



HOE LEONG

CORPORATION LTD.

Co. Reg. No: 199408433W

GST Reg. No: M2-0129798-2

PERSONAL DATA ACCESS REQUEST FROM

A. 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:

<Please specify any other modes to submit an access request below>

In person or by post:
Data Protection Officer
Hoe Leong Corporation Limited
#02-18, 6 Clementi Loop
129814 Singapore

Alternatively, you can email the completed form to us:

dpo@hoeleong.com

B. 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)

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:

C. DESCRIPTION OF THE PERSONAL DATA REQUESTED

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)

和隆集团有限公司



6 Clementi Loop (off Clementi Ave 6) Singapore 129814 • <http://www.hoeleong.com>

Corporate Tel: (65) 6463-8666 Fax: (65) 6564-7252

Sales Tel: (65) 6561-6353 Fax: (65) 6464-7183



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D. DECLARATION

<hr/> Nama & Signature	<hr/> Date (dd/mm/yyyy)
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Proof of Identity:

- Requestor on behalf should provide documents to proof your validity. For e.g. Letter of Authorisation, marriage certificate, birth of certificate and etc.
- Requestor must proof your identify before we can start to proceed your request.

Fees

- We accept cash and cheque, COD term.
- Additional fee will be charged if necessary. Such as
 - Hardcopy data (5 cents for mono, 50 cents for colour)
 - Cost of backup storage. (if requestor need softcopy)
 - Masking CCTV footage or recovery cost.
 - Etc.

Processing

- Under the PDPA, we should provide and process your access request in 30 days. Any delay or extension will be further informed via email or contact number.

Denial of Access Request

- We will not grant access your request whether any exceptions or prohibitions under the PDPA or any written law.

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