Date of request: [Month] [day], 20__

To Enplus Inc.

Request for Personal Information Disclosure, etc.

I hereby request you to carry out the following items with respect to my personal information held by you.

1. Please select items to request	□ Notice of the purpose of use of Personal Information □ Correction/Addition of Personal Information □ Suspension of sharing of Personal Information	□ Disclosure of Personal Information □ Suspension of use of Personal Information □ Suspension of provision of Personal Information to third parties
2. Please select the type of association between Enplus and the requester	□ Tenant of apartment □ Employee assigned overseas □ Others ( )	□ Guest of apartment □ Employee assigned domestically
3. Requester (1) Subject of request (Data Subject)	Address: [post code] Name: Seal Tel: Note: Enplus may contact you to confirm the provided information. Please fill in the telephone number for daytime contact.	
(2) Submitter of request (If you are not the Data Subject, please fill in here)	Address: [post code] Name of proxy: Seal Relationship with the Data Subject: Parent of minor; guardian; appointed proxy; others ( ) Tel: Note: Enplus may contact you to confirm the provided information. Please fill in the telephone number for daytime contact.	
4. Please fill in the content of and reason for request in detail	[Content of request] Note: Please fill in as specific as possible. [Reason for request]	

Notes:
Please fill in prescribed items and send us the Request with your identification (e.g., a copy of your driver's license, passport, etc.)
If the Request is submitted through a proxy, a Letter of Proxy and the Registered Seal Certificate for the seal affixed thereto are required.
Where the proxy is a statutory one such as a parent of a minor, please send a document proving your relationship with the Data Subject (e.g., residence certificate).