

Enter estimated sending date

**SAMPLE**

**Request Form to Request Personal Information**

Based on Article 29 of the Personal Information Protection Law, I am making the following request.

Details	
Date of Request (Required)	2005 year 04 month 20
Address (Required)	100-8280 Chiyoda-ku, Maru-no-uchi 1-6-6
Name (Required)	Hitachi Taro (and personal seal/signature)
Tel. number	03-3258-1111
Fax number	03-3258-1111
Email address	webmaster@hitachi.co.jp
Relation to Hitachi Ltd. (Required)	<input checked="" type="checkbox"/> Individual Customer ( Purchased product name: Plasma TV Wooo42 )
	Staff member or worker for purchase: Their company or org. name:
	Work location related to Hitachi Ltd.:
	<input type="checkbox"/> Stockholder
	<input type="checkbox"/> Hitachi Ltd. employee ( Employee number: )
	<input type="checkbox"/> Retired staff: ( Last work location: )
Request contents (Required)	<input type="checkbox"/> Purpose-of-use Report
	<input checked="" type="checkbox"/> Reveal
	<input type="checkbox"/> Correct, add, or delete
	<input type="checkbox"/> Stop usage or erase
Request details	<input type="checkbox"/> Stop provision to a third party
Request basis	( Basis for customer believing that Hitachi Ltd. maintains personal information )
	When new consumer products are announced, brochures are sent to me.

Cautionary notes:

1. Please attach copies of document(s) proving your identity.
2. When someone (substitute person) is making the request on your behalf, please include (1) Copies of documents proving the identity of both you and the substitute person, (2) Document proving power of attorney.
3. When requesting a purpose-of-use report or requesting revealing of information, please pay the transaction fee beforehand. Please attach proof of fee payment (e.g., when using a bank transfer, attach the ATM receipt).
4. Hitachi Ltd. will send the reply to the address written in the document proving the identity of the requester. Only the requester can receive this letter (i.e., the recipient of the letter is specified).
5. Personal information entered into this request will be used only for the purpose of carrying out the requested tasks (such as revealing information, etc.).
6. As a result of Hitachi Ltd.'s search for the customer's personal information, if there is a high possibility that Hitachi Ltd. does not possess this information and other Hitachi group companies do possess this information, then Hitachi Ltd. might provide personal information on this form to other Hitachi group companies.

Try to be as detailed as possible.

