Form requesting modification of "personal data" held by ANA

Request Date : / /

Please fill out the Form below and return to Personal Data Information Desk with documents required for confirmation of identification. (Postage stamps required.)
Please fill out all the items in the boxes below.

Personal Data Information Desk for modification request

<Matters related to ANA Mileage Club>
ANA Mileage Club
Personal Information Handling Desk
P.O. Box 20, Gate City Osaki Post Office,141-8411

<Others>
All Nippon Airways Co., Ltd
Personal Information Handling Desk
Shiodome-City Center
1-5-2 Higashi-Shimbashi, Minato-ku,Tokyo,105-7133

Please note that this form is accepted only by mail.

Information to identify individual for modification

(We may not be able to accept disclosure in case all columns are not complete.)

Last Name		Birth Date	Day Mon Year / /
First Name			
Address	Zip Code		
Telephone	– –		*As we may call for identification, please fill in the phone available during day time.
Documents to confirm identification of the principal	1. Driver's licence 2. Passport 3. Health insurance card 4. Basic resident register card with photo 5. Pension insurance booklet 6. Physical disability certificate 7. Foreign resident registration 8. Certificate of seal registration ***Please note that copy of two documents from above should be enclosed with this form.**		

Information of representative requesting modification

(Please complete this column if request is not from the individual)

Last Name		Birth Date	Day Mon Year / /
First Name			
Address	Zip Code		
Telephone	– –		*As we may call for identification, please fill in the phone available during day time.

Documents required

Relationship to the individual	Document to verify relationship to the individual	Documents to confirm identification of representative
1. A person with parental authority	Person's family register	1. Driver's licence 2. Passport 3. Health insurance card 4. Basic resident registration card with photo 5. Pension insurance booklet 6. Physical disability certificate 7. Foreign resident registration 8. Certificate of seal registration ***Please note that copy of two documents from above should be enclosed with this form.**
2. Guardian	Guardian certificate	
3. Representative ( )	Letter of Trust (Legal representatives shall provide certifying document)	

Fee	Free

Types of requests to be handled

Circle the number for the type of requests to be handled, and fill out details of changes, deletion and addition.

1 Change

Item	Details (before change)	Details (after change)

2 Deletion

Item	Details

3 Addition

Item	Details

Regular ANA reservation confirmations and boarding confirmations is handled, at no charge by visiting ANA SKY WEB (www.ana.co.jp/eng) or calling the ANA Reservation Center. Information regarding ANA Mileage Club is also handled on the ANA SKY WEB (www.ana.co.jp/eng) or our ANA Reservation Center.

Handling of this modification request form

Personal data obtained in this form is only accepted for procedure of modification. We shall dispose this form and other related documents 1 month after our reply by appropriate method.

Denials for modification will be notified.

- Required item is missing.
- Confirmation was not available.
- Requested item was not eligible for modification of personal data.
- Modification has serious impact to ANA's business operation.
- Modification offends other laws.
- Life, health, property and other rights of the individual or third parties are affected.

■Official use by ANA

Acceptance date and time	Management representative validation space
Received on : Year Month Date Hour Minute	