



Personal Data Correction Request

Please complete this form to make a request for correction of personal data in our records.

SECTION 1: YOUR PARTICULARS:

Name:			
Identification Card Number:		Telephone Number:	
Correspondence Address:			
Email Address:			
Relationship with data subject: <i>(not applicable if you are the data subject)</i>	Parent/Guardian <input type="checkbox"/> Spouse <input type="checkbox"/>	Others <i>(please specify):</i> <input type="text"/>	<input type="checkbox"/>

(* Please enclose the relevant supporting document/letter of authorisation from the data subject for verification of your authority to make this data correction request)

SECTION 2: PARTICULARS OF THE DATA SUBJECT *(Not applicable if you are the data subject):*

Name:			
Identification Card Number:		Telephone Number:	
Correspondence Address:			
Email Address:			

SECTION 3: PRODUCTS/SERVICES USED BY DATA SUBJECT

Product/Services:	
Branch/Outlet:	

SECTION 4: SUPPORTING DOCUMENT(S)/LETTER OF AUTHORISATION

I enclose the relevant supporting document(s) to verify my relationship with the data subject or letter of authorisation from the data subject <i>(not applicable if you are the data subject)</i> .
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SECTION 5: PERSONAL DATA CORRECTION

Please describe the correction to be made *(please use additional sheets of paper if required)*.

SECTION 6: DECLARATION *(please tick the appropriate box)*.

If you are the data subject

I confirm that I am the data subject named in Section 1 and I am requesting access to my own personal data. I confirm that the information supplied in this form is true and accurate. I understand that Pos Malaysia Berhad may contact me to verify my identity and to request for additional information to help locate the information I have requested.

If you submitting this form on behalf of the data subject

I confirm and warrant that the information supplied in Section 1 and Section 2 are true and accurate and that I have full authority to request access to the personal data of the data subject. I understand that Pos Malaysia Berhad may contact me or the data subject to verify our identity and to request for additional information to help locate the information I have requested.

Signature _____

Date _____

Important Notes:

Pos Malaysia Group reserves the right to restrict any personal data correction request as permitted under the Personal Data Protection Act 2010 including if there is insufficient information provided in this form to process this Data Correction Request.

FOR OFFICE USE ONLY	
Form received by:	Name: Department:
Date received:	
Supporting documents	Yes [] No []
Signature	

Please return the duly executed Request Form to:

Compliance Department, Pos Malaysia Berhad, Level 2, Dayabumi Complex, 50670 Kuala Lumpur
Tel: 03 – 2267 2267 ext 2040
Email: pdpapos@pos.com.my