<u>Attn: Administration Dept., Noborioji Hotel, Ltd.</u>

Request Form for Suspension of Use, etc. of Personal data the Hotel holds

Pursuant to Articles 35.1, 35.3 or 35.5 of the Act on the Protection of Personal Information, I hereby request the Hotel to suspend the use of the personal data the Hotel holds as follows:

1   Information concerning the requestor

(Date of Request: /   /   )

Legal status of the requestor	Check the box applicable to the requestor's status.	
	☐ the requestor him/herself ☐ agent/representative	
Name, address, date of birth, phone number and e-mail address of the requestor	Name (print)	
	Signature	
	Date of Birth	/ /
	Address, etc.	Phone number: Mail: @
Name, address, date of birth, phone number and e-mail address of the agent/representative (in the case of request made by agent/representative)	Name (print)	
	Signature	
	Date of Birth	/ /
	Address, etc.	Phone number: Mail: @

2   Identification documents submitted (Check the box applicable to the documents submitted).

(1) Identification document(s) for the requestor or agent/representative (one from those listed below)

☐   Driver's license   ☐   Passport   ☐   Health insurance card   ☐   Residence card   ☐   Other （   ）
☐   Certificate of residence   ※ In the case of a request by postal mail

(2) Document(s) to verify the authority of his/her legal representation

・For a legal representative of a minor (one copy of either)
    ☐ Copy of family register ☐ Copy of abstract of family register
    ☐ Other （   ）
 ・For a legal representative of an adult ward (one copy of either)

☐ Certificate of registered matters ☐ Certificate of Commencement of guardianship

☐ Other (   )

・For an agent (both of the following two items)

☐ Power of attorney (Note: the principal's registered seal is required to be affixed.)

☐ Certificate of the principal's registered seal

・For a lawyer, a judicial scrivener, an administrative scrivener, or other person qualified to act as an authorized representative in the course of his/her duties

☐ Documents certifying such qualification (registration number, certificate of seal registration pertaining to the official seal under such qualification, etc.)

3　Details of your request

Type of the request	※　Check the box applicable to the request you are making. ☐Suspension of use　☐Erasure ☐Suspension of provision to third parties
Reason for the request	※　Check the box applicable to the request you are making. **[For all cases]** ☐　No longer need to be used. ☐　Leaks, loss or damage and other situations concerning the security of the personal data the Hotel holds have occurred, being likely to harm individual rights and interests. ☐　Handling the personal data is being likely to harm individual rights and interests. **[In the case of suspension of use or erasure]** ☐　The Hotel is handling personal information beyond the scope necessary for achieving the purpose of use. Please specify: ( ) ☐　The Hotel acquired personal information by deception or other wrongful means. Please specify: ( ) ☐　The Hotel acquired sensitive personal information in a manner breaching the law. Please specify: ( ) **[In the case of suspension of provision to third parties]** ☐　The Hotel provided personal information without obtaining the individual's consent to do so in advance to: ☐　An domestic third party ☐　An overseas third party　　※Check appropriate box. Please specify: ( )

4 Preferred method of response (Check the box applicable to the method preferred)

☐　In writing 　　（☐　Via postal mail　☐　Other〔　　　　　　　　　〕） ☐　In electromagnetic records 　　（☐　Via e-mail　☐　Other〔　　　　　　　〕） ☐　Other（　　　　　　　　　　　　　　　　　　　　　　） ※　Specify the method of response you prefer.

5 Relationship to the requestor and the necessity of the request in the case of a request for disclosure, etc. of a deceased person's personal data the Hotel holds (required only in the case of a request for disclosure, etc. of a deceased person's personal data the Hotel holds)

      ※　Please submit a photocopy of a document that clarifies the relationship between the deceased person and the requestor (☐　Copy of family register　☐　Copy of abstract of family register ☐　Other〔　　　　　　　　　　〕). Please be also aware that the Hotel may separately request to submit materials or other evidence to support the necessity of requesting disclosure, etc. of the deceased person's personal data the Hotel holds.