

Date:

Personal Information Inquiries Office  
Public Relations Department  
Fuji Electric Co., Ltd.

### **Request relating to Retained Personal Data**

Please respond to the following request, made in accordance with the Personal Information Protection Act, relating to personal data stored by Fuji Electric Systems.

#### **1. Customer's Current Contact Details**

Full name		
Name of organization if applicable	Name	
	Department or section	
Address	Zip code	
Identification document (Circle the number next to the relevant item)	1. Driver's license 2. Resident registration 3. Official certificate of employment 4. Passport 5. Health Insurance Eligibility Certificate 6. Surface of Individual Number Card 7. Other; please specify ( )	

#### **2. Details of Request**

Please fill in the details of your request.

Type of request	<p><b><u>Please circle the option(s) that corresponds to the type of request being made:</u></b></p> <ul style="list-style-type: none"><li>• Notification of intended use • Disclosure</li><li>• Correction, addition or deletion of contents</li><li>• Suspension of use</li><li>• Disclosure of records of provision to third parties, deletion and suspension of provision to third parties</li></ul>
Details of request	<p><b><u>Please explain, giving as much detail as possible, why you believe FES has your information on record</u></b></p> <p>(Example: "I have received unwanted, direct marketing materials relating to [product or service]", etc.)</p>

### **3. Submitting Requests**

After filling in your contact details (section 1 above) and the details of your request (section 2 above), please mail this request to the Personal Information Inquiries Office at Fuji Electric Systems.

Requests should be accompanied by documentation that verifies your identity (section 4 below). Requests for the disclosure of personal information and requests for the notification of the intended use of personal information should be accompanied by the processing fee (section 5 below).

**Mailing address:**

Personal Information Inquiries Office

Public Relations Department

Fuji Electric Co., Ltd.

Gate City Osaki , East Tower

11-2 , Osaki 1-chome , Shinagawa-ku , Tokyo 141-0032 , Japan

### **4. Identification Documents**

In order to verify that you are the individual who originally supplied the personal information to which the request relates, please include an identification document (copy), as specified below.

**Identification documents to be provided:**

Please include one identification document that verifies your identity, such as a driver's license, resident registration document or official certificate of employment.

### **5. Processing Fee**

Requests for the disclosure of retained personal data and requests for the notification of the intended use of retained personal data attract a processing fee to cover the cost of postage. Please enclose 800 yen in stamps when returning these materials to Fuji Electric.

### **6. Other**

1) Personal information provided to Fuji Electric in conjunction with or as part of any particular request will be used only to the extent necessary to fulfill the request.