

APPLICATION FOR ACCESS TO PERSONAL DATA FORM

ABOUT THIS FORM

- (a) This form enables us to locate the personal data that you require. Please provide all the requested information. You may attach additional pages in your response.
- (b) Please note that you may only apply for access to your own personal data. You may not apply for access to another person's personal data unless you are the parent or legal guardian of a child. If you are requesting access on behalf of another person, you must provide proof of your authority to do so.
- (c) We may charge you a fee to process your request.
- (d) Processing of your request will begin only after payment is received.
- (e) We will respond to your request within 30 business days.
- (f) We may deny access in certain limited circumstances. If we refuse access, this will be pursuant to the provisions of the Personal Data Protection Act, its subsidiary legislation or other guidance provided by the Personal Data Protection Commission.
- (g) Please note that to process this request, the information in this form may need to be given to third parties or our affiliated companies.

PERSONAL DETAILS

Name :

Address :

Email :

Telephone / Mobile No :

INFORMATION REQUESTED

(Please attach additional pages if needed)

Name of Data Subject (if different from person requesting): _____

Location, date and time data was captured:

IMPORTANT INFORMATION

- (a) Before we can give you access to any personal data, we must verify your identity. Please provide a copy of your identity such as NRIC, driver's license or passport.
- (b) If you are collecting this information on behalf of someone else, please provide written evidence of the identity of the individual who has authorised you to collect the information as well as proof of your own identity. We reserve the right to contact the other individual.
- (c) Please send this completed request form (with supporting documents) to :
 - by email: dpo@thakralcorp.com.sg; or
 - by post : Data Protection Officer
Thakral Corporation Ltd &
its Singapore subsidiaries and associated companies
20 Upper Circular Road
#03-06 The Riverwalk
Singapore 058416

DECLARATION

I confirm that this application relates to personal data about me.

Signature :

Date :

APPLICATION FOR CORRECTION OF PERSONAL DATA FORM

ABOUT THIS FORM

- (a) This form has been prepared to assist you in applying to correct personal data about you.
- (b) Please provide all of the requested information, attaching additional pages if you require more spaces for your response.
- (c) Please note that you may only apply to correct your own personal data. You may not apply to correct another person's personal data unless you are the parent or legal guardian of a child. If you are requesting to requesting corrections on behalf of another person, you must provide proof of your authority to do so.
- (d) We will try to respond to your request for correction promptly, in most cases within 10 business days.
- (e) We are permitted and/or required to refuse to make the correction in certain limited circumstances. If we refuse to make the correction, this will be pursuant to the provisions of the Personal Data Protection Act, its subsidiary legislation or other guidance provided by the Personal Data Protection Commission.

PERSONAL DETAILS

Name :

Address :

Email :

Telephone / Mobile No :

CORRECTION REQUESTED

(Please specify the personal data and the relevant correction you are requesting to be made)

IMPORTANT INFORMATION

- (a) Before we can correct your personal data, we must verify your identity. Please provide a copy of your identity such as NRIC, driver's license or passport.
- (b) Please send this completed withdrawal request form (with supporting documents) to :
 - by email : dpo@thakralcorp.com.sg; or
 - by post : Data Protection Officer
Thakral Corporation Ltd &
its Singapore subsidiaries and associated companies
20 Upper Circular Road
#03-06 The Riverwalk
Singapore 058416

DECLARATION

I confirm that this application relates to personal data about me (or about a person that has authorised me to make this application on their behalf).

Signature :

Date :