



## PERSONAL DATA CORRECTION REQUEST FORM

### Note to Requestor

1. The provision of personal data is optional, however, if you do not provide sufficient data, we may not be able to process your request.
2. If the request is made by an individual other than the data subject, please also submit the following documents:
  - (a) an authorised letter signed by the data subject; and
  - (b) proof of identity of the data subject e.g. copy of IC, driver's license, birth certificate.
3. Data subject means an individual who is the subject of the personal data.
4. You maybe asked to provide additional information to help us process your request.
5. Upon approval, we will send you an email to inform you about the corrections made to your personal data.

**PLEASE COMPLETE IN BLOCK LETTERS**

### A. Details of Requestor for Verification Purposes

Full Name

NRIC No. / Passport No. / FIN No.

Contact No.

*Note: We may contact you regarding your request*

Employee No. (in ACR) - *if applicable*

### B. Details of Data Subject

Full Name

NRIC No. / Passport No. / FIN No.

Employee No. (in ACR) - *if applicable*

**C. Details of Request**

Please state the personal data you are requesting to have corrected or updated.

**D. Declaration of Requestor**

I hereby declare and confirm that all information and supporting documents provided by me in connection with this Correction Request are true, accurate and complete. I understand that it will be necessary for ACR to verify my identity and that ACR may contact me for more detailed information in order to correct or update the personal data requested and I consent to the collection, use and disclosure of the personal data that I have provided in this form for the purpose of this Request.

Signature / Date

**E. For Internal Use**

Application Reference Number

For Approval

*\* Refer to sixth schedule of the personal Data Protection Act 2012 for assessing purpose*

Received by / Date

Referred to / Date

Fees to be charged

Date of Completion of Request

Request Outcome

**Remarks**