

Personal Data Access Request Form

1. As a Data Subject or Relevant Person (as defined under the Personal Data Protection Act 2010), you may request access to the Data Subject's personal data held by **PPB Group Berhad [Reg. No. 196801000571 (8167 -W)] ("Company")**. A Relevant Person is:
 - 1.1 a parent, guardian or person who has parental responsibility – in the case of a Data Subject below the age of 18 years;
 - 1.2 a court appointed person managing the affairs of the Data Subject or a person authorised in writing by the Data Subject to act on behalf of the Data Subject – in the case of a Data Subject who is incapable of managing his/her own affairs; or
 - 1.3 a person authorised in writing to make a request on behalf of the Data Subject.
2. For the purposes of identification and verification, you may be required to provide us with a copy of your National Registration Identification Card (NRIC), passport, authorisation letter by the Data Subject and other relevant supporting documents as required by us.

3. We will charge a processing fee in respect of your request.

- 3.1. The fee will depend on the type of request being made and whether you need a copy of the Personal Data, as per the table below:

No	Description	Fee (RM)
(a)	For personal data (excluding sensitive personal data) with a copy	10
(b)	For personal data (excluding sensitive personal data) without a copy	2
(c)	For sensitive personal data with a copy	30
(d)	For sensitive personal data without a copy	5

Note: sensitive personal data includes information relating to the data subject's health, political opinion, religious beliefs or other beliefs of a similar nature and the commission or alleged commission of an offence by him / her.

- 3.2. The processing fee shall be paid to the Company in such manner as may be directed by the Company.
4. We will not be able to comply with your request in certain circumstances, e.g. where we are provided with insufficient information to locate the personal data requested for or where the request relates to personal data which is commercially confidential to us, but we will notify you of any such decision.
5. Please send all completed forms to the person(s) indicated in our personal data protection notice ("**Designated Individual**").
6. Should any advice or guidance be required in completing this form, please contact the Designated Individual.

Please tick (✓) one of the following:

- I would like to access my personal data
(Please fill in Sections 1, 3, 4 and 5 below)
- I am a Relevant Person who would like to request access to the Data Subject's personal data
(Please fill in Sections 2, 3, 4 and 5 below)

SECTION 1: PARTICULARS OF DATA SUBJECT

Full name as per NRIC	
NRIC / Passport No. <i>*Please attach latest copy</i>	
Telephone No.	
Email address	

SECTION 2: PARTICULARS OF RELEVANT PERSON

This request is based on (please tick (✓) one of the following):

- I am acting under the Data Subject's authorisation/mandate/Power of Attorney
- I am the legal/personal representative of the Data Subject
- I have a Warrant or Court Order allowing access to the Data Subject's Personal Data
- I am the executor/administrator of the Data Subject's estate
- Others (please specify) _____

Please enclose proof of your authority to access the personal data of the Data Subject.

Full name as per NRIC	
Relevant Person's relationship with the Data Subject	
NRIC / Passport No. <i>*Please attach latest copy</i>	
Telephone No.	
Email address	

SECTION 3: PERSONAL DATA SOUGHT

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**Please provide a description and the specifics of the personal data that is being requested. A vague description such as "all personal data" may result in us being unable to process your request due to our inability to locate the specific personal data requested for.*

SECTION 4: FORM OF PERSONAL DATA SOUGHT (OPTIONAL)

I would like the personal data in the following form:

- Hardcopy (**please provide your mailing address*):
- Softcopy/email (**please provide your email address*):

SECTION 5: DECLARATION BY DATA SUBJECT / RELEVANT PERSON

I, _____ am the [Data Subject/Relevant Person] named above and hereby request that the Company provide me with a copy of the personal data held about [me/Data Subject] as specified above.

I hereby declare that the information given in this form and any documents submitted to the Company, enclosed in this form are true and accurate.

I understand that there may be a charge for this service. I understand that it will be necessary for the Company to verify my identity and that the Company may contact me for more details regarding the personal data requested for.

I also understand that any and/or all personal data provided by me in this Personal Data Access Request Form will be collected and processed by the Company as personal data in accordance with the Personal Data Protection Act 2010.

Signed:

Date:

SECTION 6: FOR THE COMPANY'S USE ONLY

FORM RECEIVED Date:		RESPONSE SENT Date:	
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Remarks (if any):