

Inquiry about personal information (English Translation ver.)

Toyota Tsusho Metals Japan Ltd.

Procedures for requesting disclosure, notification of purpose of use, cessation of use, cessation of provision to third parties, etc.

I. To request disclosure or notification of purpose of use

Please read the 'Notes' below and send the prescribed request form with the attached documents and a stamp for the amount equivalent to the fee by post to the following contact office. Please note that requests for disclosure or notification of the purpose of use cannot be handled by any other contact office.

Administration Department,
Toyota Tsusho Metals Japan Ltd.
Symphony Toyota Bldg., 4-11-27, Meieki, Nakamura-ku, Nagoya, 450-0002, Japan

<Notes>

1. Documents to be submitted

Request form for disclosure of personal information

※A maximum of three claims per request form is allowed.

2. Documents attached to confirm the identity of the customer (claimant)

Please attach one of the following documents

- a. 'Certificate of residence or alien registration card'
- b. 'Copy of family register'
- c. 'Copy of driver's licence'
- d. 'Copy of passport'

3. Additional supporting documents if the request is made by a representative

Please attach documents a) and b) below to confirm the right of representation and one of the following documents c) to f) below to confirm the identity of the representative.

- a. 'Power of attorney (please affix your personal seal)'
- b. 'Proof of seal impression of the customer (subject of disclosure, etc.)'
- c. 'Certificate of residence' or 'Copy of residence card or alien registration certificate'
- d. 'Copy of family register'
- e. 'Copy of driver's licence'
- f. 'Copy of passport'

4. Fees payable on request.

Please affix stamps equivalent to the fee to the request form.

Claim form 839 yen per piece (84 yen for general postage, 435 yen for registered mail, 320 yen for certified mail)

5. How we respond to your request

Disclosure may be made in one of the following ways by the customer himself/herself (including his/her agent). The same applies below). The disclosure shall be carried out by the method designated by the customer (including his/her agent) among the following methods. However, if disclosure by the method designated by the customer would require a large amount of money, or if it is difficult to disclose by such a method, the customer shall be notified of this and disclosure shall be made by the method described in a.. If the customer has not specified a method of disclosure and there are no objections, the information will be disclosed by method b.

- a. by way of delivery in writing
- b. by sending an electromagnetic record as an attachment to an email

For notification of the purpose of use, we will also send our response document by registered mail with proof of delivery to the customer's address (as stated in the attached document).

If a decision is made not to disclose all or part of the retained personal data or third-party records, or if a decision is made not to notify the purpose of use, or if the subject information, etc. does not exist, the customer will be notified to that effect without delay.

6. Where disclosure or notification of purpose of use is not possible

Please note that we may not be able to respond to requests for disclosure or notification of purpose of use in the following cases.

- a. If there are any deficiencies in the information or accompanying documents
- b. If the right of representation cannot be confirmed (in the case of a request by a representative)
- c. If it is in accordance with the law
- d. If the prescribed fee as stated in 4. above is not paid.

7. Where we do not hold the requested personal data

We shall inform that we do not hold any.

II. When requesting correction, cessation of use, cessation of provision to third parties, etc.

In accordance with the law, the following contact office will deal with the request after confirming that the request is made by the customer in question.

Administration Department,
Toyota Tsusho Metals Japan Ltd.
Symphony Toyota Bldg., 4-11-27, Meieki, Nakamura-ku, Nagoya, 450-0002, Japan
Tel: +81 (0)50 5370 4887
Reception hours: 9am to 6pm JST (except Saturdays, Sundays and public holidays)

II. In the case of requests for correction, cessation of use, cessation of provision to third parties, etc., the following items from the aforementioned I. Notes on requests for disclosure and notification of purpose of use also apply *mutatis mutandis*.

1. Document to be submitted: Personal Information Disclosure Request Form
2. Documents attached to confirm the identity of the customer (claimant)
3. Additional supporting documents if the request is made by a representative
6. Where disclosure or notification of purpose of use is not possible
7. Where we do not hold the requested personal data