Request to rectify or cease the use of personal information

Date / /

Customers who wish to request to rectify or cease the use of personal information are requested to fill in the format below and enclose documents to verify the Customer's identity and send by post such request to Daikin Lubrication Products & Engineering Co., Ltd. (hereinafter called "DLP", "we", "us" .etc,) as described below.

Daikin Lubrication Products & Engineering Co., Ltd.
Daikin Kogyo Esaka Building 7F, 3-21-10, Tarumi-Cho, Suita City, Osaka 564-0062 JAPAN

1. Request

Content of request	☐Correction, Addition or Removal ☐Cease of Use or Deletion	
Items for rectification, addition, or deletion	Before rectification	After Rectification/Addition
Reasons to cease the use or erase the data		

2. Information Necessary to Specify the Personal Information Held by Daikin

	Please fill in
Name	
Address	Home/Office (Company name / department:)
Phone	(Please fill in a phone number where you can be reached during working hours)
Circumstances when DLP collected the Customer`s personal information	(Please fill in as detailed as possible the product /service name how DLP collected your personal information)

3. Verifying the Identity of Customer

Please fill in
1. Driver's License 2. Passport 3. Health Insurance ID 4. Pension Handbook (Please choose one and enclose a copy of it)

4. Information on the Representative

	Please fill in
Name	
Address	Home/Office (Company name / department:)
Phone	(Please fill in a phone number where you can be reached during working hours)
Valid Identification	1. Driving License 2. Passport 3. Health Insurance ID 4. Pension Handbook (Please choose one and enclose a copy of it)

*DLP will use the personal information obtained by this document only for the procedure of this disclosure request

Signature: _____