



PERSONAL DATA ACCESS REQUEST FORM

For the purpose of this form, Data Subject/Relevant Person (as defined under the Personal Data Protection Act 2010) must provide a copy of identification card (NRIC) or passport, authorisation letter by the Data Subject and other relevant supporting document as required by us. Please note that, we may not be able to process your request in the event of the personal data provided is inaccurate, incomplete, misleading or not up to date in the first place. A request to access personal data is subject to a fee and also to requirements under Personal Data Protection Act 2010.

ACCESS OF DATA SUBJECT'S PERSONAL DATA

SECTION 1 : TO BE FILLED IN BY DATA SUBJECT	
Full Name as per NRIC	
New NRIC (Attach copy)	
*House Phone	
*Office Phone	
Mobile phone	
SECTION 2 : TO BE FILLED IN BY RELEVANT PERSON	
A : Particulars of Data Subject	
Full Name as per NRIC	
New NRIC (Attach copy)	
B : Particulars of Relevant Person	
Full Name as per NRIC	
New NRIC (Attach copy)	
Address	
*House Phone	
*Office Phone	
Mobile phone	
<i>*Non-mandatory information</i>	

Please provide a description of the personal data to be accessed.

Do you need a copy of the Personal Data? (Please tick (x) in the relevant box below)

<input type="checkbox"/> Yes	<input type="checkbox"/> No																		
<table border="1"> <thead> <tr> <th>Item</th> <th>Description</th> <th>Fee (RM)</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> (a)</td> <td>Personal Data</td> <td>10</td> </tr> <tr> <td><input type="checkbox"/> (b)</td> <td>Sensitive Personal Data</td> <td>30</td> </tr> </tbody> </table>	Item	Description	Fee (RM)	<input type="checkbox"/> (a)	Personal Data	10	<input type="checkbox"/> (b)	Sensitive Personal Data	30	<table border="1"> <thead> <tr> <th>Item</th> <th>Description</th> <th>Fee (RM)</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> (a)</td> <td>Personal Data</td> <td>2</td> </tr> <tr> <td><input type="checkbox"/> (b)</td> <td>Sensitive Personal Data</td> <td>5</td> </tr> </tbody> </table>	Item	Description	Fee (RM)	<input type="checkbox"/> (a)	Personal Data	2	<input type="checkbox"/> (b)	Sensitive Personal Data	5
Item	Description	Fee (RM)																	
<input type="checkbox"/> (a)	Personal Data	10																	
<input type="checkbox"/> (b)	Sensitive Personal Data	30																	
Item	Description	Fee (RM)																	
<input type="checkbox"/> (a)	Personal Data	2																	
<input type="checkbox"/> (b)	Sensitive Personal Data	5																	

<p><u>Declaration by the Data Subject</u></p> <p>I,.....</p> <p>hereby certify that the information given in this form and any documents submitted are true and accurate.</p> <p>Signature:.....</p> <p>Date:.....</p>	<p><u>Declaration by the Relevant Person</u></p> <p>I,.....</p> <p>hereby certify that the information given in this form and any documents submitted are true and accurate. I, hereby agreed that you may contact the Data Subject to verify my identity.</p> <p>Signature:.....</p> <p>Date:.....</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Note: If GST is imposed on the Fee, the Data Subject will pay for all GST.