

Application for Correcting Personal Information and Cessation of Use

Date:

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

Applicant	〒 _____ Address	
	Name _____ Seal _____	
	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
The principal	〒 _____ Address	
	Name _____	
	Telephone number (home, mobile, workplace, etc.) _____	

In compliance with Article 34 and 35 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 3. below.

Type of request	<input type="checkbox"/> Cession of use <input type="checkbox"/> Cession of provision to third parties <input type="checkbox"/> Correction (change, addition or deletion) <input type="checkbox"/> Other (_____)
The type of correction if correction is requested	<input type="checkbox"/> Address <input type="checkbox"/> Name <input type="checkbox"/> Telephone number <input type="checkbox"/> Other
Reason in the case of cession of use/provision to third parties	

* 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. Matters requiring attention

- 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.
- If the following reasons apply which render us unable to respond to your request for correction 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.
[When we have reasons not to respond to requests for correction 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 for correction and other matters does not fall under the Company's personal data.
 - Besides the aforementioned, there are reasons for not responding to a correction request and other matters in compliance with Articles 32 through 35 of the Act on the Protection of Personal Information.
- Personal information provided in connection with a correction 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 correction or other matters was addressed and discarded thereafter.