
Types of request to be handled

Circle the number for the type of requests to be handled and fill out details.

Types of Request	Details
1. Disclosure 2. Correction or updating 3. Erasure 4. Restriction of information usage 5. Transferring 6. Objection 7. Withdrawal of consent	

Handling of this request form

We will handle the documents we are presented with only to the extent that is necessary, in accordance with our privacy policy.

Please refer to the following link for our privacy policy.

<https://www.ocsworld.com/Privacy.aspx>

Denials for disclosure and the reasons will be notified.

Please be informed that, in some cases, we may not be able to disclose the information requested because it does not exist or because the request cannot be met due to laws and regulations. Should such case occur, we will notify you of the denial of disclosure and the reasons.

■ For official use by OCS

Acceptance date and time	Management representative validation
Received on : Year _____ Month _____ Date _____ Time _____ :	