



Details of request for non-use of personal information	
Request items	※Please check one of the following <input type="checkbox"/> Direct mailing <input type="checkbox"/> Suspension of personal information use (deletion)
Request details	Please check the item(s) for non-use of personal information, and let us know a reason for the request where practical.
Remarks	

Details about notification of purpose of personal information use	
Request details	Please specify items for which you wish to request the notification of purpose of personal information use. ※ The "notification of purpose of personal information use" notifies you how each item of your personal information registered with the company is used.
Remarks	

Point of contact for the request regarding personal information	
Required documents	<b>【 In case the application is filed by personal information owner 】</b> <input type="checkbox"/> This application form <input type="checkbox"/> Identity verification documents (copy of one of the above-mentioned documents) <b>【 In case the application is filed on behalf of personal information owner 】</b> <input type="checkbox"/> Power of attorney <input type="checkbox"/> Registration certificate for the seal affixed to the power of attorney (not older than three months from the date of the power of attorney) <input type="checkbox"/> Copy of the public notice or the notice of determination issued by the family court (applicable only to the custodian)
Administrative fee	For notifications or disclosures of how personal information is used, include a NTD 200 processing fee per request. Please include the processing fee along with the application form as a postal note.
Mailing address of the document	<b>【 Personal Information Help Desk 】</b> Location: No. 133, Sec.3, Nanjing E. Rd., Zhongshan Dist., Taipei City, 104107, Taiwan (R.O.C.) JREFU Hotel Management & Consulting Co., Ltd. <b>【 Personal Information Help Desk 】</b>

※About the notification method for the result of your request

Mailed in writing to the address of the applicant (the name and address of the applicant as entered in the application form) by Restricted Delivery Mail Service (only received by the intended recipient). In addition, in filing a request for the non-use or non-disclosure of personal information, please add a reason for making such a request. Please also note that it may take a few days to deliver the notifications.