

REQUEST FORM FOR ACCESS TO PERSONAL DATA

QR-GEN-006-002

1. Please identify yourself

Part I: Particulars of the Individual that the Personal Data Relates to (the "Data Subject")	
TITLE and NAME (Please underline surname) *Mr / Mrs / Miss / Ms / Other (please specify)	NRIC / PASSPORT NUMBER (It is mandatory to attach a copy of your NRIC or passport here so that we can verify your identity before processing your request)
TELEPHONE NUMBER	EMAIL ADDRESS
ADDRESS	
PLEASE DESCRIBE THE NATURE OF YOUR REQUEST (To help us respond to your request quickly, please provide as much detail as possible about the personal data you wish to access. If possible, restrict your request to a particular service or product offering, department, personnel, incident or subject-matter.)	
DATE OF REQUEST	

Part II: Particulars of the Individual Acting on Behalf of the Data Subject	
ARE YOU ACTING ON YOUR OWN BEHALF? (Please check the appropriate box) Yes <input type="checkbox"/> Skip the rest of Part II No <input type="checkbox"/> Please complete the rest of Part II	
RELATIONSHIP WITH THE SUBJECT (Please state the capacity in which you are acting on behalf of the Data Subject)	
AUTHORISATION (Please indicate what authorisation you have to act on behalf of the Data Subject e.g., power of attorney.)	
TITLE and NAME (Please underline surname) * Mr / Mrs / Miss / Ms / Other (please specify)	NRIC / PASSPORT NUMBER (It is mandatory to attach a copy of your NRIC or passport here so that we can verify your identity before processing your request)
TELEPHONE NUMBER	EMAIL ADDRESS
ADDRESS	

* Please delete accordingly.

2. Please note the following:

For internal use:

Request ref. no.

Updated by/date()

Approved by DPO/date ()

- We can only provide you with access to personal data that is in our possession or under our control.
- We cannot provide you with information on how your personal data has been used or disclosed by us more than 1 year before the date of your request
- To process this request, the information in this form may need to be given to Pontiac's affiliates, partners and subsidiaries, as well as third parties (e.g., service providers to Pontiac).
- You will be contacted by Pontiac if more information is required to process your request.
- Once processed, please allow us a reasonable period of time (within 30 days) to respond to your request. In certain circumstances, we may be entitled and/or required to refuse your request. In the event that your request is unsuccessful, we will endeavour to inform you of the reasons, whenever feasible.
- A fee may be charged for processing this request. If so, we will inform you of the fee in writing, prior to providing access to the personal data requested.
- By completing and submitting this form, you acknowledge that the information you have provided is true and accurate to the best of your belief.

3. To submit this form, please send it with your supporting documents to:

Data Protection Officer
Pontiac Land Private Limited
 One Temasek Avenue
 #41-00 Millenia Tower
 Singapore 039192

or send a copy via email to: dataprotection@plpl.com.sg.

Signature: _____

For internal use:

Request ref. no.
 Updated by/date()

Approved by DPO/date ()