

Guidance on Applications for Disclosure Personal Information

Those who apply for disclosure (disclosure, notification of purpose of use, correction and addition of information, or suspension of use or deletion) of personal information managed and stored on the website of us shall request by the following procedures.

DVERSE Inc.
Person in charge of personal information

1. Application

- (1) Requests for disclosure of personal information based on the Personal Information Protection Law shall be sent by mail. Please use the attached "Application for Disclosure of Personal Information" for the format.
- (2) Please note that we shall not accept to the request in the following cases.
 - Failure to fill in documents
 - Failure to seal stamps
 - Lack of verification documents necessary for disclosure※ In this case, you shall agreed that you shall re-submit the confirmation documents again.
- (3) When sending the application form, please write in red on the envelope and write "Disclosure application"

2. Identity

- (1) When sending the application for disclosure of personal information by mail, enclose one of the following documents (within the expiry date) as your identification data.
 - Resident card or residence card for foreigner (issued within one month before the date of application)
 - Copy of driver's license
 - Copy of the passport
 - Copy of health insurance card
 - Copy of the pension book
- (2) If the application is made by a representative, please enclose the following documents in addition to the documents mentioned in (1) above.
 - A. In the case of a statutory representative
 - Documents to confirm the existence of the authority of statutory representation
(Official copy of family register, copy of health insurance card or residence card) (one copy)
 - Documents to confirm the legal representative's identity
(Any of the documents mentioned in paragraph (1) above in relation to the legal representative) (one copy)
 - B. In the case of a privately appointed agent
 - Power of Attorney (one copy)
 - Documents to confirm the identity of the agent
(Any of the documents mentioned in paragraph (1) above in relation to an agent) (one copy)

3. Fees

A fee of 1,000 yen is required for each application. Please enclose 1,000 yen of a postal money order when you send the necessary documents, such as the application for disclosure of personal information, by mail.

4. Mailing address

If all the documents have been completed, please mail them by registered mail(return receipt requested), to the following address:

[Mail Address]

4F Nishisando K-House 3-45-2 Yoyogi, Shibuya-ku, Tokyo 151-0053, Japan

DVERSE Inc. Attention: Person in Charge of Personal Information

※ Please pay the postage for mailing at the applicant's expense.

5. Method of response

We will reply in writing to the address which the disclosure or the applicant stated in the application.

