

Request Form for Disclosure of Retained Personal Data

Request date: mm/dd/yyyy

To: ANA TRADING DUTY FREE CO., LTD.

I hereby request the disclosure of personal information as follows.

Requesting party

Full Name		Relationship to subject of disclosure	Check (✓) the applicable item below. <input type="checkbox"/> Self <input type="checkbox"/> Legal representative (Parent or guardian) <input type="checkbox"/> Authorized representative
Address	(Postal code -)	Tel.	() -

1. Party subject to disclosure (If same as the requesting party, enter "Same as above" under "Name.")

Full Name		Date of Birth	mm/dd/yyyy / /
Address	(Postal code -)	Tel.	() -

2. Content of personal information requested

Check "✓" any of the applicable item(s) below concerning the party for whom disclosure is requested.

Disclosure		Correction		Deletion		Addition		Discontinuation of use		Erasure (disposal)	
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Check (✓) the applicable item(s) of personal information for which disclosure is requested below.

Full Name		Fax number		Employment information		Address	
E-mail Address		Mailing address		Phone Number		Date of Birth	
Other							

Name of medium, shop, etc. used by the person subject to disclosure. Check (✓) the applicable medium below.

ANA DUTY FREE SHOP DUTY-FREE ITEMS WEB RESERVATION SITE	
ANA DUTY FREE SHOP email news magazine	
Other	

For ANA Trading Duty Free use	Date received / /	Reference Number	Received by	Remarks

Procedures for Requesting Disclosure of Retained Personal Data

If you make a request for the disclosure of personal data retained by the Company, please send us this form by mail enclosing the applicable documents listed in (A) to (D) below.

Please note that we are unable to respond to requests for disclosure in cases when the required documents are incomplete or missing or the fee has not been paid in full.

■ Documents required to be submitted

(A) Request Form for Disclosure of Retained Personal Data

(B) Documents to identify the individual concerned requesting the disclosure or the legal representative (parent or guardian) or authorized representative of the said individual

<For a request for disclosure by the individual concerned>

● Copies of two of the following: a driver's license, health insurance card, pension booklet, passport, basic resident register card with a face photo, residence card or special permanent resident certificate, physical disability certificate, certificate of registered seal, or Individual Number Card (front page only)

<For a request for disclosure by a legal representative (parent or guardian)>

● Documents proving that the representative is a legal representative (such as a family register or certificate of residence)

● Proof of identification of the legal representative (copies of two of the following: a driver's license, health insurance card, pension booklet, passport, basic resident register card with a face photo, residence card or special permanent resident certificate, physical disability certificate, certificate of registered seal, or Individual Number Card (front page only))

<For a request for disclosure by an authorized representative>

● A letter of attorney proving that the representative is an authorized representative (the requesting party's registered seal must be affixed)

● A certificate of the registered seal of the requesting party

● Proof of identification of the authorized representative (copies of two of the following: a driver's license, health insurance card, pension booklet, passport, basic resident register card with a face photo, residence card or special permanent resident certificate, physical disability certificate, certificate of registered seal, or Individual Number Card (front page only))

(C) Fee for disclosure

500 yen (postal stamps equivalent to the fee)

(D) Return envelope

Return envelope with postage stamp affixed, for use in returning the information disclosed

■ Where to send required documents etc.

ANA Narita Sky Center, Narita International Airport, Narita-shi, Chiba 282-0005 Japan ANA TRADING DUTY FREE CO., LTD. Privacy Dept.
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■ Time required for disclosure

The personal information requested will be mailed to the requester approximately two weeks after receipt of the request for disclosure.

■ Handling of this request form

The Company will handle any documents obtained along with a request for disclosure within the scope necessary for responding to such request. The Company will dispose of the documents after retaining 24 months from the completion of the response to the request for disclosure.

■ When the Company determines not to disclose such information, the Company will notify the requesting party of non-disclosure and the reason therefor.

- Cases in which any required item in the request form is missing or incomplete
- Cases in which the Company is unable to verify the item that must be confirmed
- Cases in which the data subject to the disclosure request does not correspond to the retained data
- Cases in which there is a possibility of interfering seriously with the Company implementing its business operations properly
- Cases of violating other laws or regulations
- Cases in which there is a possibility of harming the life, body, property, or other rights and interests of the individual concerned or a third party

End