

[Example]
Form 4

Demand Letter for Cease of Use, 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 35 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)

Ichiro Daiichi Sankyo (where the demanding party is an agent)]
retained by your company.

Demanded matters	<input type="checkbox"/> Cease of use <input checked="" type="checkbox"/> Erasure <input type="checkbox"/> Cease of third party provision
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 checked="" type="checkbox"/> Member (regarding _____ XX website _____) <input type="checkbox"/> Other (_____)
Reasons for cease of use, etc.	[Please be as specific as possible regarding the reasons for which you desire to make a demand.] For the purpose of [_____]
Address for posting notification	<input checked="" type="checkbox"/> Same as the above address <input type="checkbox"/> Other address [_____] (postal code -)
Please also fill in the portions below where an agent is making a demand for disclosure.	
Status of principal, etc.	Principal's name: <u>Ichiro Daiichi Sankyo</u> Principal's address: <input checked="" type="checkbox"/> Same as the demanding party (agent)'s address <input type="checkbox"/> Other address [_____] (postal code -) Principal's status: <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Adult ward <input type="checkbox"/> Adult

* This demand does not require a fee.