

◆ 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

- ① Harm may be caused to a subscriber or third party's life, body, assets, or other rights and interests
- ② Disclosure will cause significant interference with the proper conduct of NTT West business
- ③ Disclosure will violate some other law or regulation

○ Required documents

Subscriber	Individual	<ol style="list-style-type: none"> ① Personal Information Disclosure Request Form ② Copy of official identification (Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
	Company	<ol style="list-style-type: none"> ① Corporate Information Disclosure Request Form ② Certified Copy of Commercial Registration [Tokiboto(sho)hon] ③ Copy of employee ID of the person who applies
Legal Representative		<ol style="list-style-type: none"> ① Personal/Corporate Information Disclosure Request Form ② Documents showing qualifications such as Certified Copy of Family Register [Kosekito(sho)hon] and certificates of registration (issued within 30 days prior to the request for disclosure etc.) ③ Copy of official identification of the representative (Japanese driver's license, passport, Basic Resident Register Card B-version, Certified Copy of Commercial Registration [Tokiboto(sho)hon] etc.)
Individual/Company (Representative)		<ol style="list-style-type: none"> ① Personal/Corporate Information Disclosure Request Form ② Letter of Authorization from the subscriber ③ Copy of official identification of the representative (Japanese driver's license, passport, Basic Resident Register Card B-version, etc.) ④ Subscriber's Certificate of Registered Seal Impression [Inkanshomeisho] (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	<ul style="list-style-type: none"> ① Personal Information Amendment Request Form ② Copy of official identification (Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
	Company	<ul style="list-style-type: none"> ① Corporate Information Amendment Request Form ② Certified Copy of Commercial Registration [Tokiboto(sho)hon] ③ Copy of employee ID of the person who applies
Legal Representative		<ul style="list-style-type: none"> ① Personal/Corporate Information Amendment Request Form ② Documents showing qualifications such as Certified Copy of Family Register [Kosekito(sho)hon] and certificates of registration (issued within 30 days prior to the request for amendment etc.) ③ Copy of official identification of the representative (Japanese driver's license, passport, Basic Resident Register Card B-version, Certified Copy of Commercial Registration [Tokiboto(sho)hon], etc.)
Individual/Company (Representative)		<ul style="list-style-type: none"> ① Personal/Corporate Information Amendment Request Form ② Letter of Authorization from the subscriber ③ Copy of official identification of the representative (Japanese driver's license, passport, Basic Resident Register Card B-version, etc.) ④ Subscriber's Certificate of Registered Seal Impression [Inkanshomeisho] (issued within the last three months)

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

Notes:

1. Only ① 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

☐FLET'S

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 FLET'S 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

NTT WEST, Inc.

Date

(MM/DD/YY)

Branch

[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 (Excl. Tax)	
		Address of subscriber			
		Contact phone number			
	Information that incurs additional charges	Location of installation		¥200 (Excl. Tax)	
		Item in Telephone Directory		¥200 (Excl. Tax)	
		Product information**	Network products in use		¥200 (Excl. Tax)
			Terminals in use		
			Discounts in use		
			Service start date		
		Information on orders**	Date of installation		¥200 (Excl. Tax)
			Person who applied		
			Date of order		
			Date of name charge		
		Information on charges**	Billing address		¥200 (Excl. 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 (Excl. Tax)		
	If the information you want is not listed above, please record it here.		¥200 (Excl. Tax) × number of items		

**If items are under the same information category, the charge will be ¥200 (Excl. 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 (Excl. 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: ① Copy of official identification (One of the following: Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
 - Representative: ① Letter of Authorization from the subscriber, ② Subscriber's Certificate of Registered Seal Impression [Inkanshomeisho] (issued within the last three months), ③ Copy of official identification of the representative (One of the following: Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
 - Company: ① Certified Copy of Commercial Registration [Tokiboto(sho)hon], ② Copy of employee ID of the person who applies
- The handling charge for this application will be a basic charge of ¥400 (Excl. Tax) per telephone number plus an additional charge of ¥200 (Excl. Tax) per information, and a mailing charge of 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.

NTT WEST, Inc.

Date

(MM/DD/YY)

Branch

[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 (Excl. Tax)	
		Contact phone number			
	Information that incurs additional charges	Location of installation		¥200 (Excl. Tax)	
		Item in Telephone Directory		¥200 (Excl. Tax)	
		Product information**	Network products in use		¥200 (Excl. Tax)
			Terminals in use		
			Discounts in use		
			Service start date		
		Information on orders**	Date of installation		¥200 (Excl. Tax)
			Person who applied		
			Date of order		
			Date of name charge		
		Information on charges**	Billing address		¥200 (Excl. 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 (Excl. Tax)		
	If the information you want is not listed above, please record it here.		¥200 (Excl. Tax) × number of items		

**If items are under the same information category, the charge will be ¥200 (Excl. 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 (Excl. 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: ① Copy of official identification (One of the following: Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
 - Representative: ① Letter of Authorization from the subscriber, ② Subscriber's Certificate of Registered Seal Impression [Inkanshomeisho] (issued within the last three months), ③ Copy of official identification of the representative (One of the following: Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
 - Company: ① Certified Copy of Commercial Registration [Tokiboto(sho)hon], ② Copy of employee ID of the person who applies
- The handling charge for this application will be a basic charge of ¥400 (Excl. Tax) per telephone number plus an additional charge of ¥200 (Excl. Tax) per information, and a mailing charge of 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.

NTT WEST, Inc.

Date

(MM/DD/YY)

Branch

[Subscriber]

Address:

Name:

Contact phone no.:

Signature:

[Representative]

Address:

Name:

Contact phone no.:

Signature:

Personal Information Disclosure Request Form (FLET'S)

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	FLET'S()					
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	Basic information	Date subscription application accepted		¥400 (Excl. Tax)		
		Address of subscriber				
		Contact phone number				
	Information that incurs additional charges	Product information**	Location of installation		¥200 (Excl. Tax)	
			Service menu		¥200 (Excl. Tax)	
				Optional services		
				Terminals in use		
				Discounts in use		
		Information on orders**	Service start date		¥200 (Excl. Tax)	
			Date of installation			
			Person who applied			
			Date of order			
		Information on charges**	Date of name change		¥200 (Excl. 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 (Excl. Tax) × number of items		

**If items are under the same information category, the charge will be ¥200 (Excl. 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 (Excl. 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: ① Copy of official identification (One of the following: Japanese driver's license, passport, Basic Resident Register Card B-version, etc.) (2)Representative: ① Letter of Authorization from the subscriber, ②Subscriber's Certificate of Registered Seal Impression [Inkanshomeisho] (issued within the last three months), ③Copy of official identification of the representative (One of the following: Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
- (3)Company: ①Certified Copy of Commercial Registration [Tokiboto(sho)hon], ②Copy of employee ID of the person who applies
- The handling charge for this application will be a basic charge of ¥400 (Excl. Tax) per telephone number (line ID) plus an additional charge of ¥200 (Excl. Tax) per information, and a mailing charge of 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.

NTT WEST, Inc.

Date

(MM/DD/YY)

Branch

[Subscriber]

Address:

Name:

Contact phone no.:

Signature:

[Representative]

Address:

Name:

Contact phone no.:

Signature:

Corporate Information Disclosure Request Form (FLET'S)

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	FLET'S ()				
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 (Excl. Tax)	
		Address of subscriber			
		Contact phone number			
	Information that incurs additional charges	Product information**	Location of installation		¥200 (Excl. Tax)
			Service menu		¥200 (Excl. Tax)
			Optional services		
			Terminals in use		
			Discounts in use		
		Information on orders**	Service start date		¥200 (Excl. Tax)
			Date of installation		
			Person who applied		
			Date of order		
		Information on charges**	Date of name change		¥200 (Excl. Tax)
			Subscriber number of billing address		
Billing address					
		Name of financial institution for automatic payment		¥200 (Excl. Tax)	
		Account number for automatic payment			
		If the information you want is not listed above, please record it here.		¥200 (Excl. Tax) × number of items	

**If items are under the same information category, the charge will be ¥200 (Excl. 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 (Excl. 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: ① Copy of official identification (One of the following: Japanese driver's license, passport, Basic Resident Register Card B-version, etc.) (2)Representative: ① Letter of Authorization from the subscriber, ②Subscriber's Certificate of Registered Seal Impression [Inkanshomeisho] (issued within the last three months), ③Copy of official identification of the representative (One of the following: Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
- (3)Company: ①Certified Copy of Commercial Registration [Tokiboto(sho)hon], ②Copy of employee ID of the person who applies
- The handling charge for this application will be a basic charge of ¥400 (Excl. Tax) per telephone number (line ID) plus an additional charge of ¥200 (Excl. Tax) per information, and a mailing charge of 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.

NTT WEST, Inc.

Branch

Date (MM/DD/YY)

[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*				
	Basic Information	Information category (registered information at NTT West)	Mark a ○ for the information you wish disclosed	Handling charges (per telephone number)
				¥400 (Excl. Tax)
Other information				

1. In order to verify the identity of the subscriber (or the representative), please attach the documents listed below with this application form.
(1)Subscriber: ①Copy of official identification (One of the following: Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
(2)Representative: ①Letter of Authorization from the subscriber, ②Subscriber's Certificate of Registered Seal Impression [Inkanshomeisho] (issued within the last three months), ③Copy of official identification of the representative (One of the following: Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
(3)Company: ①Certified Copy of Commercial Registration [Tokiboto(sho)hon], ② Copy of employee ID of the person who applies
2. The handling charge for this application will be a basic charge of ¥400 (Excl. Tax) per subscriber line ID plus an additional charge of ¥200 (Excl. Tax) per information, and a mailing charge of 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.
3. When a representative applies, be sure to include the representative's name, address, telephone number, and mailing address for the response.
4. 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.

NTT WEST, Inc.

Branch

Date (MM/DD/YY)

[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 ((Excl. Tax)	
		Address of subscriber			
		Contact phone number			
Other information					

1. In order to verify the identity of the subscriber (or the representative), please attach the documents listed below with this application form.
(1)Subscriber: ①Copy of official identification (One of the following: Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
(2)Representative: ①Letter of Authorization from the subscriber, ②Subscriber's Certificate of Registered Seal Impression [Inkanshomeisho] (issued within the last three months), ③Copy of official identification of the representative (One of the following: Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
(3)Company: ①Certified Copy of Commercial Registration [Tokiboto(sho)hon], ② Copy of employee ID of the person who applies
2. The handling charge for this application will be a basic charge of ¥400 (Excl. Tax) per subscriber line ID plus an additional charge of ¥200 (Excl. Tax) per information, and a mailing charge of 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.
3. When a representative applies, be sure to include the representative's name, address, telephone number, and mailing address for the response.
4. 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.

NTT WEST, Inc.

Date

(MM/DD/YY)

Branch

[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		<input type="checkbox"/> Amend () <input type="checkbox"/> Add () <input type="checkbox"/> Delete <input type="checkbox"/> Cease use <input type="checkbox"/> Cease providing to third parties ()	<input type="checkbox"/> Content is not correct <input type="checkbox"/> Retention period has passed <input type="checkbox"/> Being used for a different purpose () <input type="checkbox"/> Being provided to a third party without my consent <input type="checkbox"/> Other ()
2		<input type="checkbox"/> Amend () <input type="checkbox"/> Add () <input type="checkbox"/> Delete <input type="checkbox"/> Cease use <input type="checkbox"/> Cease providing to third parties ()	<input type="checkbox"/> Content is not correct <input type="checkbox"/> Retention period has passed <input type="checkbox"/> Being used for a different purpose () <input type="checkbox"/> Being provided to a third party without my consent <input type="checkbox"/> Other ()
3		<input type="checkbox"/> Amend () <input type="checkbox"/> Add () <input type="checkbox"/> Delete <input type="checkbox"/> Cease use <input type="checkbox"/> Cease providing to third parties ()	<input type="checkbox"/> Content is not correct <input type="checkbox"/> Retention period has passed <input type="checkbox"/> Being used for a different purpose () <input type="checkbox"/> Being provided to a third party without my consent <input type="checkbox"/> 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: ①Copy of official identification (One of the following: Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
 - Representative: ①Letter of Authorization from the subscriber, ②Subscriber's Certificate of Registered Seal Impression [Inkanshomeisho] (issued within the last three months), ③Copy of official identification of the representative (One of the following: Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
 - Company: ①Certified Copy of Commercial Registration [Tokiboto(sho)hon], ②Copy 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.

NTT WEST, Inc.

Date

(MM/DD/YY)

Branch

[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		<input type="checkbox"/> Amend () <input type="checkbox"/> Add () <input type="checkbox"/> Delete <input type="checkbox"/> Cease use <input type="checkbox"/> Cease providing to third parties ()	<input type="checkbox"/> Content is not correct <input type="checkbox"/> Retention period has passed <input type="checkbox"/> Being used for a different purpose () <input type="checkbox"/> Being provided to a third party without my consent <input type="checkbox"/> Other ()
2		<input type="checkbox"/> Amend () <input type="checkbox"/> Add () <input type="checkbox"/> Delete <input type="checkbox"/> Cease use <input type="checkbox"/> Cease providing to third parties ()	<input type="checkbox"/> Content is not correct <input type="checkbox"/> Retention period has passed <input type="checkbox"/> Being used for a different purpose () <input type="checkbox"/> Being provided to a third party without my consent <input type="checkbox"/> Other ()
3		<input type="checkbox"/> Amend () <input type="checkbox"/> Add () <input type="checkbox"/> Delete <input type="checkbox"/> Cease use <input type="checkbox"/> Cease providing to third parties ()	<input type="checkbox"/> Content is not correct <input type="checkbox"/> Retention period has passed <input type="checkbox"/> Being used for a different purpose () <input type="checkbox"/> Being provided to a third party without my consent <input type="checkbox"/> 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: ①Copy of official identification (One of the following: Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
 - Representative: ①Letter of Authorization from the subscriber, ②Subscriber's Certificate of Registered Seal Impression [Inkanshomeisho] (issued within the last three months), ③Copy of official identification of the representative (One of the following: Japanese driver's license, passport, Basic Resident Register Card B-version, etc.)
 - Company: ①Certified Copy of Commercial Registration [Tokiboto(sho)hon], ②Copy 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

Information			Charges	
Basic charge*	Information that can be confirmed in the system	<div><div>• Date telephone subscription right acquired</div><div>• Contact phone number</div><div>• Address of subscriber</div></div>	➡	<div>¥400</div> <div>(Excl. Tax)</div>
			+	
Location of installation		➡	<div>¥200</div> <div>(Excl. Tax)</div>	
Directory listing		➡	<div>¥200</div> <div>(Excl. Tax)</div>	
Product information		➡	<div>¥200</div> <div>(Excl. Tax)</div>	
History information		➡	<div>¥200</div> <div>(Excl. Tax)</div>	
Charges information		➡	<div>¥200</div> <div>(Excl. Tax)</div>	
Multi-Line Hunt information		Simple usage status (in use / not in use)	➡	<div>¥200</div> <div>(Excl. Tax)</div>
		Other details	➡	<div>¥2,600</div> <div>(Excl. Tax)</div>
DID information		Simple usage status (in use / not in use)	➡	<div>¥200</div> <div>(Excl. Tax)</div>
		Other details	➡	<div>¥2,600</div> <div>(Excl. Tax)</div>
Telegram information		➡	<div>¥200</div> <div>(Excl. Tax)</div>	
Directory assistance		➡	<div>¥200</div> <div>(Excl. Tax)</div>	
Repair information		➡	<div>¥200</div> <div>(Excl. Tax)</div>	
Other information		➡	<div>¥200</div> <div>(Excl. Tax)</div>	
Additional charges		Information other than that listed above	➡	<div>¥200/item (Excl. Tax)</div>

Flat rate regardless of the number of items in each category

+

Simplified registered mail

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.

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.