



OCS America, Inc.
49-27 31st St.
Long Island City, NY 11101
Phone: 718-784-6080

John Doe
100 Main Street
Anytown, CA 00000

Code: XXXXXXXX

March 12, 2013

Dear John,

On March 4, 2013, OCS America, Inc. discovered that one of its computers may have been affected by a malicious phishing attack. We are sending you this letter as a cautionary measure because we believe that certain information about you, which may have included your name, address, telephone number, date of birth, job title, salary information and Social Security number, was contained in a file on the computer.

Upon discovering the attack, OCS America immediately took the computer offline, investigated the attack to confirm that additional computers or network servers were not affected, and reset applicable passwords to prevent this from happening again. OCS America regrets this incident and values your privacy. While at this time we have no reason to believe any personal information was misused, for your protection, we have made arrangements with Experian to provide, at no cost to you, a 12-month membership to a credit monitoring plan, ProtectMyID Alert, which will provide you with identity theft protection services. For further information and assistance, please contact OCS America, attention Human Resources Manager at 718-784-6080.

Additionally, we have enclosed information on steps you can take to further protect your information, and how to receive free credit monitoring.

OCS America takes this matter very seriously and deeply regrets any inconvenience or concern that this matter may cause you.

Sincerely,

Yutaka Otake
President

Enclosure

Steps You Can Take To Further Protect Your Information

- **Review Your Account Statements**

As a precautionary measure, we recommend that you review your account statements and credit reports closely. If you detect any suspicious activity on an account, you should promptly notify the financial institution or company with which the account is maintained. You also should promptly report any fraudulent activity or any suspected incidence of identity theft to proper law enforcement authorities, your state attorney general, or the Federal Trade Commission.

- **Credit Report Monitoring**

You may obtain a free copy of your credit report from each of the 3 major credit reporting agencies once every 12 months by visiting <http://www.annualcreditreport.com>, calling toll-free 877-322-8228, or by completing an Annual Credit Report Request Form and mailing it to Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348. You can print a copy of the request form at <http://www.consumer.ftc.gov/articles/pdf-0093-annual-report-request-form.pdf>. Or you can elect to purchase a copy of your credit report by contacting one of the three national credit reporting agencies shown below.

Equifax (800) 685-1111 www.equifax.com P.O. Box 740241 Atlanta, GA 30374	Experian (888) 397-3742 www.experian.com 535 Anton Blvd., Suite 100 Costa Mesa, CA 92626	TransUnion (800) 916-8800 www.transunion.com P.O. Box 6790 Fullerton, CA 92834
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In addition to the services noted above, OCS America has arranged with Experian to provide you with credit monitoring for one year, at no cost to you. The credit monitoring package provides you with the identity theft protection services.

To take advantage of this offer, you must enroll within 90 days from receipt of this letter.

Enrollment Directions

To activate your complimentary one year membership in ProtectMyID Alert from Experian, visit the website, WWW.PROTECTMYID.COM/REDEEM and enter your individual activation code listed at the top of your letter. If you prefer, you can enroll on the phone by speaking with Experian representatives toll-free at 877-371-7902.

As soon as you enroll in your complimentary ProtectMyID Alert membership, Experian will begin to monitor your credit reports. This powerful tool will help you identify potentially fraudulent use of your information, and provide you with immediate assistance from a dedicated team of fraud resolution representatives should you ever need help.

You have ninety (90) days to activate this membership, which will then continue for 12 full months.

Once your enrollment in the protection plan is complete, you should carefully review your credit reports for inaccurate or suspicious items. If you have questions about the protection plan, need help understanding something on your credit report or suspect that an item on your credit report may be fraudulent, please contact Experian's customer care at 877-371-7902.

- **Additional Free Resources on Identity Theft**

You may wish to review the tips provided by the Federal Trade Commission on how to avoid identity theft. For more information, please visit <http://www.ftc.gov/idtheft> or call 1-877-ID-THEFT (877-438-4338).

- **Fraud Alert**

You may consider placing a fraud alert on your credit report. This fraud alert statement informs creditors of possible fraudulent activity within your report and requests that the creditor contact you prior to establishing any accounts in your name. To place a fraud alert on your credit report, contact any of the three credit reporting agencies identified above. Additional information is available at <http://www.annualcreditreport.com>.

- **Security Freeze**

In some U.S. states, you have the right to put a security freeze on your credit file. This will prevent new credit from being opened in your name without the use of a PIN number that is issued to you when you initiate the freeze. A security freeze is designed to prevent potential creditors from accessing your credit report without your consent. As a result, using a security freeze may interfere with or delay your ability to obtain credit. Additionally, if you request a security freeze from a consumer reporting agency there may be a fee up to \$10 to place, lift, or remove the security freeze; however, this fee may be less in certain states (in MA, up to \$5). In order to place a security freeze, you may be required to provide the consumer reporting agency with information that identifies you including your full name, Social Security number, date of birth, current and previous addresses, a copy of your state-issued identification card, and a recent utility bill, bank statement or insurance statement. You must separately place a security freeze on your credit file with each credit reporting agency.