

## PROCEDURES CONCERNING THE DISCLOSURE, AMENDMENT OR DISCONTINUATION OF USE OF PERSONAL INFORMATION

Pursuant to Articles 24, 25, 26 and 27 of the *Act on the Protection of Personal Information* (“APPI”), the Company has the following measures in place for clients or their duly authorized representatives, to request for the disclosure, amendment or discontinuation of use of personal information (hereinafter “**Disclosure Request**”).

### 1. Contact Information

A Disclosure Request may be submitted to the following:

Responsible Department: Operations Department of the Company

Telephone inquiries: please call 03-4510-7000 between 8:00am and 6:00pm  
(excluding Saturdays, Sundays, public holidays, year-end and New Year holidays).

### 2. Request Form

Please fill in the mandatory fields on the Disclosure Request form (hereinafter “**Request Form**”).

### 3. Verification of Identity

#### a. Disclosure Request made by client

In addition to the Request Form, in principle clients will be required to affix their seal together with a copy of the seal registration certificate. In the absence of the aforementioned, the Disclosure Request will regrettably be rejected. Please contact us separately in the event a seal registration has not been performed.

#### b. Disclosure Request made by authorized representative

i. In addition to the Request Form and materials required under section 3(a) to verify the client’s identity, authorized representatives are required to provide documentation (e.g. driver’s license, passport etc.) to verify their identity as well as documentation that confirms the appointment of such representatives. In the absence of the aforementioned, the Disclosure Request will regrettably be rejected.

#### c. Use of personal information obtained through identity verification procedures

Personal information obtained through the abovementioned identity verification procedures will be used by the Company in research, charging handling fee and responding to and processing of Disclosure Requests.

### 4. Fees

In the event clients wish to obtain a written copy of the Company’s purpose of use of personal information, or to request disclosure of the client’s personal data held by the Company, the below fees will apply. Please also enclose corresponding postal money order when submitting the request.

Items	Fees
Written copy of the Company’s purpose of use of personal information	One-off payment of 98 yen (105 yen inclusive of tax)
Name, address, telephone number, date of birth, workplace	One-off payment of 973 yen (1,050 yen inclusive of tax)

Others	973 yen (1,050 yen inclusive of tax) per item
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**5. Necessary Items for the Identification of Retained Personal Information**

Please provide your name, address and other items contained in the Request Form (if request made in writing) or over the phone (if request made by telephone).

**6. Reply Method**

For Disclosure Requests made by clients, documentation will be sent directly to the client by post to the designated address. Please note that even in cases of Disclosure Requests made by an authorized representative, documentation may be sent to the client directly.

**7. Amending Registered Items**

Requests to amend one's address, name, telephone number etc. are to be made by submitting a notification of change of registered items instead of using the Request Form.

**8. Discontinuation of Use Etc.**

Requests with respect to the removal of or discontinuation of use of personal information retained by the Company will be reviewed by the Company and if it is found that (a) such information is being used beyond the permitted scope (Article 16 of the APPI); (b) such information was fraudulently or inappropriately obtained (Article 17 of the APPI); or (c) such information was disclosed to a third party without the consent of the client concerned (Article 23 Para. 1 of the APPI), such information will be removed or use of such information will be suspended without delay. However, if it is too costly or difficult for the discontinuation of use of or removal of such personal information, the Company may implement alternative measures in order to protect the client's interest. Please note that in the absence of any instructions from the client to the contrary, all direct mail to the client will be discontinued.

**9. Others**

In the following circumstances, Disclosure Requests will regrettably be denied. If it is determined by the Company that a Disclosure Request is to be denied, written explanation will be provided. Also, the applicable fees will still apply even if a Disclosure Request is denied.

- Client's identity cannot be verified.
- In case of appointing an authorized representative, validity of such authority cannot be confirmed.
- The Request Form is incomplete.
- Failure to pay requisite fees when submitting the Request Form.
- The Company does not hold the relevant information requested.
- Where it is necessary to follow the Company's procedures for any amendments to the registered information.
- Where there is no legal basis under the APPI for the approval of a request to remove or discontinue the use of any personal information.
- Where disclosure is likely to harm the life, body, property or other rights or interests of the person or a third party.

- Where disclosure is likely to seriously impede the proper execution of the businesses of the Company.
- Where disclosure may result in the violation of other laws or regulations.
- Other circumstances as required by law.