

Application for Disclosing Personal Information

Date:

To: Nippon Steel kowa Real Estate Hospitality Co., Ltd.

Applicant	〒 _____ Address
	Name <div style="text-align: right; margin-right: 50px;">Seal</div>
	Telephone number (home, mobile, workplace, etc.)
	Please check the applicable box. <input type="checkbox"/> The principal, <input type="checkbox"/> Statutory agent, <input type="checkbox"/> Entrusted agent
If the applicant is either a statutory agent or an entrusted agent, please ensure that the person's address, name and contact information are specified below. If the applicant is the person, there is no need to fill in the following.	
The principal	〒 _____ Address
	Name
	Telephone number (home, mobile, workplace, etc.)

In compliance with Article 32 and 33 of the Act on the Protection of Personal Information, I hereby request the following items of data owned by Nippon Steel kowa Real Estate Hospitality Co., Ltd. after consenting to the matters requiring attention described in 4. below.

Type of request	<input type="checkbox"/> Notification of the purpose of use  <input type="checkbox"/> Disclosure of personal information owned by the Company
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\* Please check the applicable box.

1. We would like to use the following to check against personal information we possess; please complete as far as possible (please check the applicable box).

Have you ever made transaction with Nippon Steel kowa Real Estate Hospitality Co., Ltd. ?		
<input type="checkbox"/> Yes→	<input type="checkbox"/> Staying at a hotel managed by the company (Hotel name: _____ )	Time around
<input type="checkbox"/> No	<input type="checkbox"/> Other (Please provide details below.) ( _____ )	
Have you ever requested any materials from, or enquired to, Nippon Steel kowa Real Estate Hospitality Co., Ltd. ?		
<input type="checkbox"/> Yes→	<input type="checkbox"/> Request for material or enquire about hotel managed by the company (Hotel name: _____ )	Time around
<input type="checkbox"/> No	<input type="checkbox"/> Other (Please provide details below.) ( _____ )	

2. Required documents

Please identify the required documents as specified below. Please ensure all required documents are included.

(a) If the applicant is the person	A copy of two kinds of identification issued by public organs (e.g. driver's license, passport, etc.)
(b) If the applicant is a statutory agent for a minor	1) A copy of documents that certify the power of attorney (e.g. a copy of his/her family register, etc.) 2) A copy of two kinds of identification of the statutory agent issued by public organs (e.g. driver's license, passport, etc.)
(c) If the applicant is a statutory agent for an adult ward	1) A copy of documents that certify the power of attorney (e.g. a copy of Certificate of Registered Matters, etc.) 2) A copy of two kinds of identification of the statutory agent issued by public organs (e.g. driver's license, passport, etc.)
(d) If the applicant is an entrusted agent	1) A copy of a letter of attorney issued by the person (including the person's registered personal seal) 2) A copy of the person's seal impression 3) A copy of two kinds of identification of the entrusted agent issued by public organs (e.g. driver's license, passport, etc.)

3. Fees

You are required to pay fees of 1,600 yen (including taxes)  
Please enclose a postal money order worth 1,600 yen.

4. Matters requiring attention

- 1) Please note that due to the procedures for identifying or checking the Company's personal data, it may take time for us to respond to your request.
- 2) If the following reasons apply which render us unable to respond to your request for disclosure and others, we will inform you to that effect, specifying the reasons in writing. Please note that even in this case, we will be unable to refund the prescribed fees.  
[We have reasons for not responding to a request disclosure and other matters.]
  - We were unable to verify identity as the address specified on the application form did not match that specified on the identity verification document.
  - We were unable to verify the power of attorney for a request submitted by an agent.
  - Insufficient paperwork
  - The purpose of the request disclosure and other matters does not fall under the Company's personal data.
  - The life, health, property or other rights or interests of the person or any third party may be significantly hindered.
  - The fair execution of the Company's business activities may be significantly hindered.
  - Any other ordinances, rules and regulations are breached.
  - Besides the aforementioned, there are reasons for not responding to a disclosure request and other matters in compliance with Articles 32 through 35 of the Act on the Protection of Personal Information.
- 3) Personal information provided in connection with a disclosure request and other matters shall be handled only within the scope required for the request. Documents submitted shall be kept for two (2) years after the request for disclosure or other matters was addressed and discarded thereafter.