

ANA Request Form
<For People in China>

Request date: ____ / ____ / ____ (DD/MM/YYYY)

[Method of making requests]

1. Please fill out this request form.
2. Please enter the required information in this form (URL : <https://ana-support.my.site.com/enjp/s/atmint-en?cc=jp>) and upload this request form and the required documents.

*We do not accept requests at ANA counters or in flight.

[Requesting party's information]

Please check (☒) the appropriate box and complete the required information.

☐ Data subject ☐ Representative (please also fill out the representative column below)

Items	Details
[Data subject]	
Name	
Date of birth	Day / Month / Year
Address:	〒
Contact number (daytime)*	
[Identification documents]	A copy of driver's license, passport, or other equivalent identification document with a photograph issued by a public agency

Items	Details
[Representative's information (only when the request is made by a representative)]	
Name	
Date of birth	Day / Month / Year

Address:	〒
Contact number (daytime)*	
[Identification documents] *Please submit these documents together with the identification documents of the data subject.	1. Power of attorney (legal representatives must provide a certifying document) 2. Representative's identification (a copy of one document equivalent to the "Identification documents" listed above)

*Contact information: We may call the number for identity verification purposes.

【Details of Disclosure Request】

Please check (☒) the box for the desired information and fill out the required information.

1. Disclosure

☐ Reservation and boarding information (boarding certificate)

- Please enter the passenger reservation name in **alphabet** characters.
- If you are traveling on three or more flights, please complete the details on a separate sheet and attach it to this request form.
- If your request is extensive, we may contact you.

(1)	(1) Passenger reservation name:	(2) Flight number: NH
	(3) Date:	(4) Sector: ~
(2)	(1) Passenger reservation name:	(2) Flight number: NH
	(3) Date:	(4) Sector: ~

☐ ANA Mileage Club Information

Customer's Number									
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- Please specify the details of the information you are requesting to be disclosed for each item.
(Please note a request for one item will be treated as one request for disclosure.)
- If the inquiry relates to mileage accrual history, please note that we are able to verify transactions within the past 36 months.

Transaction history	Disclosure Item	Details of your request
	(Ex.) Mileage accrual history	Miles accrued in 20xx and their breakdown
Registered Information	Disclosure Item	Details of your request
	(Ex.) Phone number	Phone number registered with ANA Mileage Club

☐ **Disclosures of information other than item 1 above.**

•Please fill in the specific details of your request for disclosure(s).

2. Other: correction, deletion, etc.

Please check (☒) the box for the desired request and fill in the details.

☐Correction/deletion/ addition ☐ Suspension of use/deletion ☐Provision of information on personal information protection measures ☐ Interpretation/explanation of privacy policy

*Regrettably, requested services may not be able to be provided due to suspension of use or deletion of information.

[Details] (Please fill out the specific details of the correction, the reason for suspension, etc.)

<Note>

- ANA reservations/boarding confirmations within normal services are available free of charge on the ANA website (www.ana.co.jp) or by phone (ANA Reservation Information Center). You also can check your registered Mileage Club member information on the ANA website or by phone (ANA Mileage Club Service Center).

[Handling of this request form]

Documents obtained through this request form will be handled only to the extent necessary to respond to the request, in accordance with our privacy policy. For our privacy policy, please refer to the link below.

[ANA Privacy Policy](#)

<If we are unable to respond>

If any of the following items apply, we will not disclose the requested information or respond to the request, and we will notify you to that effect and of the reason for our decision.

- Required item is missing or verification is not possible.
- Item requested to be disclosed does not correspond to retained personal data.
- Disclosure may have a serious impact on the proper performance of our business operations.
- Disclosure violates other laws.
- Life, health, property or other rights and interests of the individual or third parties may be harmed.

■For official use by ANA

Acceptance date and time	Received: Year____ Month__ Date__ Time__:	Management representative validation	
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