

**Personal Data Access/Correction Request Form**

<b>Section A – Requestor Particulars</b>		
Name (As in NRIC/Passport)		
NRIC/Passport Number		
Address		
Contact Number		
<b>Section B – Personal Data Details</b>		
Description of Personal Data Request / Correction: (Please allow 30 days from date of request to process your request)		
<b>Section C – Additional Information</b>		
Please provide additional information (if any) of the above request (e.g. date range, time range)		
<b>Section D – Declarations and Acknowledgement</b>		
By signing on this form, I confirm & acknowledge the following:		
<ul style="list-style-type: none"><li>• The information provided by me above is true and accurate, and in event of any false information provided by me, Mitsubishi HC Capital Asia Pacific Pte. Ltd. has the right to void any this request.</li><li>• Mitsubishi HC Capital Asia Pacific Pte. Ltd. is not obliged to fulfill requests relating to the following under the Personal Data Protection Act:<ol style="list-style-type: none"><li>1. Opinion data kept solely for an evaluative purpose;</li><li>2. Documents related to a prosecution if all proceedings related to the prosecution have not been completed;</li><li>3. Personal data which is subject to legal privilege;</li><li>4. Personal data collected, used or disclosed without consent, under for the purposes of an investigation if the investigation and associated proceedings and appeals have not been completed.</li></ol></li></ul>		
Signature:		Date:
<b>For Official Use</b>		
Received and Processed by:	Approved by:	
Date:		