Form requesting disclosure 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 disclosure 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 disclosure

(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 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.**		

Information of representative requesting disclosure

(Please complete in 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)	

Disclosure Fee	500 yen (including tax) for each disclosure request (Please send postal money order issued by Japan Post.)

Details of disclosure request

Please fill in the information to verify requesting item.

☐ **Reservation and boarding information** (Name, Flight Number, Date, Sector, Class or Fare)

Please fill in all the following information. Disclosure requests for multiple reservations and boarding information will be handled as separate individual requests.

① Reservation name of passenger :

② Flight Number : NH

③ Date : / /

④ Sector : ～

☐ **Matters related to ANA Mileage Club**

ANA Number										

*Please fill in the details of request.

☐ **Others**

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 disclosure request form

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

Denials for disclosure will be notified.

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