



PERSONAL DATA ACCESS REQUEST FORM (EXTERNAL)

PLEASE COMPLETE IN BLOCK LETTERS

A. Details of Requestor for Verification Purposes

Full Name

NRIC No. / Passport No. / FIN No.

Contact No.

Note: We may contact you regarding your request

Employee No. (in ACR)

Optional: Fill in if applicable

B. Particulars of Personal Data Requested

You are not required to complete this section if you are not requesting data on behalf of another person

Full Name

NRIC No. / Passport No. / FIN No.

C. Supporting Documents

Mandatory - Please provide a copy of your NRIC / Passport / Driving License / Work Permit / Employment Pass for verification purposes.

For requests made on behalf of another person - Provide signed authorisation letter and a copy of identity proof of the authoriser.

D. Details of Request

Describe the personal data you are requesting and additional information that may assist in the search (e.g. data range, location)

E. Conditions

1) Singapore Personal Data Protection Act has specified that organizations are not obligated to provide access to the following:

- Opinion data kept solely for an evaluative purpose;
- Documents related to a prosecution if all proceedings related to the prosecution have not been completed;
- Personal data which is subject to legal privilege;
- Personal data which, if disclosed, would reveal confidential commercial information that could, in the opinion of a reasonable person, harm the competitive position of the organization; or
- Personal data collected, used or disclosed without consent, under the purposes of an investigation if the investigation and associated proceedings and appeals have not been completed.

You may visit www.pdpc.gov.sg for more information.

2) We will respond to your request within 30 days. If there are any fees associated with your request, we will notify you in advance.

3) Upon approval, you will receive an email to arrange a specific date and time for collection of your personal data. You are required to bring your proof of identification and collect the requested personal data personally at the following address:

ACR Capital Holdings Pte Ltd
6 Temasek Boulevard
#08-01 Suntec Tower 4
Singapore 038986

F. Declaration of Requestor

I acknowledge that

- the information provided in this form is correct and complete;
- proof of identity and/or authorisation letter has been enclosed;
- my request may be rejected as permitted under PDPA;
- I have read and understood the Conditions found in Section E.

Signature / Date

G. For Internal Use

Application Reference Number

For Approval

** Refer to fifth schedule of the personal Data Protection Act 2012 for assessing purpose*

Name / Designation

Request Outcome

- ☐ Approved
☐ Rejected
Reason: _____

Fees to be charged

Signature / Date

For Completion of Request

Name / Designation

Date of request completion

Signature