

## **HOMEVEST SDN BHD 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 Homevest:

*\*Please delete if it is not applicable*

- ☐ A current\* / former customer\* / client\* of Homevest
- ☐ A current\* / former employee\* of Homevest
- ☐ A current\* / former\* business associate, vendor, service provider or supplier of Homevest  
(\* delete where applicable)

[b] Please tick and/or state the relevant Homevest Group of companies whom you are requesting the personal data:

- ☐ Homevest Global ☐ Homevest Living
- ☐ Homevest Capital

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<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

- [c] 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 Homevest

*\*Please delete if it is not applicable*

- ☐ A current\* / former customer\* / client\* of Homevest  
☐ A current\* / former\* employee of Homevest  
☐ A current\* / former\* business associate, vendor, service provider or supplier of Homevest  
(\* delete where applicable)

- [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.

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

**[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 Homevest to verify my / the Data Subject's identity and that Homevest 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 Homevest reserves the right to restrict access to certain information as may be permitted under the Personal Data Protection Act 2010.
- (2) 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.