

## To JMB Members Who Request Proxy Registration

Thank you for your continued participation in our JAL MILEAGE BANK (JMB) program and especially for choosing to fly Japan Airlines.

Enclosed herewith, please find the "JMB Proxy Registration Form" in response to your proxy registration request. Those who are registered as proxies can act on behalf of the JMB member to request the disclosure, change or deletion of registered data or apply for awards (\*refer to "Notes for proxy registration").

JMB will not be held liable for damages to JMB members which may result from the registered proxies.

Also, please take note of the following notes for proxy registration.

### Notes for proxy registration

- The items in the enclosed form must be filled in by the JMB member only.
- Please fill in all the mandatory items (with ※ marks). We will be unable to register your proxy if any of the items are left blank.
- It will take about a week to register your proxy after we receive the "JMB Proxy Registration Form". Until the completion of proxy registration, we can accept various JMB processing requests only from the JMB member himself/herself.
- After filling out the form, please mail it to JAL Mileage Center, Japan. Address : Proxy Registration Desk, JMB Center, Japan 2-4-11, Higashi-Shinagawa, Shinagawa-ku, Tokyo 140-8625  
Telephone : 0570-025-039 / 03-5460-3939  
(Office hours : **Mon-Sat 9:30-17:30** Office closed : Sun and Holidays)
- If there are any changes in the JMB registered information, please advise us in advance. If there are any discrepancies between the items filled in the form and your current registered JMB data, proxy registration will not be possible.
- Acceptable JMB processing from registered proxies are as follows;
  - Application for JAL Coupon Awards / Award Tickets / Upgrade Awards (Including the payment of required tax.)
  - Ticket booking
  - Disclosure, correction and deletion of the registered JMB member's data
  - Confirmation of mileage balance
  - Re-issuance of JMB cards    • Merger of mileage accounts
- Unacceptable JMB processing from registered proxies are as follows;
  - Withdrawal from JMB on behalf of the registered JMB member
  - Registration of proxy, change and deletion of registered proxy data
  - Inquiry or change of JMB password
- For cancellation of proxy registration, please mark the "deletion" column 0, fill in mandatory items in the "JMB Proxy Registration Form" and mail it to JMB Center, Japan. Authority granted to the registered proxy will continue until the cancellation process is completed.
- For changes to registered proxy data, please mark the "change to registered data" column 0, fill in the mandatory items in the "JMB Proxy Registration Form" and mail it to JMB Center, Japan.
- When a proxy requests JMB processing, we will ask for the proxy's name, telephone number, birth date and relationship with the JMB member, in addition to items such as the proxy's JMB membership number and proxy ID number if registered at the time of proxy registration. If there are any discrepancies between items filled in and the data registered with JMB, we will not accept the JMB processing request. Please confirm the information that has been filled in and advise your proxy of this information in advance.  
In particular, the registered proxy ID number is information known only by the JMB member and proxy. Once the proxy ID number is registered, the proxy ID number will be mandatory when a proxy requests JMB processing. If the proxy forgets the proxy ID number, we will not accept the request for JMB processing regardless of other details provided by the proxy.
- Tax, airport facility charge and other charges are required for international award ticket issuance. For payments made by credit cards, we will ask for the credit card number, expiration date and cardholder's name. Please give this information to the proxy in advance.
- After you have asked the proxy to request JMB processing, please ask the proxy to report the result of the request to you.

# JAL Mileage Bank Proxy Registration Form

To be filled in by JMB member only

- ◇ This proxy registration will enable your registered proxy to act on your behalf and apply for JAL Coupon Awards / Award Tickets / Upgrade Awards; request ticket bookings / request the disclosure, correction, and deletion of registered JMB data; confirm your mileage balance, request the re-issuance of JMB Cards, and request the merger of mileage accounts.
- ◇ The items in the enclosed form must be filled in by the JMB member only.
- ◇ Please select the purpose of registration (New/Change/Deletion) and mark the box ☐ with a checkmark 0.
- ◇ Please fill in all the mandatory items (with ※ marks). We will be unable to register your proxy if any of the items are left blank.
- ◇ We will not use the filled-in information for purposes other than proxy registration related use.
- ◇ JMB will not be held liable for damages to JMB members which may result from the registered proxies.

## JMB MEMBER

I entrust the following proxy to apply for JMB awards listed above using my mileage and to request the disclosure, change and deletion of my registered JMB data.

※Name	First Name	※JMB Membership Number							
	Last Name								
※Address ※Phone	〒 -	※Birth date		Month	Day	Year			
				/	/				
<input type="checkbox"/> Home <input type="checkbox"/> Business	( ) -	※Application date				※Seal or Signature			
		/ /							

\* Please fill in the address registered for newsletters and information sent from JMB.

## Person nominated as a proxy

☐ New Registration ☐ Change to registered data ☐ Deletion of proxy registration

※Name	First Name	Last Name	JMB Membership Number						
※Phone	<input type="checkbox"/> Home <input type="checkbox"/> Business <input type="checkbox"/> Mobile phone		※Birth date		Month	Day	Year		
	( ) -				/	/			
※Relationship with JMB member		Proxy ID No. (Option)	Please enter a combination of 4 letters (alphabet) and numbers. This Proxy ID will be mandatory for JMB processing requests from your proxy. *Please distinguish 0(numeric) from O(alphabet).						

Notice to Proxy (JMB member must advise the proxy of the following information)

- In order to identify you as a proxy, we will ask for your name, phone number (home or business), birth date, and relationship with the JMB member when you request JMB processing. Please note if you do not give us the above registered information correctly, we will not accept your request for JMB processing and will not respond to your inquiries.
- A proxy cannot act on behalf of a JMB member to request withdrawal from JMB, request the new registration of a proxy, request the change or deletion of the proxy registered data, or make changes or inquiries regarding the password of the JMB member.
- Please always inform the JMB member of the JMB processing result.

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