

REQUEST FORM
WITHDRAWAL OF CONSENT/ACCESS/ CORRECTION OF PERSONAL DATA

I. APPLICATION

1. Under the *Personal Data Protection Act 2012* (“PDPA”), you are entitled to withdraw consent for the use of your personal data by us, request for your personal data that we have and how your personal data has been used or disclosed and/or for the correction of your personal data that we have.
2. For such request, please complete this form and submit back to “K” Line Pte Ltd.

II. PARTICULARS OF REQUESTOR

Name:

Contact Number:

Email Address:

Please check the applicable box(es):

- I am making the request for my own personal data
- I am making the request on behalf of other individual(s)

Please complete this section if you are making the request on behalf of other individual(s)

Name of other individual(s) whom you are making the request on behalf of:

Contact Number of the individual:

Email Address of the individual:

III. DESCRIPTION OF THE PERSONAL DATA REQUESTED

Please specify the request:-

- Withdrawal Of Consent Request
- Access Request
- Correction Request

To enable us to process your request quickly and efficiently, please provide us with as much information as possible about the personal data relating to your request (e.g. type of personal data, date, time).

IV. DECLARATION

By submitting this form, I confirm the following:-

- 1) That the information stated above is true, complete and accurate to the best of my knowledge and belief; and
- 2) Where I am making the request on behalf of the other individual(s), that I am legally authorised to act on behalf of the other individual(s).

(Signature)

Name:

Date (DD/MM/YYYY):

V. ADDITIONAL INFORMATION

For non "K" Line Pte Ltd employees, please attached the following for verification purposes: -

1. A copy of a proof of your identity.

Where the request is made on behalf of the other individual, the other individual's written authorisation and a copy of the other individual's proof of identity and a copy of a proof of your identity

Proof of identity document includes the latest utility bill, telecommunication bill, bank statement, credit statement or letter issued by the Singapore government or public bodies. Please provide a copy of the page showing only your name and residential address.

If you are unable or do not wish to provide any of the proof of identity document, we may request for your attendance at our office for the verification sight of your identification document.

We may also request for more information as required for verification purposes.

We reserve the right to charge a reasonable fee for any access request. We will email to your email address provided above of the fee within 30 days of receipt of your request.

For request for the withdrawal of consent, we will endeavour to respond within 10 business days of receipt of your request to your email provided above.

For all other requests, we will endeavour to meet your request within 30 days of receipt of your request to your email address provided above.

Should we be unable to meet your request within the aforesaid stipulated time, we will inform you within the aforesaid stipulated time in which we can accede to your request.

We reserve the right not to grant the request as provided under the *PDPA* or other applicable law.

This request form will be retained for a period of 7 years upon the provision of the Personal Data or rejection of the request.