

Request Form for Suspension of Use, etc. of Retained Personal Data

Date: ____ / ____ / ____

To: Personal Information Contact
Legal and Internal Control Department
Maruho Co., Ltd.

Address Postal code: ____ - ____

REQUESTER

Name

Signature/Seal: _____

Telephone

Pursuant to Article 35, paragraph (1) of the Act on the Protection of Personal Information, I hereby request the following concerning the retained personal data held by Maruho Co., Ltd.:

- ☐ My retained personal data (request made by the individual concerned)
☐ Retained personal data of _____ (request made by a representative)

**Request
(select one)**

**Reason for request
(select one)**

**Relationship between
the individual and the
Company
(transaction
date/content, point of
contact, etc.)**

**Details of suspension
of use, etc.
(describe specifically)**

Method of response

- ☐ Suspension of use of retained personal data
☐ Erasure of retained personal data
☐ Handled beyond the scope necessary to achieve the purpose of use
☐ Acquired by improper means
☐ Used in a manner likely to encourage or induce an illegal or unjust act
☐ The Company no longer needs to use the data
☐ A leakage incident or similar event has occurred
☐ There is a risk that my rights or legitimate interests may be harmed

Example: Responded via the web to a survey conducted around [month].

[Retained personal data for which suspension of use, etc. is requested]

- ☐ Post
Mailing address: ☐ Same as the address above
☐ Other address (Postal code: ____ - ____)
☐ Email Address: _____
☐ Other method: _____

1. If the individual concerned makes the request, submit a copy of any one of the following documents. Each document must be valid or have been issued within the preceding six months.

- (1) Driver's license (if the address has changed, copy the reverse side as well).
- (2) Passport (for passports issued on or after February 4, 2020, also submit one document listed in item (4) to verify the address).
- (3) Special Permanent Resident Certificate.
- (4) Pension handbook together with one of the following: a certificate of residence not showing the Individual Number, a certificate of registered seal, or a tax payment certificate.

2. If a representative makes the request, submit all of the following documents.

- (1) Identification document for the individual concerned: same as item 1 above.
- (2) Identification document for the representative: same as item 1 above.
- (3) One applicable document from A through C below:
 - A. Voluntary representative: a document evidencing authority of representation bearing the individual's registered seal, and the individual's certificate of registered seal.
 - B. Statutory representative of a minor: a certified copy of the family register or a copy of a certificate of residence stating the relationship to the individual.
 - C. Representative of an adult ward: a copy of the court decision or a certificate of registered matters.