

[Example]
Form 3

Demand Letter for Correction, Etc. of Retained Personal Data

MM] [DD], [YYYY]

To: Daiichi Sankyo Company, Limited

Demanding party: Address: 3-5-1, Nihonbashi Honcho, Chuo-ku, Tokyo, Japan
(postal code: 103-8426, Japan)
Name: Taro Daiichi Sankyo [seal]
Telephone: (XX) XXXX - XXXX

Pursuant to Article 34 of the “Act on Protection of Personal Information,” a demand is hereby made regarding retained personal data of

myself (where the demanding party is a principal)

_____ (where the demanding party is an agent)]

retained by your company.

Demanded matters	<input checked="" type="checkbox"/> correction <input type="checkbox"/> addition <input type="checkbox"/> deletion of retained personal data
Relationship with the Company	<input type="checkbox"/> Medical personnel <input type="checkbox"/> Patient <input type="checkbox"/> Customer (regarding _____) <input type="checkbox"/> Enquiry participant (regarding [_____]) <input type="checkbox"/> Member (regarding _____) <input type="checkbox"/> Other (_____)
Contents of correction, etc.	[Please be as specific as possible regarding the contents subject to your demand.] For the purpose of [_____]
Address for posting notification	<input type="checkbox"/> Same as the above address <input checked="" type="checkbox"/> Other address <u>1-2-58, Hiromachi, Shinagawa-ku, Tokyo</u> (postal code 140-8710, Japan)
Please also fill in the portions below where an agent is making a demand for disclosure.	
Status of principal, etc.	Principal's name: _____ Principal's address: <input type="checkbox"/> Same as the demanding party (agent)'s address <input type="checkbox"/> Other address [_____] (postal code -) Principal's status: <input type="checkbox"/> Minor <input type="checkbox"/> Adult ward <input type="checkbox"/> Adult

* This demand does not require a fee.