

Guidance on Application for Disclosure, Etc. of Personal Data

Please follow the procedures below on the application for Disclosure, Etc. (including disclosure, notice of the purpose of use, correction or addition, suspension of use, deletion) of Personal Data which we retain.

S.RIDE Inc.
Personal Information Administrator

1. Method of application

(1) Any request for Disclosure, Etc. of Personal Data under the Act on Protection of Personal Data shall be made by mail.

Please use the attached format "Application for Disclosure, Etc. of Personal Data".

(2) Please note that we cannot accept a request in the following cases.

- Omission in filling out application documents
- Failure to affix seals or signatures
- Lack of confirmation documents required for Disclosure, Etc.

※ Please note that in case of any of the above, you shall re-send a set of confirmation documents.

(3) When sending the application form, please write in red ink on the envelope "Application for Disclosure, Etc. is enclosed."

2. Identification

(1) When mailing Application for Disclosure, Etc. of Personal Data, please enclose one of the following documents (before the expiration date) as identification document.

- Copy of Residence Certificate or Residence Card (issued within one month prior to the date of Application)
- Copy of Driver's License
- Copy of Passport
- Copy of Health Insurance Certificate
- Copy of Pension Book

(2) If the application is made by an agent, please enclose the following documents in addition to the documents described in (1) above.

A. By the statutory agent

- One (1) copy of the documents to prove the legal authority of such statutory agent (Copy of transcript of the family register, copy of Health Insurance Certificate or Residence Certificate)
- One (1) copy of documents to verify the identity of the statutory agent (One of the documents described in paragraph (1) above of the statutory agent)

B. By a privately appointed agent

- One (1) copy of the power of attorney

- One (1) copy of documents to verify the identity of the agent
(One of the documents described to in paragraph (1) above if the privately appointed agent)

3. Fees

A fee of 1,000 yen is required for each application. When mailing the documents, such as Application for Disclosure, Etc. of Personal Data, please enclose the postal money order with fixed amount of 1000 yen.

4. Mailing address

When all application documents have been completed, please send them by registered mail with return receipt at the address below:

1-5-2, Higashi-Shimbashi, Minato-ku, Tokyo, 105-7105, Japan

S.RIDE Inc.

Personal Information Administrator

※The postage of mailing shall be borne by the applicant.

5. Method of response

We will respond in writing to the address of the subject person or to the address of the applicant described in the application.

Application for Disclosure, Etc. of Personal Data

Application Date: [_____]

MM/ DD /YYYY

S.RIDE Inc.

In accordance with the Act on the Protection of Personal Information of Japan, I hereby apply as follows:

1. Person subject to Disclosure, Etc.

Address	Telephone Number: ()			
Name		(seal or signature)	Date of Birth	month/day/year

2. Applicant

Please check in for the relationship with the person subject to Disclosure, Etc. of Personal Data. (You need not fill in the address, name, and seal, if the applicant is the person subject to Disclosure, Etc.)

<input type="checkbox"/> Principal <input type="checkbox"/> Statutory Agent <input type="checkbox"/> Privately Appointed Agent (Relationship with Subject Person: _____)				
Address	Telephone Number: ()			
Name		(seal or signature)		

3. Please check in for the purpose of the application.

<input type="checkbox"/> Disclosure of Personal Data	<input type="checkbox"/> Notice of the purpose of using Personal Data
<input type="checkbox"/> Correction or addition of Personal Data	<input type="checkbox"/> Suspension of using Personal Data
<input type="checkbox"/> Deletion of Personal Data	<input type="checkbox"/> Discontinuance of provision of Personal Data to a third party
Type of target Personal Data (_____)	
Details of correction/addition (_____)	
Reason for application (_____)	

※Please fill in “Type of target Personal Data” to the extent we can know the situation when you provided such Personal Data, and please fill in “Details of correction/addition” and “Reason for application” concretely. (If the space above is not sufficient, please use an appendix (format free)).

4. Method of Receiving the Results of Application

Sending to subject person’s address by mail is preferred Sending to applicant’s address by mail is preferred

CAUTIONS: Please be sure to read the following

1. Please fill in the bold frame without omission. In addition, please fill in with check✓.
2. To confirm the identity, please attach required documents and send the by registered mail with return receipt.
3. In the documents are incomplete, we may refuse Disclosure, Etc.
4. Personal Information obtained from this application shall be used appropriately for the purpose of responding to such application.

[Do not fill in the space below]

Acceptance (Person in charge (seal) and date)	Identity Confirmation (Person in charge (seal) and date)	Response (Person in charge (seal) and date)