Correction request letter of personal information

Year / month / day

To: Topcon Corporation, Messrs
(Care of the entire company help desk for personal information protection)

Address:

Name:

Contact: tel.

Pursuant to the provisions of the 1st clause of the 26th article of Personal Information Protection Law, I would like to request correction of personal information as follows.

Personal information concerning request:

Requested items:

- ☐ Deletion
- ☐ Correction
- ☐ Addition

Requested contents:

Reason for request:

Remarks:

1. When you apply for personal information disclosure, please enclose the documents necessary for identification such as a driver's license and others. Also when your legal representative applies, please enclose the documents proving his qualification.

2. When your legal representative applies, please specify his name, address and, also distinction of a minor or adult's protégé in the upper part of your name and address.

Identification of Applicant ☐ Driver's license ☐ Passport ☐ Health insurance card
☐ Others ( )