

## ANA Crowne Plaza Hotel Grand Court Nagoya “Request To Change Personal Information” Form

Date of Request : Day /Month /Year

Please fill out and submit the identification document to the address below.

(It is the applicants' responsibility to pay postage.)

Please fill out the information in bold print.

### Address for the Request

ATT: Privacy Policy ANA Crowne Plaza Hotel Grand Court Nagoya  
1-1-1 Kanayama-cho, Naka-ku,  
Nagoya, 460-0023 JAPAN



We only accept requests by mail. We do not accept requests at the front desk or restaurants.

### Personal Information (Please fill out all of the information requested.)

Name	Date of Birth	Day	/Month	/Year
Address				
Phone Number	*If we need to contact you to verify any information, please list a daytime phone number.			
Identification	1. Driver's license 2. Passport, 3. Health insurance card 4. Basic resident register card (with a photo) 5. Pension handbook 6. Physical disability certificate 7. Alien registration certificate 8. Proof of personal seal registration. *Please submit copies of two identification documents along with other documents in an envelop.			

### Applicant's Information (Please fill out the sections below ONLY if the applicant is applying the behalf of someone else.)

Name	
Address	
Phone Number	*In case we need to contact you to verify any information, please list a daytime phone number.
Relationship	1. Relative 2. Legal Guardian 3. Representative 4. Other ; please write the relationship in the parenthesis ( )
Proof of identification and relationship	“letter of attorney” which proves that the applicant is the representative and 1. Koseki certificate (Japanese family registry) or 2. Certificate of Legal Guardian
Applicant identification	1. Driver's license 2. Passport, 3. Health insurance card 4. Basic resident register card (with a photo) 5. Pension handbook 6. Physical disability certificate 7. Alien registration certificate 8. Proof of personal seal registration. *Please submit copies of two identification documents along with requested documents in an envelop.

Handling Fee	Free of charge
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### Procedure

Please check to correct, delete or add the personal information.

	Correction List	Correction Descriptions (before)	Correction Description (after)
1 Correction			

	Deletion List	Deletion Descriptions
2 Deletion		

	Addition List	Addition Descriptions
3 Addition		

To correct, delete and add room, meetings / parties and restaurants reservations, please contact the hotel. For any request, we will need to verify your identify before we reveal any information. If someone is sent to check on the status of a reservation, we will need to identify that person. If verification can't be obtained, we won't be able to give out any information.

ANA Crowne Hotel Grand Court Nagoya  
In-House System for Changing Personal Data

We will notify you with the reason(s) if we cannot change the personal information.

This form will only be used to update the personal information. All documents will be kept for a month and discarded after that period of time.

- The information provided was inadequate.
- The hotel cannot confirm the checklist.
- The information requested to be changed doesn't fall under the “personal data” category.
- The change of the personal information will trouble our business.
- The change of the personal information is a violation of the law.
- The change in personal information leaves a negative impact on the customer. This includes a physical, financial or basic welfare detriment.

#### Official Use Only

Date and time of the request	
Manager use only	