

To: PERSOL HOLDINGS CO., LTD.

Request for Personal Information Disclosure, Correction, Deletion, etc.

I would like to make the following request regarding personal information.

Request date		Date:
Requester	Address	Postal Code
	Name	
	Signature	
	Telephone number	
	E-mail address	
Subject person	Address	Postal Code
	Name	

* If same as the requester, enter "same as above."

[For former employees. Please enter your employee number] *If this is unclear, please leave the field blank.

Employee number	
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⇒ Continued on the next page.

[How to make a request]

Please fill out the "Request for Personal Information Disclosure, Correction, Deletion, etc." form and mail the form together with the following documents.

* Please check the form thoroughly as your request may not be processed if the submitted paperwork is insufficient.

[Documents to attach]

- Copy of a document confirming your identity (*)

If the request is by a proxy, attach the following documents in addition to the aforementioned documents.

- Letter of Proxy (or Power of Attorney)
 - * While a specific format is not required, the signature of the subject person (person whose information is requested) is required.
- Copy of a document confirming the proxy's identity
- Copy of a document showing lawyer's registration number if the proxy is a lawyer

* Example of a document confirming your identity

- Driver's license
- Passport
- Resident certificate (copy issued within the past 3 months)
- Health insurance card
- Employment insurance card
- Alien registration certificate

* If the document confirming your identity contains your Individual Number or other sensitive personal information, please blot the information out so that the information is unreadable.

[Document Postal Mailing Address]

PERSOL Minami-Aoyama Bldg. 1-15-5 Minami-Aoyama, Minato-ku, Tokyo 107-0062, Japan

Personal Information Request Reception Desk, PERSOL HOLDINGS CO., LTD.

* Please send your documents by a method such as simple registered mail which will leave a record.

[Supplementary Matters]

- The submitted personal information shall only be used to complete procedures required to comply with your request.
- We may contact you to confirm the details of your request, among others
- If the paperwork is insufficient or we are unable to comply with your request, we shall contact you to explain the reason. If the paperwork is insufficient and you do not reapply within 2 weeks after we contact you, it shall be deemed that a request was never made and we shall dispose of the documents submitted.