

SEW-EURODRIVE PTE LTD

ACCESS AND CORRECTION REQUEST FORM

I. APPLICATION TO ACCESS PERSONAL DATA

1. Under the Personal Data Protection Act 2012 ("PDPA"), you are entitled to request for your personal data that we have, and request to know how your personal data has been used or disclosed over the past year.
2. Please complete this form and submit it to:

II. DESCRIPTION OF THE PERSONAL DATA REQUESTED

Do state your purpose for accessing the personal data so that we can process your access request quickly and efficiently. In addition:

- 1) Please provide the date, time, and location of the event if you are requesting access to CCTV or audio records;
- 2) For all other personal data, please indicate the type of personal data you are requesting for and when you provided it to us.

III. APPLICATION TO CORRECT PERSONAL DATA

<For this section, please specify the personal data that you wish to correct>

IV. PARTICULARS OF REQUESTOR

Name of Requestor:

Contact Number:

Email Address:

Please check the applicable box(es):

- I am making an access request for my own personal data
- I am making an access request on behalf of other individual(s)
- I am making a request to correct my personal data

Please complete this section if you are making an access request on behalf of other individual(s)

Name of other individual(s) whom you are making an access request on behalf of:

Contact Number:

Email Address:

V. DESCRIPTION OF THE PERSONAL DATA REQUESTED OR TO BE CORRECTED

To enable us to process your access request quickly and efficiently, please provide us with as much information as possible about the personal data you are requesting access to (e.g. type of personal data, date, time)

VI. DECLARATION

By submitting this form, I confirm that the information stated above is true, complete and accurate to the best of my knowledge and belief.

Name & Signature

Date (DD/MM/YYYY)

Additional Notes:

- The requestor needs to produce Proof of Identity to access personal data.
- The company has the right to charge a reasonable fee for the requested document.
- The company will respond to this request within 30 days from the date of request. The requestor should be informed should the company need more time to process this request.
- The company reserves the right to deny access to personal data where there are exceptions that are provided under the PDPA or other written law.