

PERSONAL DATA ACCESS REQUEST FORM

**MY E.G. SERVICES BERHAD PERSONAL DATA ACCESS REQUEST FORM**

[1] **ABOUT YOU**

Full name: \_\_\_\_\_

NRIC/Passport Number: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

[2] **ARE YOU REQUESTING FOR YOUR OWN PERSONAL DATA? IF YES, PLEASE PROCEED TO ANSWER PART (A) BELOW.**

**ARE YOU A THIRD PARTY REQUESTING FOR ACCESS TO SOMEONE ELSE'S PERSONAL DATA? IF YES, PLEASE PROCEED TO ANSWER PART (B) BELOW.**<sup>1</sup>

**PART A**

- [a] Please state the nature of your relationship with My E.G. Services Berhad:
- A current\* / former customer\* / client\* of My E.G. Services Berhad.
  - A current\* / former employee\* of My E.G. Services Berhad.
  - A current\* / former\* business associate, vendor, service provider or supplier of My E.G. Services Berhad.  
(\* delete where applicable)
- [b] Please also provide a photocopy of your National Registration Identification Card (NRIC) or the first page your passport containing your personal details for us to verify your identity. Please mark the photocopy of your NRIC or passport with "FOR PERSONAL DATA ACCESS REQUEST ONLY"

**PART B**

- [a] Please provide a signed photocopy of your National Registration Identification Card (NRIC) or your passport for us to verify your request.
- [b] Please state the nature of the Data Subject's<sup>2</sup> relationship with My E.G. Services Berhad.
- A current\* / former customer\* / client\* of My E.G. Services Berhad.
  - A current\* / former\* employee of My E.G. Services Berhad.
  - A current\* / former\* business associate, vendor, service provider or supplier of My E.G. Services Berhad.  
(\* delete where applicable)

<sup>1</sup> i.e. Are you requesting access to your own information OR are you a third party requesting access to someone else's information?

<sup>2</sup> "Data Subject" means the individual who is the subject of the personal data.

[c] Please describe the nature of your relationship with the Data Subject:

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[d] Please state the basis of your requiring the personal data of the Data Subject:

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[e] Please enclose with this Form an authorisation letter from the Data Subject as proof of your authority to act on behalf of the Data Subject.

**[3] THE PERSONAL DATA SOUGHT**

Please provide a description of the personal data requested for, and any relevant additional information which can assist us in providing you with a copy of your personal data.

Please specify if you would like to simply view the personal data or to receive a copy of the personal data

( ) View                      ( ) Copy required

**[4] Declaration**

I, \_\_\_\_\_ hereby confirm that the information given in this Form and any documents enclosed are true and accurate. I understand that it will be necessary for My E.G. Services Berhad. to verify my / the Data Subject's identity and that My E.G. Services Berhad. may contact me or the Data Subject for more detailed information in order to locate the information required.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Important Notes**

- (1) Please note that My E.G. Services Berhad reserves the right to restrict access to certain information as may be permitted under the Personal Data Protection Act 2010.
- (2) Please enclose payment stipulated in the table below with your Access Request. Failing receipt of payment, My E.G. Services Berhad will not be able to process your Access Request.

<b>Type of Personal Data Requested</b>	<b>To View Personal Data Without A Copy</b>	<b>Copy of Personal Data Required</b>
Personal Data	[RM 3]	[RM 10]
Sensitive Personal Data*	[RM 5]	[RM 30]
(*Sensitive Personal Data means health information, political opinions, religious beliefs, the commission or alleged commission of an offence)		

- (3) Personal information collected on this Form is required to enable your Access Request to be processed, and will only be used in connection with this request.
- (4) Should any advice or guidance be required in completing this application, please contact: [03-7801 8888 ]