

ANA Crowne Plaza Hotel Grand Court Nagoya “Request for Suspension of 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 on 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 |
|--------------|----------------|

Procedure

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

| | Suspension List | Suspension Descriptions |
|--------------|-----------------|-------------------------|
| 1 Suspend | | |
| | | |
| | | |
| | | |
| | | |

| | Deletion List | Deletion Descriptions |
|-------------|---------------|-----------------------|
| 2 Delete | | |
| | | |
| | | |
| | | |
| | | |

ANA Crowne Plaza Hotel Grand Court Nagoya In-House System for Suspension / Elimination

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

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

- The information provided was inadequate.
- The hotel cannot confirm the checklist.
- The information requested to suspend / delete doesn't fall under the “personal data” category
- The suspension / Deletion will trouble our business.
- The suspension / Deletion is a violation of the law.
- The suspension / deletion 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 | |