

# Request Form for Correction/Addition/Deletion of Retained Personal Data

Attn: LOGISTEED, Ltd.  
Office for Inquiries

Request Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Based on Article 34 of the Personal Information Protection Law in Japan (hereinafter referred to as JPIPA), I hereby request Correction/Addition/Deletion of Retained Personal Data as follows:

Applicant: Self / Representative (please circle one)	
Full Name	
Date of Birth (Day, Month, Year)	/ /
Address	
Telephone Number	(day-time contact)

1. Details of request ( Please circle only the items you wish to correct/add/delete.)

<input type="checkbox"/> Correction	<input type="checkbox"/> Addition	<input type="checkbox"/> Deletion
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2. Details of the person to whom the personal information refers (Only fill in this part if the request is made by a representative.)

Full Name	
Date of Birth (Day, Month, Year)	/ /
Address	
Telephone Number	(day-time contact)

3. Information that is to be corrected/added/deleted (Please be specific.)

(e.g. The information “xxx” is wrong; please correct it to “xxx.”)

\*Please attach the additional documentation that verifies the correct information.

<Notes>

1. If the request pertains to the applicant's own information, a proof of identity will be required. In case the request is made by a representative (Item 3, Article 37 of JPIPA) a proof of the identity of the representative will be required. (In case the representative is a legal representative, documentation proving a legal representative will be required.)
2. In case a representative except the data subject requests, the notice of correction will be given to the person to the own data subject.
3. The personal information gained from this request form will only be processed according to this request. The document will be stored for 5 years after the correction, etc. has been made and will then be disposed.

**[For LOGISTEED, Ltd. Use Only]**

Personal Information Protection Administrator	Personal Information Protection • Information Security Manager	Liaison Manager	Received Date/Received By	Verification of Contact Person or Representative	Confirmation of retained personal data
				Verification Document:	Verification Result: