

To Toyota Tsusho Corporation

Request for disclosure of personal information, etc.

In accordance with the Personal Information Protection Act, if you wish to request disclosure or notification of the purpose of use of "personal data held by Toyota Tsusho Corporation (hereinafter referred to as our company)", please fill out the following necessary information, enclose the attached documents, and mail it to our personal information inquiry desk. (Note: Please check the attached notes and attach a stamp equivalent to the designated fee to the upper right corner of this request.) All personal information sent to our company in connection with this request will be used only to respond to your request and will be discarded within six months of the date of our response.

Personal Information Inquiry Desk

4-9-8 Meieki, Nakamura-ku, Nagoya, Aichi 450-8575 Century Toyota Building, Toyota Tsusho Corporation, General Affairs Department

1. Requester's information (Please fill in all the following items and enclose the attached documents.) Request date: Year Month Day

- Name

- Telephone number

- Address

- Attached documents (Identification documents): ①Resident registration card or alien registration card ②Certified copy of family register ③Copy of driver's license ④Copy of passport

2. Agent's information (If the request is made by someone other than the requester, in addition to 1. above, please fill in all the following items and enclose the attached documents.)

Relationship to the requester (Please circle one of them.)

① Legal agent ② Agent by delegation

• Name

• Telephone number

• Address

• Attached documents (Agent confirmation documents): ① Resident registration card or alien registration card ② Certified copy of family register ③ Copy of driver's license ④ Copy of passport

• Attached documents 2 (Authority of agency confirmation documents): ① Power of attorney (Please stamp with your official seal) ② Certified seal certificate of the requester (Please attach both ① and ②)

3. Billing information (Please fill out this information so that we can respond to your request properly.)

-Type of request:    Disclosure    Notification of purpose of use

-Product name and service details (registration details, contract details, transaction details, etc.):

-Time when personal information was provided:

-Media on which personal information was provided (please circle one): ① Contract, application form, etc. (paper media) ② Website screen (electronic media) ③ Other (       )

### 【Notes】

Please read the following items carefully.

1. About fees

A fee is required for making a request.

Please attach a stamp equivalent to the fee below to the top right corner of the invoice.

A maximum of three requests can be made per invoice.

<Fees>

1,000 yen per invoice

## 2. How we respond to requests

We will send the response documents in writing to the address of the requester (or the agent, if a representative is acting on your behalf) (the address listed on the attached document).

## 3. Cases where disclosure or notification of purpose of use is not possible

Please note that we may not be able to respond to your request for disclosure or notification of purpose of use in the following cases.

① If there are any deficiencies in the details provided or the attached documents

(To ensure that we can respond to your request, please fill in the information of the requester and the agent accurately and completely.)

② If the power of attorney cannot be confirmed (if the request is made by an agent)

(Please be sure to attach documents that confirm the power of attorney.)

③ If disclosure, etc. is not possible due to legal provisions

Please understand in advance.

④ If you are unable to pay the fee described in 1. above

Please read "1. Fees" carefully.

## 4. If we do not hold the personal information you requested

We will reply that we do not hold the information.