

Date : _____

Application of Disclosing, Cancellation of Use, Deleting Personal Information

TOPPAN TRAVEL SERVICE CORP. General Affairs Department

I would apply to Disclose Cancel of Use Delete My Personal Information which is in the possession of the company.

(Please check above shown and fill in this application.)

Applicant (The application form should be filled in by an applicant of the case or an agent/a person on behalf.)

Name in Full	Furigana	Signature	DOB	Year	Month	Date
	(〒 -)					
Address	(〒 -)	Telephone number	()	-		

A person of this case (When the form is filled in by an agent/a person of behalf, please indicate the person of this case.)

Name in Full	Furigana	Signature	DOB	Year	Month	Date
	(〒 -)					
Address	(〒 -)	Telephone number	()	-		

Remarks:

1. Please apply via any mailing service.
2. Please enclose any of valid following documents to confirm the identity of the applicant. Drivers License, Passport, Health Insurance certificate, Resident Register card with photograph, Alien Registration certificate, Residents card. The application form and any enclosed copy of document shall not be used of any other purpose. Copies received in relation to such inquires shall be destroyed by the company when a use is no longer required.
3. We will forward disclosed information via certified mail. Please enclose postage stamps equivalent to 800Yen for handling and mailing cost. No cost for the cancellation of use or deleting of information.
4. Please submit Power of attorney from the person of the case and a copy of above mentioned documents if applied by an agent/a person on behalf. We would ask the same procedure to identify an agent/a person on behalf.
5. At any occasion when such personal information can not be disclosed, we will provide an explanatory as of the case. Postage stamps will be returned in the case. "Personal information" is factual information processed by computers in related to the person in question.

(TOPPAN TRAVEL SERVICE CROP. to use below column)

本人確認書類	運転免許証 ・ 旅券 ・ 健康保険証 ・ 写真付住民基本台帳カード 外国人登録者証 ・ 住民票	受付番号	
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