

INSTRUCTIONS

Guide for making a Personal Data Access Request ("PDAR")

For the purpose of this form:

- a Data Subject is an individual who is requesting access to his/her personal data; and
- a Third Party Requestor is another individual/entity that is requesting access to the personal data of the Data Subject

Sections to fill:

- Sections applicable to requests made by a Data Subject personally: 1, 3, 4 & 5
- Sections applicable to requests made by a Third Party Requestor: 2, 3, 4 & 5

Supporting documents required:

- For Data Subjects – Copy of National Registration Identification Card (NRIC) or passport bearing signature of Data Subject.
- For Third Party Requestors (Individual) – Copy of National Registration Identification Card (NRIC) or passport, bearing signature of Third Party Requestor as well as documents evidencing the right/authority of the Third Party Requestor to the information of the Data Subject.
- For Third Party Requestors (Entity) – Certified true copy of identity of Third Party Requestor as well as documents evidencing the right/authority of the third party requestor to the information of the Data Subject.

Processing fee:

A processing fee, which will depend on the type of request being made as per Table 1 below, is payable at the point of submission of this form. Your request will be processed within 21 days from the date your request is received by us.

Table 1

Item	Type of request	Fee (RM)
Walk-in Customer		
1	Data Access Request (PDAR) for Data Subject's personal data with a copy – Data	5
2	Data Access Request (PDAR) for Data Subject's personal data with a copy – Document	10
3	Data Access Request (PDAR) for Data Subject's personal data with a copy DAR - Data & Document	10
4	DAR for Data Subject's personal data without a copy*	2
Walk-in Customer		
1	Data Access Request (PDAR) for Data Subject's personal data with a copy – Data	5
2	Data Access Request (PDAR) for Data Subject's personal data with a copy – Document	10
3	Data Access Request (PDAR) for Data Subject's personal data with a copy DAR - Data & Document	10

Restricted information:

Please note that 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, where the request relates to personal data which is commercially confidential to us or where we are unable to verify the identity of the requestor, but we will notify you of any such decision.

Completed form:

Please send in all completed forms to the following address:

Customer Support Department
 Digicert Sdn. Bhd.
 No. 3-20 & 3-22 Jalan Jalil Perkasa 14
 Aked Esplanad, Bukit Jalil
 57000 Kuala Lumpur

Contact Us:

Should any advice or guidance be required in completing this form, please contact our Customer Support at 03-89928888

PERSONAL DATA ACCESS REQUEST

Please tick [√] one of the following:

I am a customer/former customer of Digicert and I would like to access my personal data
 (Please proceed to **Section 1** of this form)

I have previously dealt with Digicert and I would like to access my personal data
 (Please proceed to **Section 1** of this form)

I am making a request for the personal data of another person
 (Please proceed to **Section 2** of this form)

For all other requestors, please contact us directly.

SECTION 1 - DATA SUBJECT INFORMATION (Please complete your details in capital letters)

Data Subject Name (Mr./ Ms./ Mrs./ Dr.)
(as in NRIC/ Passport)

NRIC / Passport #

Tel (O) - **Tel (H/P)** -

Email Address
(Not applicable for free web based e-mail e.g. yahoo, hotmail and etc)

SECTION 2 – THIRD PARTY REQUESTOR

A. THIRD PARTY REQUESTOR

- a. This request is based on¹ (please tick [] one of the following):
- I am authorized / mandated by the Data Subject
 - I am the legal / personal representative of the Data Subject
 - I have a warrant / 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): _____

¹Please enclose proof of your authority to access the personal data of the Data Subject. You must ensure that the document has been certified by a Commissioner for Oaths, a Notary Public or an Advocate & Solicitor.

B. PARTICULARS OF DATA SUBJECT:

Data Subject Name (Mr./ Ms./ Mrs./ Dr.)
(as in NRIC/ Passport)

NRIC / Passport #

Tel (O) - **Tel (H/P)** -

Email Address
(Not applicable for free web based e-mail e.g. yahoo, hotmail and etc)

C. PARTICULARS OF THIRD PARTY REQUESTOR:

Full Name / Company Name
(as in NRIC/ Passport)

NRIC / Passport #

Company Registration No. _____

Address

Tel (O) - **Tel (H/P)** -

Email Address
(Not applicable for free web based e-mail e.g. yahoo, hotmail and etc)

SECTION 3 – THE PERSONAL DATA SOUGHT

Please tick [] the category of personal data that is being requested:

(A processing fee will be payable for EACH request of personal data sought). Please refer to the processing fee table as listed in Page 1.

- Name
- New Registration Identification Card (NRIC)
- Passport No.
- Registered address
- Email address
- Home / Office / Mobile No.
- Birth date

