requests for correction, addition, deletion, cessation of use, or cessation of provision to third parties. The requestor bears the cost of postage to Toshiba Automation Systems Service.

Please do not write in the space below.

Office	Remarks
(Date stamp)	