

Date: _____

To: General Affairs Department

Aiphone Co., Ltd.

Request Form for Personal Information Correction

In accordance with the Act on the Protection of Personal Information, I hereby make the following request concerning the personal information held by your company.

1. Matters concerning the person to whom the personal information refers

Subject Person	Name	Affix seal here
	Address	Postal Code: —
	Telephone Number	() — (Daytime Telephone Number)
	E-mail Address	
	Details of the Request (Please circle the applicable number.)	1. Correction of Personal Information 2. Addition of Personal Information 3. Deletion of Personal Information 4. Cessation of Use of Personal Information 5. Cessation of Provision of Personal Information to Third Parties Please indicate the specific reason(s) for your request. (Optional)
Personal Identity Confirmation Document (Please circle the document included with this form.)	1. Driver's License 2. Health Insurance Card 3. Passport 4. Pension Booklet 5. Basic Resident Registration Card or Individual Number Card (My Number Card) 6. Copy of Foreign Resident Registration Ledger (Copies are acceptable for documents 1 through 5 only; not for document 6)	

2. Reason and method of providing your personal information to Aiphone

Please describe how and why you provided your personal information to Aiphone.

3. Method of contact from Aiphone

(After indicating the specific product or service name, please circle the applicable item(s) below.)

Concerning [] (product or service name, etc.)

1. I receive direct mails.

2. I receive e-mails.

3. I receive telephone calls.

4. I receive visits.

5. Other ()

4. Correction of Personal Information (If requesting correction, please indicate the information to be corrected.)

Personal Information Items (name, address, telephone number, etc.)	Before Correction	After Correction

5. Addition of Personal Information (If requesting addition, please indicate the information to be added.)

Personal Information Items (name, address, telephone number, etc.)	Personal Information to be Added

6. Deletion of Personal Information (If requesting deletion, please indicate the information to be deleted.)

Specific Service Name, Details of Use, and Other Information to be Deleted

7. Cessation of Use of Personal Information or Provision of Personal Information to Third Parties

(If requesting cessation of use of personal information or cessation of provision of personal information to third parties, please indicate the details.)

Specific Service Name or Details of Use, etc. Subject to Cessation of Use or Provision to Third Parties

* No fees are required for requests for correction, addition, deletion, cessation of use, or cessation of provision to third parties.
Please note that you will need to bear the costs for postage to Aiphone.