

To: Yamaha Motor Co., Ltd.

Date (YYYY/MM/DD): / /

Request Form for Retained Personal Data

1. Person requesting retained personal data

- Individual (owner of personal information) Representative (legal or mandatory)

2. Relationship of Individual to Yamaha Motor Co., Ltd.

- Customers Shareholders/Investors Business Partners
 Employees Others (_____)

3. Information of Requesting Person (Individual/Representative)

Please fill in information of person requesting retained personal data.

Name		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Phone Number		Date of Birth	(YYYY/MM/DD)
Email Address		Relationships with Applicants	
E-mail Address			

4. Individual (A person subject to request):

Please fill in only when the request is made by representative or mandatory.

Name		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Phone Number		Date of Birth	(YYYY/MM/DD)
E-mail Address			
Address			

5. Requested information regarding retained personal data

- Notification for purpose of use of personal information

- Disclosure of retained personal data
- Disclosure of third party provision record of retained personal data
- Correction, addition, or deletion of retained personal data
- Utilization cease or deletion of retained personal data
- Third party provision cease
- Others (_____)

6. Reasons and details for the request

Please describe the reasons and details for the request when request is for “Correction, addition, or deletion of retained personal data,” “Utilization cease or deletion of retained personal data,” or “Third party provision cease.” (If your request is for other reasons, you may skip this section.)

E.g., Request is regarding “Correction” of retained personal data because registered information is incorrect.

7. Contents for requesting personal information

(1) Please provide description of when, where, how, and purpose, etc., as much as you remember.

E.g., Purchased TMAX at YSPXX store at XX city in Shizuoka Prefecture on Month 20XX.

Registered to smartphone application, “Y-Connect,” on Month 20XX.

(2) Yamaha products related to this request:

If the request is related to purchase of Yamaha products or catalog requests, please provide the model.

Product Name	
Model	
Registered Model Name	
Product Identification Number E.g., Vehicle Identification Number (VIN), Hull Identification number (HIN), etc.	

(3) Personal Information Provided

<input type="checkbox"/>	Name	<input type="checkbox"/>	Gender	<input type="checkbox"/>	Date of Birth
<input type="checkbox"/>	Phone Number	<input type="checkbox"/>	Email Address	<input type="checkbox"/>	Country
<input type="checkbox"/>	Address	<input type="checkbox"/>	Product Number	<input type="checkbox"/>	Company, Contacts
<input type="checkbox"/>	Others *Please list Personal Information if any of above does not apply (_____)				

8. Method of disclosure (written document or digital record)

If the request is either “Disclosure” or “Disclosure of third party provision record,” please choose the method of disclosure. (For any other requests, this section is inapplicable). For the disclosure of electronic records, CD-ROM will be sent. If method of disclosure has not chosen, the response will be in writing.

<input type="checkbox"/>	Written Documents	<input type="checkbox"/>	Digital Record
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(Notes)

1. Please submit a copy of the personal identification (driver’s license, health insurance card, or My-number card (front side-where Name, address, and date of birth are shown), or certified copy of resident register)
2. For the request by Representative, please submit copy of representative’s personal identification, a certified transcript or extract of the family register showing the legal representation (only applicable for legal representative), Letter of Attorney (only applicable for mandatory), and a individual’s proof of personal seal registration (only applicable for mandatory).
3. Please confirm Yamaha Motor Co., Ltd. website for the documents required for “Request for Disclosure, Correction, etc. of Retained Personal Data.”
4. Please fill in “✓” in “□” where applicable.
5. If you do not know the answer to question, please leave it blank. We may contact to the information provide in “3. Information of Person Requesting” to confirm.
6. When the request form has been incomplete, or when required documents has not provided, we may contact the contacts provided in “3. Information of Person Requesting” to confirm.
7. In accordance with the law concerning the protection of personal information, please do understand that we may not be able to respond to the request.
8. Documents submitted for the purpose of the request will only be used for the extent necessary to complete the process of request. Once we completed the process, those documents and information will be stored for a designated period and deleted afterwards.

[Request must be submitted to]

For “Notification for purpose of use of personal information,” “Disclosure of retained personal data,” and “Disclosure of third party provision record of retained personal data”:

Yamaha Motor Co., Ltd. Customer Communication Center
Inquiry Desk for Personal Information,
2500 Shingai, Iwata, Shizuoka 438-8501

For “Correction, addition, or deletion of retained personal data,” “Utilization cease or deletion of retained personal data,” and “Third party provision cease”:

Request will be handled at responsible division. Please directly contact to division to be sure contact address for the request.