

PERSONAL DATA CORRECTION REQUEST FORM

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

**[1] ABOUT YOU**

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

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

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

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

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

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

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

**ARE YOU A THIRD PARTY REQUESTING TO CORRECT SOMEONE ELSE'S PERSONAL DATA? IF YES, PLEASE PROCEED TO ANSWER PART (B) BELOW.**

**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 of 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 CORRECTION 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>1</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)

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<sup>1</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:

\_\_\_\_\_

[d] 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 that you wish to correct, amend or update.

**[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.

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

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