

[ANA] Form for Requesting Disclosure (Cargo)

<For Residents in China>

Request Date : / /

<How to apply>

1. Please fill out this form.
2. Please enter the required information in the URL below, then upload the request form and identification documents (if the request is made by a representative, identification documents of the representative are also required)

URL: <https://anacargohelpen.zendesk.com/hc/en-us/requests/new>

*Please note that we will not be able to accept this form at ANA counters.

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	Month	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: Official ID Card with a photo, such as Driver's License, Passport, etc.				

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	<ol style="list-style-type: none">1. Power of Attorney (legal representatives must provide a certifying document)2. Documents to identify the representative (A Copy of one of the followings: Official ID Card with a photo, such as Driver's License, Passport, etc.)				

Details of Access Request

Please make sure to fill in all necessary information to verify the details of the access request.

Reservation information

① Subject

(Please fill in the access 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 access requests other than those listed above.)

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/

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.
- 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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