

Procedure for disclosure, amendments, etc. relating to personal information

Regarding disclosure, amendment, deletion, or cessation of use of personal information held by our company on our customers, we request that you follow the procedure outlined below.

1. Procedure outline

- (i) Fill in the required sections of the attached document (Form 1) “Personal Information Disclosure, etc. Request Form.”
- (ii) Prepare the documents (2, below) necessary to confirm that the request is the request of the person him/herself.
- (iii) Send (i) and (ii) above to the following address, by simplified registered mail. (You are responsible for any delivery costs incurred.)

Personal Information Consultation Desk

OPTEX Nionohama Bldg., 4-7-5 Nionohama, Otsu, Shiga, 520-0801 JAPAN
General Inquiries Desk for Protection of Personal Information, ZENIC Inc.

- * Please note that our staff may contact you, via the contact details you provide on the request form, regarding the required documents and the information entered on the request form.

2. Identity verification documents and required documents in the case of an agent making the request in the person’s stead

(i) Identity verification documents

At least one of the following:

- Driver’s license (copy)
- Passport (copy)

or

At least two of the following:

- Certificate of registered seal (original)
- Certificate of residence (original)
- Health insurance certificate (copy)
- Pension book (copy)
- Bill or receipt for utility (electricity, gas, water) charges (copy)

(ii) In the case of an agent making the request in the person’s stead

The document(s) in (i) above needed to confirm the identity of the person him/herself and a stamped letter of attorney from the person him/herself, and at least one of the following to confirm the identity of the agent:

- Agent’s driver’s license (copy)
- Agent’s passport (copy)

3. Nondisclosure of personal information held by our company

There is a possibility that we will not disclose the information for any of the following reasons. Should it be determined that the information is not to be disclosed, we will notify of the reason.

- (i) If the address on the request form, the address on the identity verification document(s), and the address included in the personal information held by our company do not match
- (ii) If there is a problem in the request form or the identity verification document(s), and we cannot confirm that the requester is the person him/herself
- (iii) If, in case of an agent acting in the person's stead, we cannot confirm their right to act in the person's stead for some reason such as there being a problem with the letter of attorney
- (iv) If there is a risk of harming the rights or interests, such as the life, health, finances, etc., of the person him/herself or of a third party
- (v) If there is a risk of disproportionate obstruction to the fair performance of our company's business
- (vi) If it would otherwise be in violation of the law.

4. Personal information submitted to us during procedure for disclosure, etc.

Personal information on the customer him/herself and/or their agent, which is submitted to us as part of the procedure for disclosure, etc., shall be used by our company only to the extent necessary to respond to the request for disclosure, etc. Furthermore, the documents sent to us will be disposed of by the appropriate means within six months.

ZENIC Inc.**Personal Information Disclosure, etc. Request Form**

I request, per the following, the personal information held by your company regarding the requester indicated below.

Requester details

Date of request	(month)	(day)	(year)	
Self-request	Full name			
	Full name (Japanese)			
	Contact details	Address		
		Telephone No.		
		E-mail address, etc.		
	Company name (in case of request as a corporation)			
	Department			
Request through a third-party agent	Full name of agent			
	Full name of agent (Japanese)			
	Address of agent			
	Telephone No. of agent			
	E-mail address, etc.			
Relation to our company (please circle the option that applies)	1. Customer 2. Supplier 3. Visitor to an exhibition or similar 4. Job applicant 5. Other (_____)			

Request contents

Type (please circle the option that applies)	1. Disclosure 2. Amendment 3. Deletion 4. Cessation of use		
In case of 1.	Disclosure contents		
In case of 2.	Amendment contents	Current text:	Amended text:
In case of 3.	Deletion of information	Information to be deleted:	
Request reason (please circle the option that applies)	1. Information is not accurate 2. Other (_____)		
Notes			

(For internal use)

Receipt number			