[00] [00], [0000]

Retained Personal Data Request Form

Attention: Person in charge of personal information

Corporate Planning &HR/GA Department, Sojitz Machinery Corporation

I hereby make the following request in accordance with the Act on the Protection of Personal Information and other related laws and regulations.

|  |  |  |
| --- | --- | --- |
| Person making request | Address | |
| Name（*Furigana*） | |
| Telephone | Email address |
| Agent | Address | |
| Name（*Furigana*） | |
| Telephone | Email address |
| Details of request | With respect to my personal data retained by Sojitz Machinery Corporation:  □ Disclosure, □ Notification of the purposes of use, □ Correction,  □ Addition, □ Deletion,□ Suspension of use, □ Inactive,  □ Suspension of provision to a third party | |
| Please describe the details. | |
| Reason for request | Please describe the details. | |

\* 1 If the request, etc. is made by an agent, please also fill in the necessary information in the "Person making request" column.

\* 2 When making the request, etc., please submit the necessary documents specified on our "Personal Information Protection Help Desks" site.

\* 3 In the case of a request for notification of the purposes of use or disclosure, etc., we will charge a fee of 1,000 yen per request.

\* 4 Fees should be paid by bank transfer, and bank transfer fees and mailing costs for the request form and other documents are to be borne by you.

\* 5 Please note that we will not honor your request for notification of the purposes of use or disclosure, etc. of retained personal data if the payment of any fee, etc. specified by the Company is not made.

\* 6 Please note that, in accordance with laws and regulations, we may refuse to accept your request, etc. Please also note that no refunds, etc. for fees, etc. you paid will be processed even if we do not accept your request, etc.

\* 7 Please note that the terms and conditions described on our "Personal Information Protection Help Desks" site applies to other requests, etc.