


# Form requesting of usage of "personal data" held by ANA

Request Date :       /       /

Please fill out the Form below and return to Personal Data Information Desk with documents required for confirmation of identification. (Postage stamps required.)  
Please fill out all the items in the boxes below.

**Personal Data Information Desk for usage request**

All Nippon Airways Co., Ltd.,  
Personal Information Handling Desk  
1-331-90, Kaminoshima-cho, Nagasaki-shi, Nagasaki, Japan, 850-0078

 Please note that this form is accepted only by mail.

**Information to identify individual for usage**  
(We may not be able to accept disclosure in case all columns are not complete.)

Last Name				
First Name	Birth Date	Day	Mon	Year
		/	/	
Address				
	Zip Code			
Telephone	-	-	*As we may call for identification, please fill in the phone available during day time.	
Documents to confirm identification of the principal	1. Driver's licence 2. Passport 3. Health insurance card 4. Basic resident registration card with photo 5. Pension insurance booklet 6. Physical disability certificate 7. Resident card or Special permanent resident certificate 8. Certificate of seal registration 9. Individual Number Cards (front page only) <b>*Please note that copy of two documents from above should be enclosed with this form.</b>			

**Information of representative requesting usage**  
(Please complete this column if request is not from the individual)

Last Name				
First Name	Birth Date	Day	Mon	Year
		/	/	
Address				
	Zip Code			
Telephone	-	-	*As we may call for identification, please fill in the phone available during day time.	

**Documents required**

Relationship to the individual	Document to verify relationship to the individual	Documents to confirm identification of representative
1. A person with parental authority	Person's family register	1. Driver's licence 2. Passport 3. Health insurance card 4. Basic resident registration card with photo 5. Pension insurance booklet 6. Physical disability certificate 7. Resident card or Special permanent resident certificate 8. Certificate of seal registration 9. Individual Number Cards (front page only) <b>*Please note that copy of two documents from above should be enclosed with this form.</b>
2. Guardian	Guardian certificate	
3. Representative (       )	Letter of Trust (Legal representatives shall provide certifying document)	

<b>Fee</b>	500 yen (including tax) for each item (Please send postal money order issued by Japan Post.)
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	Item	Details
Notice		

**Handling of this usage request form**  
Personal data obtained in this form is only accepted for procedure of usage. We shall dispose this form and other related documents 1 month after our reply by appropriate method.

- Denials for usage will be notified.**
- Required item is missing.
  - Confirmation was not available.
  - Requested item was not eligible for usage of personal data.
  - Usage has serious impact to ANA's business operation.
  - Usage offends other laws.
  - Life, health, property and other rights of the individual or third parties are affected.

**Official use by ANA**

Acceptance date and time	Management representative validation space
Received on : Year       Month       Date       Hour       Minute	