

# Process for Information Disclosure

## Types of information disclosure

Besides disclosure in writing, disclosure over the telephone may be available, depending on the information requested, if the identity of the individual etc. can be verified.

## Those eligible to request disclosure

- Subscriber
- Legal representative
- Individual authorized by the subscriber

## Cases where information cannot be disclosed

- Harm may be caused to a subscriber or third party's life, body, assets, or other rights and interests
- Disclosure will cause significant interference with the proper conduct of NTT West business
- Disclosure will violate some other law or regulation

## Required documents

Subscriber	Individual	Personal Information Disclosure Request Form Copy of official identification (Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
	Company	Corporate Information Disclosure Request Form Certified Copy of Commercial Registration [ <i>Tokiboto(sho)hon</i> ] Copy of employee ID of the person who applies
Legal Representative		Personal/Corporate Information Disclosure Request Form Documents showing qualifications such as Certified Copy of Family Register [ <i>Kosekito(sho)hon</i> ] and certificates of registration (issued within 30 days prior to the request for disclosure etc.) Copy of official identification of the representative (Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
Individual/Company (Representative)		Personal/Corporate Information Disclosure Request Form Letter of Authorization from the subscriber Copy of official identification of the representative (Japanese driver's license, passport, Basic Resident Register Card B-version, etc.) Subscriber's Certificate of Registered Seal Impression [ <i>Inkanshomeisho</i> ] (issued within the last three months)

See [here](#) for the Personal/Corporate Information Disclosure Request Form

## Handling charges

See [here](#) for handling charges

## Where to send the Disclosure Request Form

See [here](#) for addresses. The cost to send the documents by mail will be borne by the subscriber.

# Process for Amendments and Additions in Writing

## Types of amendments and additions

Amendments and additions can be made over the telephone as well as in writing if the identity of the individual etc. can be verified.

Subscribers may be required to complete a form designated by NTT West, and/or submit documents etc. depending on the contents of the amendment or addition.

## Those eligible to make amendments and additions

- Subscriber
- Legal representative
- Individual authorized by the subscriber

## Required documents

Subscriber	Individual	Personal Information Amendment Request Form Copy of official identification (Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
	Company	Corporate Information Amendment Request Form Certified Copy of Commercial Registration [ <i>Tokiboto(sho)hon</i> ] Copy of employee ID of the person who applies
Legal Representative		Personal/Corporate Information Amendment Request Form Documents showing qualifications such as Certified Copy of Family Register [ <i>Kosekito(sho)hon</i> ] and certificates of registration (issued within 30 days prior to the request for amendment etc.) Copy of official identification of the representative (Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
Individual/Company (Representative)		Personal/Corporate Information Amendment Request Form Letter of Authorization from the subscriber Copy of official identification of the representative (Japanese driver's license, passport, Basic Resident Register Card B-version, etc.) Subscriber's Certificate of Registered Seal Impression [ <i>Inkanshomeisho</i> ] (issued within the last three months)

See [here](#) for the Personal/Corporate Information Amendment Request Form

## Notes:

1. Only is required for amendments and additions after disclosure has been made in writing.
2. Documents other than those listed above may be required depending on the contents of the amendment or addition.

## Handling charges

Not required

## Where to send the Amendment Request Form

See [here](#) for addresses. The cost to send the documents by mail will be borne by the subscriber.

## Others

If, upon investigation of the content of the amendment or addition, NTT West determines it is not at fault, the amendment or addition may be refused, or an installation charge etc. related to the amendment or addition will apply.

# Personal/Corporate Information Disclosure Request Form

Please take care when submitting a request, as the required form will vary depending on the type of information you want.

Analog / ISDN

Personal use / Corporate use

ADSL / B FLET'S

Personal use / Corporate use

Leased Circuit

Personal use / Corporate use

Mega Data Netz

Personal use / Corporate use

Type 1 LAN Communications Network Service

Personal use / Corporate use

Type 2 LAN Communications Network Service

Personal use / Corporate use

Others

Personal use / Corporate use

Notes:

1. If you request information disclosure for services that use different disclosure request forms, such as Analog and ADSL services, you can record the information for your disclosure requests on either of the forms.
2. If there is no relevant request form for the information you wish disclosed, please use the request form indicated for "Others".

# Personal/Corporate Information Amendment Request Form

Information Amendment Request Form

Personal use / Corporate use

[Subscriber]  
Address:  
Name:  
Contact phone no.:  
Signature:  
[Representative]  
Address:  
Name:  
Contact phone no.:  
Signature:

**Personal Information Disclosure Request Form (Analog/ISDN)**

I request disclosure of the following personal information possessed by NTT West, based on the provisions of the Personal Information Protection Law (Law No. 57 of 2003) Article 25, Section 1 and Article 29, Section 1, and Guidelines on the Protection of Personal Information in Telecommunications Business (Ministry of Internal Affairs and Communications Bulletin No. 695 of 2004) Article 17, Section 1 and Article 19, Section 1.

Telephone number					
Subscriber name					
Location telephone is used					
Contact phone number					
Service for which disclosure is requested	Analog / ISDN				
Mailing address for response	Location telephone is used / Address on official identification / Mailing address for NTT bills *If submitted by a representative, please include address on Letter of Authorization.				
Representative name*					
Address of representative*					
Contact phone number of representative*					
		Information category (registered information at NTT West)	Mark a for the information you wish disclosed	Handling charges (per telephone number)	
Basic information		Date subscription application accepted		¥400 (¥420 incl. tax)	
		Address of subscriber			
		Contact phone number			
Information that incurs additional charges		Location of installation		¥200 (¥210 incl. tax)	
		Item in Telephone Directory		¥200 (¥210 incl. tax)	
	Product information**		Network products in use		¥200 (¥210 incl. tax)
			Terminals in use		
			Discounts in use		
	Information** on orders**		Service start date		¥200 (¥210 incl. tax)
			Date of installation		
			Person who applied		
			Date of order		
	Information** on charges**		Date of name charge		¥200 (¥210 incl. tax)
		Billing address			
		Name of financial institution for automatic payment			
		Account number for automatic payment		¥200 (¥210 incl. tax)	
		Multi-Line Hunt/DID (Details other than simple usage status)		¥2,600 (¥2,730 incl. tax)	
		If the information you want is not listed above, please record it here.		¥200 (¥210 incl. tax) x number of items	

\*\*If items are under the same information category, the charge will be ¥200 (¥210 incl. tax) regardless of the number of items. [Example: If you wish information disclosed for "Network products in use" and "Terminals in use" under "Product information", the charge will be ¥200 (¥210 incl. tax).]

Notes

- In order to verify the identity of the subscriber (or the representative), please attach the documents listed below with this application form.
  - Subscriber: Copy of official identification (One of the following: Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
  - Representative: Letter of Authorization from the subscriber, Subscriber's Certificate of Registered Seal Impression [*Inkanshomeisho*] (issued within the last three months), Copy of official identification of the representative (One of the following: Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
  - Company: Certified Copy of Commercial Registration [*Tokiboto(sha)hon*], Copy of employee ID of the person who applies
- The handling charge for this application will be a basic charge of ¥400 (¥420 incl. tax) per telephone number plus an additional charge of ¥200 (¥210 incl. tax) per information, and a mailing charge of ¥430 (simplified registered mail) for the response.
  - If NTT West finds that it does not have the desired information, the basic charge and cost of simplified registered mail will apply.
- When a representative applies, be sure to include the representative's name, address, telephone number, and mailing address for the response.
- This disclosure request and the received information will be used to the extent necessary to answer the disclosure request. Documents that are submitted will be held for seven years after the response to the disclosure request is completed, and after that time will be destroyed.

[Subscriber]  
Address:  
Name:  
Contact phone no.:  
Signature:  
[Representative]  
Address:  
Name:  
Contact phone no.:  
Signature:

**Corporate Information Disclosure Request Form (Analog/ISDN)**

We request disclosure of the following corporate information possessed by NTT West, based on the provisions of the Personal Information Protection Law (Law No. 57 of 2003) Article 25, Section 1 and Article 29, Section 1, and Guidelines on the Protection of Personal Information in Telecommunications Business (Ministry of Internal Affairs and Communications Bulletin No. 695 of 2004) Article 17, Section 1 and Article 19, Section 1.

Telephone number						
Subscriber name						
Location telephone is used						
Contact phone number						
Service for which disclosure is requested	Analog / ISDN					
Mailing address for response	Location telephone is used / Address on official identification / Mailing address for NTT bills *If submitted by a representative, please include address on Letter of Authorization.					
Representative name*						
Address of representative*						
Contact phone number of representative*						
		Information category (registered information at NTT West)	Mark a for the information you wish disclosed	Handling charges (per telephone number)		
	Basic information	Date subscription application accepted				
		Address of subscriber		¥400 (¥420 incl. tax)		
		Contact phone number				
	Information that incurs additional charges	Location of installation			¥200 (¥210 incl. tax)	
			Item in Telephone Directory		¥200 (¥210 incl. tax)	
		Product information**	Network products in use			¥200 (¥210 incl. tax)
			Terminals in use			
			Discounts in use			
			Service start date			
		Information on orders**	Date of installation			¥200 (¥210 incl. tax)
			Person who applied			
			Date of order			
			Date of name charge			
		Information on charges**	Billing address			¥200 (¥210 incl. tax)
Name of financial institution for automatic payment						
Account number for automatic payment						
		Multi-Line Hunt/DID (Details other than simple usage status)		¥2,600 (¥2,730 incl. tax)		
		If the information you want is not listed above, please record it here.		¥200 (¥210 incl. tax) x number of items		

\*\*If items are under the same information category, the charge will be ¥200 (¥210 incl. tax) regardless of the number of items. [Example: If you wish information disclosed for "Network products in use" and "Terminals in use" under "Product information", the charge will be ¥200 (¥210 incl. tax).]

Notes

- In order to verify the identity of the subscriber (or the representative), please attach the documents listed below with this application form.
  - Subscriber: Copy of official identification (One of the following: Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
  - Representative: Letter of Authorization from the subscriber, Subscriber's Certificate of Registered Seal Impression [*Inkanshomeisho*] (issued within the last three months), Copy of official identification of the representative (One of the following: Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
  - Company: Certified Copy of Commercial Registration [*Tokiboto(sha)hon*], Copy of employee ID of the person who applies
- The handling charge for this application will be a basic charge of ¥400 (¥420 incl. tax) per telephone number plus an additional charge of ¥200 (¥210 incl. tax) per information, and a mailing charge of ¥430 (simplified registered mail) for the response.
  - If NTT West finds that it does not have the desired information, the basic charge and cost of simplified registered mail will apply.
- When a representative applies, be sure to include the representative's name, address, telephone number, and mailing address for the response.
- This disclosure request and the received information will be used to the extent necessary to answer the disclosure request. Documents that are submitted will be held for seven years after the response to the disclosure request is completed, and after that time will be destroyed.

[Subscriber]  
Address:  
Name:  
Contact phone no.:  
Signature:  
[Representative]  
Address:  
Name:  
Contact phone no.:  
Signature:

**Personal Information Disclosure Request Form (B FLET'S/Hikari Premium/FLET'S ADSL, etc.)**

I request disclosure of the following personal information possessed by NTT West, based on the provisions of the Personal Information Protection Law (Law No. 57 of 2003) Article 25, Section 1 and Article 29, Section 1, and Guidelines on the Protection of Personal Information in Telecommunications Business (Ministry of Internal Affairs and Communications Bulletin No. 695 of 2004) Article 17, Section 1 and Article 19, Section 1.

Line ID					
Subscriber name					
Location of installation (address)					
Contact phone number					
Service for which disclosure is requested	B FLET'S / Hikari Premium / FLET'S ADSL / FLET'S ISDN				
Mailing address for response	Location of installation/ Address on official identification / Mailing address for NTT bills *If submitted by a representative, please include address on Letter of Authorization.				
Representative name*					
Address of representative*					
Contact phone number of representative*					
		Information category (registered information at NTT West)	Mark a for the information you wish disclosed	Handling charges (per telephone number)	
	Basic information	Date subscription application accepted		¥400 (¥420 incl. tax)	
		Address of subscriber			
		Contact phone number			
	Information that incurs additional charges	Product information**	Location of installation		¥200 (¥210 incl. tax)
			Service menu		
			Optional services		
			Terminals in use		
			Discounts in use		
		Information on orders**	Service start date		¥200 (¥210 incl. tax)
			Date of installation		
			Person who applied		
			Date of order		
		Information on charges**	Date of name change		¥200 (¥210 incl. tax)
			Subscriber number of billing address		
Billing address					
Name of financial institution for automatic payment					
		Account number for automatic payment			
		If the information you want is not listed above, please record it here.		¥200 (¥210 incl. tax) x number of items	

\*\*If items are under the same information category, the charge will be ¥200 (¥210 incl. tax) regardless of the number of items. [Example: If you wish information disclosed for "Service menu" and "Terminals in use" under "Product information", the charge will be ¥200 (¥210 incl. tax).]

Notes

- In order to verify the identity of the subscriber (or the representative), please attach the documents listed below with this application form.
  - (1)Subscriber: Copy of official identification (One of the following: Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
  - (2)Representative: Letter of Authorization from the subscriber, Subscriber's Certificate of Registered Seal Impression [*Inkanshohmeisho*] (issued within the last three months), Copy of official identification of the representative (One of the following: Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
  - (3)Company: Certified Copy of Commercial Registration [*Tokiboto(Sho)hon*], Copy of employee ID of the person who applies
- The handling charge for this application will be a basic charge of ¥400 (¥420 incl. tax) per telephone number (line ID) plus an additional charge of ¥200 (¥210 incl. tax) per information, and a mailing charge of ¥430 (simplified registered mail) for the response.
  - If NTT West finds that it does not have the desired information, the basic charge and cost of simplified registered mail will apply.
- When a representative applies, be sure to include the representative's name, address, telephone number, and mailing address for the response.
- This disclosure request and the received information will be used to the extent necessary to answer the disclosure request. Documents that are submitted will be held for seven years after the response to the disclosure request is completed, and after that time will be destroyed.

[Subscriber]  
Address:  
Name:  
Contact phone no.:  
Signature:  
[Representative]  
Address:  
Name:  
Contact phone no.:  
Signature:

**Corporate Information Disclosure Request Form (B FLET'S/Hikari Premium/FLET'S ADSL, etc.)**

We request disclosure of the following corporate information possessed by NTT West, based on the provisions of the Personal Information Protection Law (Law No. 57 of 2003) Article 25, Section 1 and Article 29, Section 1, and Guidelines on the Protection of Personal Information in Telecommunications Business (Ministry of Internal Affairs and Communications Bulletin No. 695 of 2004) Article 17, Section 1 and Article 19, Section 1.

Line ID					
Subscriber name					
Location of installation (address)					
Contact phone number					
Service for which disclosure is requested	B FLET'S / Hikari Premium / FLET'S ADSL / FLET'S ISDN				
Mailing address for response	Location of installation / Address on official identification / Mailing address for NTT bills *If submitted by a representative, please include address on Letter of Authorization.				
Representative name*					
Address of representative*					
Contact phone number of representative*					
		Information category (registered information at NTT West)	Mark a for the information you wish disclosed	Handling charges (per telephone number)	
	Basic information	Date subscription application accepted		¥400 (¥420 incl. tax)	
		Address of subscriber			
		Contact phone number			
	Information that incurs additional charges	Product information**	Location of installation		¥200 (¥210 incl. tax)
			Service menu		
			Optional services		
			Terminals in use		
			Discounts in use		
		Information on orders**	Service start date		¥200 (¥210 incl. tax)
			Date of installation		
			Person who applied		
			Date of order		
		Information on charges**	Date of name change		¥200 (¥210 incl. tax)
			Subscriber number of billing address		
Billing address					
		Name of financial institution for automatic payment		¥200 (¥210 incl. tax)	
		Account number for automatic payment			
		If the information you want is not listed above, please record it here.		¥200 (¥210 incl. tax) × number of items	

\*\*If items are under the same information category, the charge will be ¥200 (¥210 incl. tax) regardless of the number of items. [Example: If you wish information disclosed for "Service menu" and "Terminals in use" under "Product information", the charge will be ¥200 (¥210 incl. tax).]

Notes

- In order to verify the identity of the subscriber (or the representative), please attach the documents listed below with this application form.
  - Subscriber: Copy of official identification (One of the following: Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
  - Representative: Letter of Authorization from the subscriber, Subscriber's Certificate of Registered Seal Impression [*Inkanhomeisho*] (issued within the last three months), Copy of official identification of the representative (One of the following: Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
  - Company: Certified Copy of Commercial Registration [*Tokiboto(Sho)hon*], Copy of employee ID of the person who applies
- The handling charge for this application will be a basic charge of ¥400 (¥420 incl. tax) per telephone number (line ID) plus an additional charge of ¥200 (¥210 incl. tax) per information, and a mailing charge of ¥430 (simplified registered mail) for the response.
  - If NTT West finds that it does not have the desired information, the basic charge and cost of simplified registered mail will apply.
- When a representative applies, be sure to include the representative's name, address, telephone number, and mailing address for the response.
- This disclosure request and the received information will be used to the extent necessary to answer the disclosure request. Documents that are submitted will be held for seven years after the response to the disclosure request is completed, and after that time will be destroyed.

[Subscriber]  
Address:  
Name:  
Contact phone no.:  
Signature:  
[Representative]  
Address:  
Name:  
Contact phone no.:  
Signature:

**Personal Information Disclosure Request Form (Leased Circuit)**

I request disclosure of the following personal information possessed by NTT West, based on the provisions of the Personal Information Protection Law (Law No. 57 of 2003) Article 25, Section 1 and Article 29, Section 1, and Guidelines on the Protection of Personal Information in Telecommunications Business (Ministry of Internal Affairs and Communications Bulletin No. 695 of 2004) Article 17, Section 1 and Article 19, Section 1.

Line ID					
Subscriber name					
Location of installation (address)	Origin	End			
Contact phone number					
Service for which disclosure is requested	General Leased Circuit Service / High-Speed Digital Transfer Service / ATM Service / (Other )				
Mailing address for response	Location of installation / Address on official identification / Mailing address for NTT bills *If submitted by a representative, please include address on Letter of Authorization.				
Representative name*					
Address of representative*					
Contact phone number of representative*					
		Information category (registered information at NTT West)	Mark a for the information you wish disclosed	Handling charges (per telephone number)	
	Basic information	Date subscription application accepted		¥400 (¥420 incl. tax)	
		Address of subscriber			
		Contact phone number			
	Information that incurs additional charges	Product information**	Location of installation		¥200 (¥210 incl. tax)
			Type in use		¥200 (¥210 incl. tax)
			Services in use (Multi Access Service etc.)		
			Terminals in use		
		Information on orders**	Discounts in use		
			Service start date		
			Contents of order		
		Information on charges**	Date of order		¥200 (¥210 incl. tax)
			Date of name change		
			Subscriber number of billing address		
Billing address					
Name of financial institution for automatic payment					
Account number for automatic payment					
If the information you want is not listed above, please record it here.				¥200 (¥210 incl. tax) x number of items	

\*\*If items are under the same information category, the charge will be ¥200 (¥210 incl. tax) regardless of the number of items. [Example: If you wish information disclosed for "Type in use" and "Terminals in use" under "Product information", the charge will be ¥200 (¥210 incl. tax).]

Notes

- In order to verify the identity of the subscriber (or the representative), please attach the documents listed below with this application form.
  - Subscriber: Copy of official identification (One of the following: Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
  - Representative: Letter of Authorization from the subscriber, Subscriber's Certificate of Registered Seal Impression [*Inkanshomeisho*] (issued within the last three months), Copy of official identification of the representative (One of the following: Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
  - Company: Certified Copy of Commercial Registration [*Tokiboto(sho)hon*], Copy of employee ID of the person who applies
- The handling charge for this application will be a basic charge of ¥400 (¥420 incl. tax) per line ID plus an additional charge of ¥200 (¥210 incl. tax) per information, and a mailing charge of ¥430 (simplified registered mail) for the response.
  - If NTT West finds that it does not have the desired information, the basic charge and cost of simplified registered mail will apply.
- When a representative applies, be sure to include the representative's name, address, telephone number, and mailing address for the response.
- This disclosure request and the received information will be used to the extent necessary to answer the disclosure request. Documents that are submitted will be held for seven years after the response to the disclosure request is completed, and after that time will be destroyed.

[Subscriber]  
Address:  
Name:  
Contact phone no.:  
Signature:  
[Representative]  
Address:  
Name:  
Contact phone no.:  
Signature:

**Corporate Information Disclosure Request Form (Leased Circuit)**

We request disclosure of the following corporate information possessed by NTT West, based on the provisions of the Personal Information Protection Law (Law No. 57 of 2003) Article 25, Section 1 and Article 29, Section 1, and Guidelines on the Protection of Personal Information in Telecommunications Business (Ministry of Internal Affairs and Communications Bulletin No. 695 of 2004) Article 17, Section 1 and Article 19, Section 1.

Line ID					
Subscriber name					
Location of installation (address)	Origin	End			
Contact phone number					
Service for which disclosure is requested	General Leased Circuit Service / High-Speed Digital Transfer Service / ATM Service / (Other )				
Mailing address for response	Location of installation / Address on official identification / Mailing address for NTT bills *If submitted by a representative, please include address on Letter of Authorization.				
Representative name*					
Address of representative*					
Contact phone number of representative*					
		Information category (registered information at NTT West)	Mark a for the information you wish disclosed	Handling charges (per telephone number)	
	Basic information	Date subscription application accepted		¥400 (¥420 incl. tax)	
		Address of subscriber			
		Contact phone number			
	Information that incurs additional charges	Product information**	Location of installation		¥200 (¥210 incl. tax)
			Type in use		¥200 (¥210 incl. tax)
			Services in use (Multi Access Service etc.)		
			Terminals in use		
			Discounts in use		
		Service start date			
		Information on orders**	Contents of order		¥200 (¥210 incl. tax)
			Date of order		
			Date of name change		
		Information on charges**	Subscriber number of billing address		¥200 (¥210 incl. tax)
Billing address					
Name of financial institution for automatic payment					
		Account number for automatic payment			
		If the information you want is not listed above, please record it here.		¥200 (¥210 incl. tax) x number of items	

\*\*If items are under the same information category, the charge will be ¥200 (¥210 incl. tax) regardless of the number of items. [Example: If you wish information disclosed for "Type in use" and "Terminals in use" under "Product information", the charge will be ¥200 (¥210 incl. tax).]

Notes

- In order to verify the identity of the subscriber (or the representative), please attach the documents listed below with this application form.
  - Subscriber: Copy of official identification (One of the following: Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
  - Representative: Letter of Authorization from the subscriber, Subscriber's Certificate of Registered Seal Impression [*Inkanshōmeishō*] (issued within the last three months), Copy of official identification of the representative (One of the following: Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
  - Company: Certified Copy of Commercial Registration [*Tokiboto(sho)hon*], Copy of employee ID of the person who applies
- The handling charge for this application will be a basic charge of ¥400 (¥420 incl. tax) per line ID plus an additional charge of ¥200 (¥210 incl. tax) per information, and a mailing charge of ¥430 (simplified registered mail) for the response.
  - If NTT West finds that it does not have the desired information, the basic charge and cost of simplified registered mail will apply.
- When a representative applies, be sure to include the representative's name, address, telephone number, and mailing address for the response.
- This disclosure request and the received information will be used to the extent necessary to answer the disclosure request. Documents that are submitted will be held for seven years after the response to the disclosure request is completed, and after that time will be destroyed.

[Subscriber]  
Address:  
Name:  
Contact phone no.:  
Signature:  
[Representative]  
Address:  
Name:  
Contact phone no.:  
Signature:

**Personal Information Disclosure Request Form (Mega Data Netz)**

I request disclosure of the following personal information possessed by NTT West, based on the provisions of the Personal Information Protection Law (Law No. 57 of 2003) Article 25, Section 1 and Article 29, Section 1, and Guidelines on the Protection of Personal Information in Telecommunications Business (Ministry of Internal Affairs and Communications Bulletin No. 695 of 2004) Article 17, Section 1 and Article 19, Section 1.

Subscriber line ID					
Subscriber name					
Location of installation (address)					
Contact phone number					
Service for which disclosure is requested	Data transmission service (Mega Data Netz)				
Mailing address for response	Location of installation / Address on official identification / Mailing address for NTT bills *If submitted by a representative, please include address on Letter of Authorization.				
Representative name*					
Address of representative*					
Contact phone number of representative*					
		Information category (registered information at NTT West)	Mark a for the information you wish disclosed	Handling charges (per telephone number)	
	Basic information	Date subscription application accepted		¥400 (¥420 incl. tax)	
		Address of subscriber			
		Contact phone number			
	Information that incurs additional charges	Product information**	Location of installation		¥200 (¥210 incl. tax)
			Subscriber line type		
			Communications menu contents (Circuit ID / Details [service class / data rate])		
			Terminals in use		
			Discounts in use		
			Service start date		
		Information on orders**	Contents of order		¥200 (¥210 incl. tax)
			Date of order		
			Date of name change		
		Information on charges**	Subscriber number of billing address		¥200 (¥210 incl. tax)
			Billing address		
			Name of financial institution for automatic payment		
		Account number for automatic payment			
		If the information you want is not listed above, please record it here.		¥200 (¥210 incl. tax) x number of items	

\*\*If items are under the same information category, the charge will be ¥200 (¥210 incl. tax) regardless of the number of items. [Example: If you wish information disclosed for "Subscriber line type" and "Terminals in use" under "Product information", the charge will be ¥200 (¥210 incl. tax).]

Notes

- In order to verify the identity of the subscriber (or the representative), please attach the documents listed below with this application form.
  - Subscriber: Copy of official identification (One of the following: Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
  - Representative: Letter of Authorization from the subscriber, Subscriber's Certificate of Registered Seal Impression [*Inkanshomeisho*] (issued within the last three months), Copy of official identification of the representative (One of the following: Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
  - Company: Certified Copy of Commercial Registration [*Tokiboto(Sho)hon*], Copy of employee ID of the person who applies
- The handling charge for this application will be a basic charge of ¥400 (¥420 incl. tax) per subscriber line ID plus an additional charge of ¥200 (¥210 incl. tax) per information, and a mailing charge of ¥430 (simplified registered mail) for the response.
  - If NTT West finds that it does not have the desired information, the basic charge and cost of simplified registered mail will apply.
- When a representative applies, be sure to include the representative's name, address, telephone number, and mailing address for the response.
- This disclosure request and the received information will be used to the extent necessary to answer the disclosure request. Documents that are submitted will be held for seven years after the response to the disclosure request is completed, and after that time will be destroyed.

[Subscriber]  
Address:  
Name:  
Contact phone no.:  
Signature:  
[Representative]  
Address:  
Name:  
Contact phone no.:  
Signature:

**Corporate Information Disclosure Request Form (Mega Data Netz)**

We request disclosure of the following corporate information possessed by NTT West, based on the provisions of the Personal Information Protection Law (Law No. 57 of 2003) Article 25, Section 1 and Article 29, Section 1, and Guidelines on the Protection of Personal Information in Telecommunications Business (Ministry of Internal Affairs and Communications Bulletin No. 695 of 2004) Article 17, Section 1 and Article 19, Section 1.

Subscriber line ID					
Subscriber name					
Location of installation (address)					
Contact phone number					
Service for which disclosure is requested	Data transmission service (Mega Data Netz)				
Mailing address for response	Location of installation / Address on official identification / Mailing address for NTT bills *If submitted by a representative, please include address on Letter of Authorization.				
Representative name*					
Address of representative*					
Contact phone number of representative*					
		Information category (registered information at NTT West)	Mark a for the information you wish disclosed	Handling charges (per telephone number)	
	Basic information	Date subscription application accepted		¥400 (¥420 incl. tax)	
		Address of subscriber			
		Contact phone number			
	Information that incurs additional charges	Product information**	Location of installation		¥200 (¥210 incl. tax)
			Subscriber line type		
			Communications menu contents (Circuit ID / Details [service class / data rate])		
			Terminals in use		
		Information on orders***	Discounts in use		¥200 (¥210 incl. tax)
			Service start date		
			Contents of order		
			Date of order		
		Information on charges**	Date of name change		¥200 (¥210 incl. tax)
			Subscriber number of billing address		
			Billing address		
			Name of financial institution for automatic payment		
		Account number for automatic payment		¥200 (¥210 incl. tax) x number of items	
		If the information you want is not listed above, please record it here.			

\*\*If items are under the same information category, the charge will be ¥200 (¥210 incl. tax) regardless of the number of items. [Example: If you wish information disclosed for "Subscriber line type" and "Terminals in use" under "Product information", the charge will be ¥200 (¥210 incl. tax).]  
Notes

- In order to verify the identity of the subscriber (or the representative), please attach the documents listed below with this application form.
  - Subscriber: Copy of official identification (One of the following: Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
  - Representative: Letter of Authorization from the subscriber, Subscriber's Certificate of Registered Seal Impression [*Inkanshomeisho*] (issued within the last three months), Copy of official identification of the representative (One of the following: Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
  - Company: Certified Copy of Commercial Registration [*Tokiboto(sho)hon*], Copy of employee ID of the person who applies
- The handling charge for this application will be a basic charge of ¥400 (¥420 incl. tax) per subscriber line ID plus an additional charge of ¥200 (¥210 incl. tax) per information, and a mailing charge of ¥430 (simplified registered mail) for the response.
  - If NTT West finds that it does not have the desired information, the basic charge and cost of simplified registered mail will apply.
- When a representative applies, be sure to include the representative's name, address, telephone number, and mailing address for the response.
- This disclosure request and the received information will be used to the extent necessary to answer the disclosure request. Documents that are submitted will be held for seven years after the response to the disclosure request is completed, and after that time will be destroyed.

[Subscriber]  
Address:  
Name:  
Contact phone no.:  
Signature:  
[Representative]  
Address:  
Name:  
Contact phone no.:  
Signature:

**Personal Information Disclosure Request Form (Type 1 LAN Communications Network Service)**

I request disclosure of the following personal information possessed by NTT West, based on the provisions of the Personal Information Protection Law (Law No. 57 of 2003) Article 25, Section 1 and Article 29, Section 1, and Guidelines on the Protection of Personal Information in Telecommunications Business (Ministry of Internal Affairs and Communications Bulletin No. 695 of 2004) Article 17, Section 1 and Article 19, Section 1.

Subscription ID				
Subscriber name				
Subscriber line ID	(1)	(2)	(3) Others Separate sheet	
Location of installation (address)	(1)	(2)		
Contact phone number				
Service for which disclosure is requested	Type 1 LAN Communications Network Service (WIDE LAN / WIDE LAN plus)			
Mailing address for response	Location of installation / Address on official identification / Mailing address for NTT bills *If submitted by a representative, please include address on Letter of Authorization.			
Representative name*				
Address of representative*				
Contact phone number of representative*				
		Information category (registered information at NTT West)	Mark a for the information you wish disclosed	Handling charges (per telephone number)
Basic information		Date subscription application accepted		¥400 (¥420 incl. tax)
		Address of subscriber		
		Contact phone number		
Information that incurs additional charges	Product information**	Location of installation		¥200 (¥210 incl. tax)
		Type in use		¥200 (¥210 incl. tax)
		Terminals in use		
		Discounts in use		
	Information on orders**	Service start date		¥200 (¥210 incl. tax)
		Contents of order		
		Date of order		
	Information on charges**	Date of name change		¥200 (¥210 incl. tax)
		Subscriber number of billing address		
		Billing address		
		Name of financial institution for automatic payment		¥200 (¥210 incl. tax)
		Account number for automatic payment		
		If the information you want is not listed above, please record it here.		¥200 (¥210 incl. tax) × number of items

\*\*If items are under the same information category, the charge will be ¥200 (¥210 incl. tax) regardless of the number of items. [Example: If you wish information disclosed for "Type in use" and "Terminals in use" under "Product information", the charge will be ¥200 (¥210 incl. tax).]

Notes

- In order to verify the identity of the subscriber (or the representative), please attach the documents listed below with this application form.
  - Subscriber: Copy of official identification (One of the following: Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
  - Representative: Letter of Authorization from the subscriber, Subscriber's Certificate of Registered Seal Impression [*Inkanshomeisho*] (issued within the last three months), Copy of official identification of the representative (One of the following: Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
  - Company: Certified Copy of Commercial Registration [*Tokiboto(sho)hon*], Copy of employee ID of the person who applies
- The handling charge for this application will be a basic charge of ¥400 (¥420 incl. tax) per subscription ID plus an additional charge of ¥200 (¥210 incl. tax) per information, and a mailing charge of ¥430 (simplified registered mail) for the response.
  - If NTT West finds that it does not have the desired information, the basic charge and cost of simplified registered mail will apply.
- When a representative applies, be sure to include the representative's name, address, telephone number, and mailing address for the response.
- This disclosure request and the received information will be used to the extent necessary to answer the disclosure request. Documents that are submitted will be held for seven years after the response to the disclosure request is completed, and after that time will be destroyed.

[Subscriber]  
Address:  
Name:  
Contact phone no.:  
Signature:  
[Representative]  
Address:  
Name:  
Contact phone no.:  
Signature:

**Corporate Information Disclosure Request Form (Type 1 LAN Communications Network Service)**

We request disclosure of the following corporate information possessed by NTT West, based on the provisions of the Personal Information Protection Law (Law No. 57 of 2003) Article 25, Section 1 and Article 29, Section 1, and Guidelines on the Protection of Personal Information in Telecommunications Business (Ministry of Internal Affairs and Communications Bulletin No. 695 of 2004) Article 17, Section 1 and Article 19, Section 1.

Subscription ID					
Subscriber name					
Subscriber line ID	(1)	(2)	(3) Others Separate sheet		
Location of installation (address)	(1)	(2)			
Contact phone number					
Service for which disclosure is requested	Type 1 LAN Communications Network Service (WIDE LAN / WIDE LAN plus)				
Mailing address for response	Location of installation / Address on official identification / Mailing address for NTT bills *If submitted by a representative, please include address on Letter of Authorization.				
Representative name*					
Address of representative*					
Contact phone number of representative*					
		Information category (registered information at NTT West)	Mark a for the information you wish disclosed	Handling charges (per telephone number)	
Information that incurs additional charges	Basic information	Date subscription application accepted		¥400 (¥420 incl. tax)	
		Address of subscriber			
		Contact phone number			
	Information that incurs additional charges	Product information**	Location of installation		¥200 (¥210 incl. tax)
			Type in use		¥200 (¥210 incl. tax)
			Terminals in use		
			Discounts in use		
		Information on orders**	Service start date		¥200 (¥210 incl. tax)
			Contents of order		
			Date of order		
		Information on charges**	Date of name change		¥200 (¥210 incl. tax)
			Subscriber number of billing address		
			Billing address		
Name of financial institution for automatic payment					
		Account number for automatic payment			
		If the information you want is not listed above, please record it here.		¥200 (¥210 incl. tax) x number of items	

\*\*If items are under the same information category, the charge will be ¥200 (¥210 incl. tax) regardless of the number of items. [Example: If you wish information disclosed for "Type in use" and "Terminals in use" under "Product information", the charge will be ¥200 (¥210 incl. tax).]

- Notes
- In order to verify the identity of the subscriber (or the representative), please attach the documents listed below with this application form.
    - Subscriber: Copy of official identification (One of the following: Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
    - Representative: Letter of Authorization from the subscriber, Subscriber's Certificate of Registered Seal Impression [*Inkanshomeisho*] (issued within the last three months), Copy of official identification of the representative (One of the following: Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
    - Company: Certified Copy of Commercial Registration [*Tokiboto(sho)hon*], Copy of employee ID of the person who applies
  - The handling charge for this application will be a basic charge of ¥400 (¥420 incl. tax) per subscription ID plus an additional charge of ¥200 (¥210 incl. tax) per information, and a mailing charge of ¥430 (simplified registered mail) for the response.
    - If NTT West finds that it does not have the desired information, the basic charge and cost of simplified registered mail will apply.
  - When a representative applies, be sure to include the representative's name, address, telephone number, and mailing address for the response.
  - This disclosure request and the received information will be used to the extent necessary to answer the disclosure request. Documents that are submitted will be held for seven years after the response to the disclosure request is completed, and after that time will be destroyed.

[Subscriber]  
Address:  
Name:  
Contact phone no.:  
Signature:  
[Representative]  
Address:  
Name:  
Contact phone no.:  
Signature:

**Personal Information Disclosure Request Form (Type 2 LAN Communications Network Service)**

I request disclosure of the following personal information possessed by NTT West, based on the provisions of the Personal Information Protection Law (Law No. 57 of 2003) Article 25, Section 1 and Article 29, Section 1, and Guidelines on the Protection of Personal Information in Telecommunications Business (Ministry of Internal Affairs and Communications Bulletin No. 695 of 2004) Article 17, Section 1 and Article 19, Section 1.

Subscriber line ID				
Subscriber name				
Location of installation (address)				
Contact phone number				
Service for which disclosure is requested	Type 2 LAN Communications Network Service (URBAN ETHER / FLAT ETHER)			
Mailing address for response	Location of installation / Address on official identification / Mailing address for NTT bills *If submitted by a representative, please include address on Letter of Authorization.			
Representative name*				
Address of representative*				
Contact phone number of representative*				
		Information category (registered information at NTT West)	Mark a for the information you wish disclosed	Handling charges (per telephone number)
Basic information		Date subscription application accepted		¥400 (¥420 incl. tax)
		Address of subscriber		
		Contact phone number		
Information that incurs additional charges	Product information**	Location of installation		¥200 (¥210 incl. tax)
		Subscriber line type		¥200 (¥210 incl. tax)
		Terminals in use		
		Discounts in use		
	Information on orders**	Service start date		¥200 (¥210 incl. tax)
		Contents of order		
		Date of order		
	Information on charges**	Date of name change		¥200 (¥210 incl. tax)
		Subscriber number of billing address		
		Billing address		
		Name of financial institution for automatic payment		¥200 (¥210 incl. tax)
		Account number for automatic payment		
		If the information you want is not listed above, please record it here.		¥200 (¥210 incl. tax) x number of items

\*\*If items are under the same information category, the charge will be ¥200 (¥210 incl. tax) regardless of the number of items. [Example: If you wish information disclosed for "Subscriber line type" and "Terminals in use" under "Product information", the charge will be ¥200 (¥210 incl. tax).]

Notes

- In order to verify the identity of the subscriber (or the representative), please attach the documents listed below with this application form.
  - Subscriber: Copy of official identification (One of the following: Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
  - Representative: Letter of Authorization from the subscriber, Subscriber's Certificate of Registered Seal Impression [*Inkanshomeisho*] (issued within the last three months), Copy of official identification of the representative (One of the following: Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
  - Company: Certified Copy of Commercial Registration [*Tokiboto(sha)hon*], Copy of employee ID of the person who applies
- The handling charge for this application will be a basic charge of ¥400 (¥420 incl. tax) per subscriber line ID plus an additional charge of ¥200 (¥210 incl. tax) per information, and a mailing charge of ¥430 (simplified registered mail) for the response.
  - If NTT West finds that it does not have the desired information, the basic charge and cost of simplified registered mail will apply.
- When a representative applies, be sure to include the representative's name, address, telephone number, and mailing address for the response.
- This disclosure request and the received information will be used to the extent necessary to answer the disclosure request. Documents that are submitted will be held for seven years after the response to the disclosure request is completed, and after that time will be destroyed.

[Subscriber]  
Address:  
Name:  
Contact phone no.:  
Signature:  
[Representative]  
Address:  
Name:  
Contact phone no.:  
Signature:

**Corporate Information Disclosure Request Form (Type 2 LAN Communications Network Service)**

We request disclosure of the following corporate information possessed by NTT West, based on the provisions of the Personal Information Protection Law (Law No. 57 of 2003) Article 25, Section 1 and Article 29, Section 1, and Guidelines on the Protection of Personal Information in Telecommunications Business (Ministry of Internal Affairs and Communications Bulletin No. 695 of 2004) Article 17, Section 1 and Article 19, Section 1.

Subscriber line ID				
Subscriber name				
Location of installation (address)				
Contact phone number				
Service for which disclosure is requested	Type 2 LAN Communications Network Service (URBAN ETHER / FLAT ETHER)			
Mailing address for response	Location of installation / Address on official identification / Mailing address for NTT bills *If submitted by a representative, please include address on Letter of Authorization.			
Representative name*				
Address of representative*				
Contact phone number of representative*				
		Information category (registered information at NTT West)	Mark a for the information you wish disclosed	Handling charges (per telephone number)
Basic information		Date subscription application accepted		
		Address of subscriber		¥400 (¥420 incl. tax)
		Contact phone number		
Information that incurs additional charges	Product information**	Location of installation		¥200 (¥210 incl. tax)
		Subscriber line type		
		Terminals in use		¥200 (¥210 incl. tax)
		Discounts in use		
	Information on orders**	Service start date		
		Contents of order		
		Date of order		¥200 (¥210 incl. tax)
	Information on charges**	Date of name change		
		Subscriber number of billing address		
		Billing address		¥200 (¥210 incl. tax)
Name of financial institution for automatic payment				
		Account number for automatic payment		
If the information you want is not listed above, please record it here.				¥200 (¥210 incl. tax) x number of items

\*\*If items are under the same information category, the charge will be ¥200 (¥210 incl. tax) regardless of the number of items. [Example: If you wish information disclosed for "Subscriber line type" and "Terminals in use" under "Product information", the charge will be ¥200 (¥210 incl. tax).]

Notes

- In order to verify the identity of the subscriber (or the representative), please attach the documents listed below with this application form.
  - (1)Subscriber: Copy of official identification (One of the following: Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
  - (2)Representative: Letter of Authorization from the subscriber, Subscriber's Certificate of Registered Seal Impression [*Inkanshomeisho*] (issued within the last three months), Copy of official identification of the representative (One of the following: Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
  - (3)Company: Certified Copy of Commercial Registration [*Tokiboto(sho)hon*], Copy of employee ID of the person who applies
- The handling charge for this application will be a basic charge of ¥400 (¥420 incl. tax) per subscriber line ID plus an additional charge of ¥200 (¥210 incl. tax) per information, and a mailing charge of ¥430 (simplified registered mail) for the response.
  - If NTT West finds that it does not have the desired information, the basic charge and cost of simplified registered mail will apply.
- When a representative applies, be sure to include the representative's name, address, telephone number, and mailing address for the response.
- This disclosure request and the received information will be used to the extent necessary to answer the disclosure request. Documents that are submitted will be held for seven years after the response to the disclosure request is completed, and after that time will be destroyed.

[Subscriber]  
Address:  
Name:  
Contact phone no.:  
Signature:  
[Representative]  
Address:  
Name:  
Contact phone no.:  
Signature:

**Personal Information Disclosure Request Form (Others)**

I request disclosure of the following personal information possessed by NTT West, based on the provisions of the Personal Information Protection Law (Law No. 57 of 2003) Article 25, Section 1 and Article 29, Section 1, and Guidelines on the Protection of Personal Information in Telecommunications Business (Ministry of Internal Affairs and Communications Bulletin No. 695 of 2004) Article 17, Section 1 and Article 19, Section 1.

Subscriber line ID				
Subscriber name				
Location telephone is used (address)				
Contact phone number				
Service for which disclosure is requested				
Mailing address for response	Location telephone is used / Address on official identification / Mailing address for NTT bills *If submitted by a representative, please include address on Letter of Authorization.			
Representative name*				
Address of representative*				
Contact phone number of representative*				
		Information category (registered information at NTT West)	Mark a for the information you wish disclosed	Handling charges (per telephone number)
	Basic Information	Date subscription application accepted		¥400 (¥420 incl. tax)
		Address of subscriber		
		Contact phone number		
Other information				

- In order to verify the identity of the subscriber (or the representative), please attach the documents listed below with this application form.
  - Subscriber: Copy of official identification (One of the following: Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
  - Representative: Letter of Authorization from the subscriber, Subscriber's Certificate of Registered Seal Impression [*Inkanshomeisho*] (issued within the last three months), Copy of official identification of the representative (One of the following: Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
  - Company: Certified Copy of Commercial Registration [*Tokiboto(sho)hon*], Copy of employee ID of the person who applies
- The handling charge for this application will be a basic charge of ¥400 (¥420 incl. tax) per subscriber line ID plus an additional charge of ¥200 (¥210 incl. tax) per information, and a mailing charge of ¥430 (simplified registered mail) for the response.
  - If NTT West finds that it does not have the desired information, the basic charge and cost of simplified registered mail will apply.
- When a representative applies, be sure to include the representative's name, address, telephone number, and mailing address for the response.
- This disclosure request and the received information will be used to the extent necessary to answer the disclosure request. Documents that are submitted will be held for seven years after the response to the disclosure request is completed, and after that time will be destroyed.

[Subscriber]  
Address:  
Name:  
Contact phone no.:  
Signature:  
[Representative]  
Address:  
Name:  
Contact phone no.:  
Signature:

**Corporate Information Disclosure Request Form (Others)**

We request disclosure of the following corporate information possessed by NTT West, based on the provisions of the Personal Information Protection Law (Law No. 57 of 2003) Article 25, Section 1 and Article 29, Section 1, and Guidelines on the Protection of Personal Information in Telecommunications Business (Ministry of Internal Affairs and Communications Bulletin No. 695 of 2004) Article 17, Section 1 and Article 19, Section 1.

Subscriber line ID				
Subscriber name				
Location telephone is used (address)				
Contact phone number				
Service for which disclosure is requested				
Mailing address for response	Location telephone is used / Address on official identification / Mailing address for NTT bills *If submitted by a representative, please include address on Letter of Authorization.			
Representative name*				
Address of representative*				
Contact phone number of representative*				
		Information category (registered information at NTT West)	Mark a for the information you wish disclosed	Handling charges (per telephone number)
	Basic Information	Date subscription application accepted		¥400 (¥420 incl. tax)
		Address of subscriber		
		Contact phone number		
Other information				

- In order to verify the identity of the subscriber (or the representative), please attach the documents listed below with this application form.
  - Subscriber: Copy of official identification (One of the following: Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
  - Representative: Letter of Authorization from the subscriber, Subscriber's Certificate of Registered Seal Impression [*Inkanshomeisho*] (issued within the last three months), Copy of official identification of the representative (One of the following: Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
  - Company: Certified Copy of Commercial Registration [*Tokiboto(sho)hon*], Copy of employee ID of the person who applies
- The handling charge for this application will be a basic charge of ¥400 (¥420 incl. tax) per subscriber line ID plus an additional charge of ¥200 (¥210 incl. tax) per information, and a mailing charge of ¥430 (simplified registered mail) for the response.
  - If NTT West finds that it does not have the desired information, the basic charge and cost of simplified registered mail will apply.
- When a representative applies, be sure to include the representative's name, address, telephone number, and mailing address for the response.
- This disclosure request and the received information will be used to the extent necessary to answer the disclosure request. Documents that are submitted will be held for seven years after the response to the disclosure request is completed, and after that time will be destroyed.

[Subscriber]  
Address:  
Name:  
Contact phone no.:  
Signature:  
[Representative]  
Address:  
Name:  
Contact phone no.:  
Signature:

Personal Information Amendment Request Form

I request amendment, addition, and/or deletion of the following personal information possessed by NTT West, or request that NTT West cease using this information or providing it to third parties, based on the provisions of the Personal Information Protection Law (Law No. 57 of 2003) Article 26, Section 1, Article 27, Section 1 and Section 2, and Article 29, Section 1, and Guidelines on the Protection of Personal Information in Telecommunications Business (Ministry of Internal Affairs and Communications Bulletin No. 695 of 2004) Article 17, Section 3 and Article 19, Section 1.

	Personal information	Measure requested for each item of information	Reason for request
1		Amend ( ) Add ( ) Delete Cease use Cease providing to third parties ( )	Content is not correct Retention period has passed Being used for a different purpose ( ) Being provided to a third party without my consent Other ( )
2		Amend ( ) Add ( ) Delete Cease use Cease providing to third parties ( )	Content is not correct Retention period has passed Being used for a different purpose ( ) Being provided to a third party without my consent Other ( )
3		Amend ( ) Add ( ) Delete Cease use Cease providing to third parties ( )	Content is not correct Retention period has passed Being used for a different purpose ( ) Being provided to a third party without my consent Other ( )

- In order to verify the identity of the subscriber (or the representative), please attach the documents listed below with this application form. However, the documents are not necessary if the amendment etc. is related to NTT West's response to a previous disclosure request.
  - Subscriber: Copy of official identification (One of the following: Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
  - Representative: Letter of Authorization from the subscriber, Subscriber's Certificate of Registered Seal Impression [*Inkanshomeisho*] (issued within the last three months), Copy of official identification of the representative (One of the following: Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
  - Company: Certified Copy of Commercial Registration [*Tokiboto(sho)hon*], Copy of employee ID of the person who applies
- When a representative applies, be sure to include the representative's name, address, telephone number, and mailing address for the response.
- This amendment request and the received information will be used to the extent necessary to answer the amendment request. Documents that are submitted will be held for seven years after the response to the amendment request is completed, and after that time will be destroyed.

[Subscriber]  
Address:  
Name:  
Contact phone no.:  
Signature:  
[Representative]  
Address:  
Name:  
Contact phone no.:  
Signature:

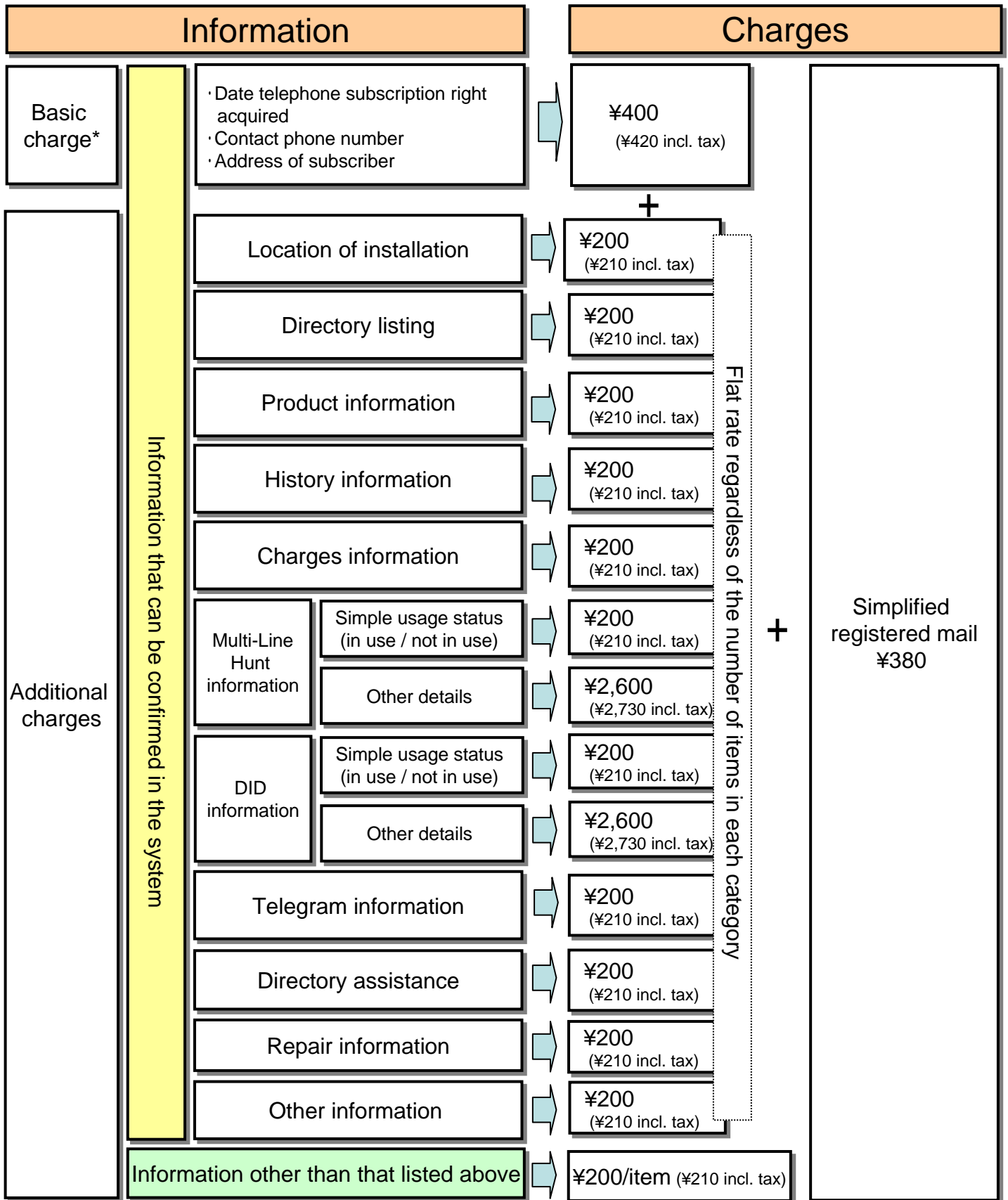
**Corporate Information Amendment Request Form**

We request amendment, addition, and/or deletion of the following corporate information possessed by NTT West, or request that NTT West cease using this information or providing it to third parties, based on the provisions of the Personal Information Protection Law (Law No. 57 of 2003) Article 26, Section 1, Article 27, Section 1 and Section 2, and Article 29, Section 1, and Guidelines on the Protection of Personal Information in Telecommunications Business (Ministry of Internal Affairs and Communications Bulletin No. 695 of 2004) Article 17, Section 3 and Article 19, Section 1.

	Corporate information	Measure requested for each item of information	Reason for request
1		Amend ( ) Add ( ) Delete Cease use Cease providing to third parties ( )	Content is not correct Retention period has passed Being used for a different purpose ( ) Being provided to a third party without my consent Other ( )
2		Amend ( ) Add ( ) Delete Cease use Cease providing to third parties ( )	Content is not correct Retention period has passed Being used for a different purpose ( ) Being provided to a third party without my consent Other ( )
3		Amend ( ) Add ( ) Delete Cease use Cease providing to third parties ( )	Content is not correct Retention period has passed Being used for a different purpose ( ) Being provided to a third party without my consent Other ( )

- In order to verify the identity of the subscriber (or the representative), please attach the documents listed below with this application form. However, the documents are not necessary if the amendment etc. is related to NTT West's response to a previous disclosure request.
  - Subscriber: Copy of official identification (One of the following: Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
  - Representative: Letter of Authorization from the subscriber, Subscriber's Certificate of Registered Seal Impression [*Inkanshomeisho*] (issued within the last three months), Copy of official identification of the representative (One of the following: Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
  - Company: Certified Copy of Commercial Registration [*Tokiboto(sho)hon*], Copy of employee ID of the person who applies
- When a representative applies, be sure to include the representative's name, address, telephone number, and mailing address for the response.
- This amendment request and the received information will be used to the extent necessary to answer the amendment request. Documents that are submitted will be held for seven years after the response to the amendment request is completed, and after that time will be destroyed.

# Disclosure Handling Charges



The basic charge will always apply when there is a reply to a disclosure request.

(Example) Disclosure request for posted information only: Basic charge (¥400) + Additional charge (¥200) + Simplified registered mail fee (¥380) = ¥980 (¥1,029 incl. tax)

If NTT West investigates the disclosure information you request and finds that it does not possess the information, you will be billed for the basic charge and the simplified registered mail fee.