

Guide to application procedure for disclosure of personal information etc.

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Nippon Institutional Securities

1. What types of application are acceptable?

- (1) Our customers can make applications for disclosure of the following information held in our database constructed in accordance with the Act on the Protection of Personal Information (hereinafter referred to as the “Act”): held personal data on themselves as well records of the provision of personal data by which they can be identified to third parties (Third Party Disclosure Ledgers) (hereinafter referred to collectively as “Personal Information, Etc.”), and information on measures needed to ensure the continuation of equivalent measures taken by third parties in foreign countries.
- (2) We accept five types of application, as follows (hereinafter, these five will be collectively referred to as “disclosure etc.”) (only type 1) in the case of Third Party Disclosure Ledgers)
 - 1) Disclosure
 - 2) Revision, addition, deletion
 - 3) Discontinuation/elimination of use and suspension of provision to third parties
 - 4) Notification of the purpose of use
 - 5) Provision of information on measures needed to ensure the continuation of equivalent measures taken by third parties in foreign countries
- (3) Of the five types noted above, please be informed that handling fees determined by Nippon Institutional Securities will be charged for types 1) and 4).

2. What is the basic procedural flow?

- (1) Please request an application form for personal information, etc. disclosure etc., by contacting the Customer Service Unit. In so doing, please state that you are making application in accordance with the Act.
- (2) Please fill out the application form for personal information, etc. disclosure etc., and post it to us (your identity will be verified by the prescribed method).
- (3) We shall examine the necessary items and prepare a written response (in data or document form) in accordance with the Act.
- (4) It will take a certain amount of time to prepare this written response.
- (5) As a general rule, responses in document form will be posted by a method in which a delivery record is retained.

3. Who should I contact for the procedure?

Nippon Institutional Securities

Customer Service Unit: Tel 03-6447-6080

4. Where should I send the application form?

Mailing address: Customer Service Unit (Personal Information)
Nippon Institutional Securities Co., Ltd.
Midtown Tower, 9-7-1 Akasaka, Minato-ku, Tokyo 107-6242

5. Do I have to submit documents for ID verification when applying?

Please enter your name, address, and information for other requisite items on the application form for personal information, etc. disclosure etc., impress the form with your registered seal, and submit a seal certificate issued no more than six months ago along with your form.

6. Is there a handling fee?

- (1) For applications for notification of personal information purpose of use or for personal information disclosure, there is a handling fee of JPY1,000 (tax-included) per response sheet. A handling fee of JPY3,000 (tax included) per response sheet is required for applications for disclosure of Third Party Disclosure Ledgers.
- (2) We will mail the response sheet on a payment on delivery basis, so please pay the fee upon delivery of the response sheet.

7. What kind of personal information, etc. can be disclosed?

We disclose the following types of personal information on customers that we hold in our database constructed in accordance with the Act. Please note, however, that we may not disclose the requested information, in whole or in part, if we recognize the existence of conditions for non-disclosure stipulated in the Act. Even in this case, we will post a response sheet.

- (1) Information concerning customers (e.g., name, date of birth, sex, address, and telephone number, etc.)
- (2) Information concerning transactions between the customer and Nippon Institutional Securities

For Third Party Disclosure Ledgers, of the records on the provision of customer information to third parties that we hold in our database prescribed under the Act, we disclose information of which records are required to be created under the Act. However, if the criteria for non-disclosure under the Act are deemed to be met, we

may refrain from disclosing all or part of the information.

8. Can personal information, etc. be revised, added, or deleted?

We make revisions, additions, and deletions (hereinafter referred to as “revisions etc.”) for the customer’s personal information data we hold contained in our database constructed in accordance with the Act in response to their requests, if we determine that the said data is erroneous or no longer factual due to changes. In applying for revisions etc., of held personal data, the customer must note the errors, changes, actual facts, etc., for said information on the application form for personal information disclosure etc., and submit documentation corroborating these assertions. Please note, however, that we may not make the requested revisions etc., in whole or in part, if the conditions stipulated in the Act are met. Even in this case, we will post a response sheet.

9. Is it possible to discontinue or eliminate the use of personal information, etc. and/or suspend its provision to third parties?

Customers may request the discontinuation or elimination of use of their personal information data held by us in our database constructed in accordance with the Act if the use exceeds the scope required for attainment of the purpose, if the means by which it is used create the risk of it encouraging or leading to unlawful or wrongful conduct, or if the said information was acquired by improper means. They also may request the suspension of provision to third parties if the said provision does not meet the prescribed conditions. In addition, they may request suspension of use, elimination or suspension of provision to third parties in the following cases: if it becomes unnecessary for us to use the data; if an incident deemed under the rules of the Personal Information Protection Commission to carry a significant risk of the personal data we handle being divulged, destroyed or damaged or of another such event regarding the safety of personal data that would infringe the rights and interests of individuals; and other cases in which our handling carries the risk of the data subject’s rights or legitimate interests being infringed. If it is clear that there is sufficient reason for the request, we will discontinue or eliminate the use or suspend the provision to third parties (hereinafter referred to as “use discontinuation etc.”). In filing an application to this effect, the customer must fill out the specific problem with the current handling on the application form for personal information, etc. disclosure etc. Please note, however, that we may not make the requested use discontinuation etc.,

in whole or in part, if the conditions stipulated in the Act are met. Even in this case, we will post a response sheet.

If a customer requests the cancellation of direct marketing, we will cease to use or provide information thereafter irrespective of the reason. Please contact the phone number listed in section 3 above.

10. How are responses made?

- (1) We shall send the written response to customers who require a response in document form in the form prescribed by Nippon Institutional Securities to the registered address in the case of customers who have a transaction account and to the address confirmed in the process of identity verification in the case of customers who do not have a transaction account. In each case, we shall post the response by a method in which a delivery record is retained. If customers request responses in data form, we will send them to those customers' designated email addresses.
- (2) As a general rule, only one written response sheet will be sent to the applicant in the case of a response in document form.
- (3) It will take a certain amount of time from receipt of the application to posting or sending the written response.
- (4) Please direct any inquiries about the information on the response sheet to the Customer Service Unit.

11. Can application be made by proxy?

Customers may apply through a legal proxy or a voluntary proxy acting on their behalf.

- (1) In the event of applying through a proxy, we shall verify the identity of the proxy in accordance with the procedures stipulated in the Act on Prevention of Transfer of Criminal Proceeds. We also request the proxy to impress the application form with his or her registered seal and append a copy of the seal certificate.
- (2) A legal proxy must also submit a transcript of the family register or other document corroborating the existence of a certain relationship with the customer prescribed by the provisions of relevant laws and regulations.
- (3) A voluntary proxy must impress the letter of proxy prescribed by Nippon Institutional Securities with the registered seals of both the customer and the proxy, and append a copy of the seal certificate. (However, if the customer or

the proxy has a transaction account, the letter of proxy must be impressed with the seal registered with Nippon Institutional Securities).

(4) We shall post the written response by a method in which a delivery record is retained. If a legal proxy so requests, we shall post the written response by a method in which a delivery record is retained to the address of the proxy.

* A legal proxy is a proxy who has been defined as such by law or regulation.

* A voluntary proxy is any proxy other than a legal proxy.

12. Can I be informed of the purpose of use of personal information, etc.?

Customers may request notification of the purpose of use of personal data on themselves that we hold in our database constructed in accordance with the Act.

Our website displays our Basic Policy on the Protection of Personal Information, setting forth items such as the purpose of use of such information in our company.

13. Can I receive information about the necessary actions taken to ensure that equivalent measures regarding personal information are implemented continuously by third parties in foreign countries?

You can make an application to receive information on required action to ensure that third parties in foreign countries continuously take equivalent measures regarding information about you that is held by us in our database constructed in accordance with the Act on the Protection of Personal Information.