

Form requesting modification

Request Date: / /

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

Personal Data Information Desk for modification request

ANA Cargo Inc.
 Personal Information Handling Desk
 1-5-2, Higashi-Shimbashi, Minato-ku, Tokyo, Japan, 105-7140

Please note that this form is accepted only by mail.

Information for Identifying Person to Whom Modification Pertains (We may not be able to accept disclosure if all columns have not been completed.)

Last Name		Birth Date	Day	Month	Year
First Name			/	/	
Address					
	Zip Code				
Telephone	—	—	*As we may call for identification, please fill in daytime phone number.		
Documents to confirm identification of the principal	Examples 1. Driver's license 2. Passport 3. Health insurance card 4. Basic resident registration card with photo 5. Pension book 6. Physical disability certificate 7. Resident card or Special permanent resident certificate 8. Certificate of seal registration 9. Individual Number Card (front page only) *Please note that copies of two documents from the above should be enclosed with this form. Photo ID is required as one of the documents.				

Information on Person Requesting for Modification (Please fill out the following columns only if this disclosure is requested by a person other than the person to which the modification pertains.)

Last Name		Birth Date	Day	Month	Year
First Name			/	/	
Address					
	Zip Code				
Telephone	—	—	*As we may call for identification, please fill in daytime phone number.		

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	Examples 1. Driver's license 2. Passport 3. Health insurance card 4. Basic resident registration card with photo 5. Pension book 6. Physical disability certificate 7. Resident card or Special permanent resident certificate 8. Certificate of seal registration 9. Individual Number Card (front page only) *Please note that copies of two documents from the above should be enclosed with this form. Photo ID is required as one of the documents.
2. Guardian of an adult	Guardian certificate	
3. Representative ()	Letter of trust (Legal representatives shall provide certifying document)	

Fee	Free
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Types of request to be handled

Circle the number for the type of requests to be handled and fill out details of changes, deletion and addition.

1 Change	Item	Details (Before Change)	Details (After Change)

2 Deletion	Item	Details

3 Addition	Item	Details

Handling of this request form

The personal data obtained in this form is only taken for this request. We will dispose of this form and other related documents one month after our reply by an appropriate method.

Denials for modification will be notified.

- Required item is missing.
- Confirmation if not available.
- Requested item was not eligible for modification of personal data.
- Modification has serious impact to ANA Cargo's business operation.
- Modification offends other laws.
- Life, health, property and other rights of the individual or third parties are affected.

■For official use by ANA Cargo Inc.

Acceptance date and time	Management representative validation
Received on : Year _____ Month _____ Date _____ Time _____ :	