

PERSONAL DATA PROTECTION ACT 2010 (ACT 709)
PERSONAL DATA ACCESS REQUEST FORM
(DKLS Group of Companies)

SECTION 1: PARTICULARS OF DATA SUBJECT

*only to be filled by the data subject himself / herself

Full name
(as per NRIC) :
NRIC/Passport
Number :
Data Subject's
Reference (e.g.
client reference
number) :
Telephone
number :
E-mail address
(if any) :

SECTION 2: THE PERSONAL DATA SOUGHT

Please provide us with a description and the specifics of the personal data that is being requested and from which specific company/ entity/ subsidiary under the Group:

*Please note that too general a description (e.g. 'all personal data') may result in us being unable to process your request due to our inability to locate the specific personal data to which this request relates.

SECTION 3: FORM OF PERSONAL DATA SOUGHT (OPTIONAL) I would like my personal data in the following form :

Hardcopy

(please provide
mailing address):

E-mail

(please provide
e-mail address):

No copy required

SECTION 4: DECLARATION

I, _____ hereby certify that the information given in this form and any documents submitted enclosed are true and accurate. I understand that (i) it will be necessary for the Data User to verify my identity, and (ii) that the Data User may contact me for more detailed information in order to locate the personal data requested. I understand that there may be a charge for this service and that [Data User] will contact me to request payment. I also understand that any and/or all personal data provided by me in this Personal Data Access Request Form will be collected and processed by the Data User as personal data in accordance with the Personal Data Protection Act 2010.

Signed:

Date:

PERSONAL DATA PROTECTION ACT 2010 (ACT 709)

**PERSONAL DATA CORRECTION REQUEST FORM
(DKLS Group of Companies)**

- Please note that we reserve the right to restrict and/or refuse your access to certain particulars of your personal data as may be permitted under the Personal Data Protection Act 2010 (Act 709).
- Your request may not be processed if the information/document provided is incomplete.
- Any request for Personal Data Correction Request must be supported with proof or evidence
- Please use CAPITAL LETTERS to fill in the form

Please tick (√) on one of the following:

- I would like to access my personal data
(Please fill in Section 1 and 3 below)
- I am a Third Party Requestor
(Please fill in Section 1, 2 and 3 below)

SECTION 1: TO BE FILLED BY DATA SUBJECT / REQUESTOR

Full Name (Per NRIC/Passport)	
New NRIC/Passport No	
Mobile Phone No	
E-mail Address	

SECTION 2: TO BE FILLED IN BY THIRD PARTY REQUESTOR (AUTHORISED PERSON)

This request is based on (please tick (√) one of the following):

- I am acting under the Data Subject's authorisation/mandate/Power of Attorney
- I am the legal/personal representative of the Data Subject
- I have a Warrant or Court Order allowing the correction of the Data Subject's Personal Data
- I am the executor/administrator of the Data Subject's estate
- Others (Please specify): _____

Please enclose proof of your authority to correct the personal data of the Data Subject.

SECTION 3: THE PERSONAL DATA SOUGHT

Please provide us with a description and the specifics of the personal data that needs to be corrected and from which specific company/ entity/ subsidiary under the Group :

SECTION 4

In complying with this data correction request, I request that you send a copy of the corrected data to me to my e-mail address provided above. Please write to me (refer to details in Section 1 above) to update me on the status of my request.

SECTION 5: DECLARATION

I/We, _____ hereby certify that the information given in this form and any documents submitted enclosed are true and accurate. I understand that (i) it will be necessary for you to verify my/our/ Third Party Requestor's identity, and (ii) that you may contact me/us for more detailed information in order to verify the personal data to be corrected. I understand that there may be a charge for this service and that you will contact me to request payment. I/We also understand that any and/or all personal data provided by me in this Personal Data Correction Form will be collected and processed by you as personal data in accordance with the Personal Data Protection Act 2010.

Signed:

Date: