

## [ANA] Form for Requesting Disclosure (Cargo)

Request Date:        /        /

### <How to apply>

Please fill out this request form and submit it as follows

#### 1. If you wish to receive a response by mail

Please send this request form together with identification documents (if the request is made by a representative, identification documents of the representative are also required) to our office below.  
(Postage stamps required)

ANA Cargo Inc.  
Personal Information Handling Desk  
1-5-2, Higashi-Shimbashi, Minato-ku, Tokyo, Japan, 105-7140

#### 2. If you wish to receive a response in electronic file format

Please enter the required information on this [form](#), then upload the request form and identification documents (if the request is made by a representative, identification documents of the representative are also required)

\*We do not accept applications at ANA counters.

\*If you wish to request disclosure by a method other than mail or electronic file format, please indicate your preferred disclosure method in the "Others" column. Please note, however, that there may be cases in which it is difficult to disclose by the specified method.

Please be careful not to forget to fill in the required items in the bold frame.

Information for the Person to Whom Disclosure Pertains			
Last Name		Birth Date	Day        /        /        Year
First Name			
Address	Zip Code		
Telephone	—        —	*As we may call for identity verification, please fill in the daytime phone number.	
Identification Documents	A Copy of one of the followings: Driver's License, Passport, Individual Number Card (front side only), Physical Disability Certificate, Resident Card		

## Information of the Person Requesting Disclosure

(Please fill this out only if the request is being made through a representative.)

Last Name		Birth Date	Day	Month	Year
First Name			/	/	
Address	Zip Code				
Telephone	-	-	*As we may call for identity verification, please fill in the daytime phone number.		
Identification documents of a representative	1. Power of Attorney (legal representatives must provide a certifying document) 2. Documents to identify the representative (A Copy of one of the followings: Driver's License, Passport, Individual Number Card (front side only), Physical Disability Certificate, Resident Card)				

## Details of disclosure request

Please fill in the information to verify requesting item.

Reservation information

① Subject

\_\_\_\_\_  
(Please fill in the disclosure information you are requesting for.)

② Cargo Information

[Date]

[AWB No (During transportation only) ]

\_\_\_\_\_  
[Departure•Arrival]

\_\_\_\_\_  
[Reservation TEL No of cargo]

Others (Please provide details for records provided to a third party and for disclosure requests other than those listed above.)

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### Handling of ANA disclosure request form

Documents obtained in connection with requests for disclosure will be handled only to the extent necessary to respond to requests for disclosure, etc., in accordance with the ANA Privacy Policy.

The ANA Privacy Policy can be found at the following link: [https://www.anacargo.jp/en/privacy\\_ana/](https://www.anacargo.jp/en/privacy_ana/)

### If we decide not to disclose the requested information, we will notify you to that effect and the reason for the non-disclosure.

- Required item is missing.
- Verification is not possible.
- Item requested to be disclosed does not correspond to the retained data.
- Disclosure may have a serious impact on the proper performance of our business operations.

#### ■ For official use by ANA

Acceptance date and time	Received: Year_____ Month___ Date___ Time___:	Management representative validation	
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