

**Personal Data Correction Request Form**

1. As a Data Subject or Relevant Person (as defined under the Personal Data Protection Act 2010), you may request to have the Data Subject's Personal Data held by **PPB Group Berhad [Reg. No. 196801000571 (8167 -W)] ("Company")** corrected. 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 purpose 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 document as required by us.
3. We will not be able to comply with your request in certain circumstances, e.g. where we are not satisfied that the Personal Data to which your request relates is inaccurate, incomplete, misleading or not up-to-date in the first place, or where we are of the view that the update requested is inaccurate, incomplete or misleading. However, we will notify you of any such decision.
4. Please send all completed forms to the person(s) indicated in our personal data protection notice ("**Designated Individual**").
5. 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 correct my personal data  
(Please fill in Section 1 and Section 3 below)
- I am a Relevant Person who would like to request that the Data Subject's personal data be corrected  
(Please fill in Section 2 and 3 below)

| SECTION 1: PARTICULARS OF DATA SUBJECT                   |  |
|--|--|
| Full name as per NRIC                                    |  |
| NRIC / Passport No.<br><i>*Please attach latest copy</i> |  |
| Telephone No.  |  |
| Email address  |  |
| Correspondence Address                                   |  |

| SECTION 2: PARTICULARS OF RELEVANT PERSON   |
|---|
| This request is based on (please tick (✓) one of the following): <ul style="list-style-type: none"> <li><input type="radio"/> I am acting under the Data Subject's authorisation/mandate/Power of Attorney</li> <li><input type="radio"/> I am the legal/personal representative of the Data Subject</li> <li><input type="radio"/> I have a Warrant or Court Order allowing the correction to the Data Subject's Personal Data</li> <li><input type="radio"/> I am the executor/administrator of the Data Subject's estate</li> <li><input type="radio"/> Others (please specify) _____</li> </ul> |
| <b>Please enclose proof of your authority to correct the personal data of the Data subject.</b>   |

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

**SECTION 3: CORRECTION OF DATA SUBJECT'S PERSONAL DATA**

| Type of personal data (e.g. name, phone number, address) | Correction |       |
|--|------------|-------|
|  | Before     | After |
|  |            |       |

*\*Please provide a description and the specifics of the personal data that is being requested to be corrected (including where additions or deletions are to be made) and attach additional sheets where necessary.*

**SECTION 4: FORM OF PERSONAL DATA SOUGHT (OPTIONAL)**

I would like the Personal Data I have corrected 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**

| Declaration by the Data Subject   | Declaration by the Relevant Person   |
|---|--|
| <p>I, _____ declare that I am the person named in Section 1 and I am requesting to correct my own personal data. I hereby confirm that the information given in this form and any documents submitted to the Company, enclosed in this form are true and accurate.</p> <p>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 correction.</p> <p>I further acknowledge that any and/or all personal data provided by me in this Personal Data Correction Request Form will be collected and processed by the Company as personal data in accordance with the Personal Data Protection Act 2010.</p> <p>Signed:</p> <p>Date:</p> | <p>I, _____ declare that I am the Relevant Person named in Section 2 and I am requesting to correct the Data Subject's personal data. I hereby confirm that the information given in this form and any documents submitted to the Company, enclosed in this form are true and accurate.</p> <p>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 correction.</p> <p>I further acknowledge that any and/or all personal data provided by me in this Personal Data Correction Request Form will be collected and processed by the Company as personal data in accordance with the Personal Data Protection Act 2010.</p> <p>Signed:</p> <p>Date:</p> |

**SECTION 6: FOR THE COMPANY'S USE ONLY**

|                        |  |                          |  |
|------------------------|--|--------------------------|--|
| FORM RECEIVED<br>Date: |  | RESPONSE SENT<br>Date:   |  |
| ATTENDED BY:           |  | APPROVED/NOT<br>APPROVED |  |

Remarks (if any):