

INSTRUCTIONS

Guide for making a Personal Data Correction Request (“DCR”)

For the purpose of this form:

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

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
Pos Digicert Sdn. Bhd.
8-3A-02, Star Central, Lingkaran Cyberpoint Timur,
63000 Cyberjaya, Selangor Darul Ehsan

Contact Us:

Should any advice or guidance be required in completing this form, please contact our Customer Support at +603 8800 8008

PERSONAL DATA CORRECTION REQUEST FORM

Please tick [v] one of the following:

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

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

[] I am making this correction 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)

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 – CORRECTION OF PERSONAL DATA

Please tick [✓] the category of personal data to be corrected:

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

Attach additional sheets if necessary

Note: For change of customer address/contact detail, please refer to below **UPDATE FOR CUSTOMER ADDRESS/ CONTACT DETAIL**

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

NRIC / Passport # [grid]

Tel (O) [grid] - [grid] **Tel (H/P)** [grid] - [grid]

Full Name / Company Name [grid]
(as in NRIC/ Passport)

NRIC / Passport # [grid]

Company Registration No. _____

Address
[grid]

Tel (O) [grid] - [grid] **Tel (H/P)** [grid] - [grid]

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

UPDATE FOR CUSTOMER ADDRESS /CONTACT DETAIL:

UPDATING ADDRESS DETAIL FOR ACCOUNT(S)/SERVICE(S)

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

NRIC / Passport # [grid]

Tel (O) [grid] - [grid] **Tel (H/P)** [grid] - [grid]

Full Name / Company Name [grid]
(as in NRIC/ Passport)

NRIC / Passport # [grid]

Company Registration No. _____

Address
[grid]

Tel (O) [grid] - [grid] **Tel (H/P)** [grid] - [grid]

Email Address [grid]

SECTION 4:

ADDITION OF PERSONAL DATA: (please indicate the personal data to be added)

* Attach additional sheets if necessary

Personal Data Item (e.g. name, residential status, country of citizenship, etc)	Personal Data to be added

SECTION 5:

DELETION OF PERSONAL DATA: (please indicate the personal data to be deleted and reason(s) of deletion)

*Attach additional sheets if necessary

Personal Data to be deleted	Reason(s) for deletion

SECTION 6:

In complying with this data correction request, I request that you to send by registered mail a copy of the corrected data to me.

Please write to me (please refer to details provided in Section1 or 2 (C) above) to update me on the status of my request.

*Due to security concerns, for personal requests from the Data Subject, we will be posting the corrected data to you at your last known address in our records.

SECTION 7:

Declaration

I / We, _____ hereby certify that the information given in this form and any documents submitted/enclosed are true and accurate. I/We understand that: (i) it will be necessary for you to verify my/our / the Third Party Requestor's identity, and (ii) that you may contact me/us in order to verify the personal data to be corrected.

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

For Pos Digicert Use				
<input type="checkbox"/> Handling of Change of Address / Contact Details – Mykad Biometric Verification				
Report No.	-	Date Closed / /		
	Verified By	Approved By	Process By	Checked By
Signature				
Name				
Date				