



PERSONAL DATA ACCESS REQUEST FORM

Note to Requestor

1. The provision of personal data is optional, however, if you do not provide sufficient data, we may not be able to process your request.
2. If the request is made by an individual other than the data subject, please also submit the following documents:
 - (a) an authorised letter signed by the data subject; and
 - (b) proof of identity of the data subject e.g. copy of IC, driver's license, birth certificate.
3. Data subject means an individual who is the subject of the personal data.
4. You maybe asked to provide additional information to help us process your request.
5. If there are any fees associated with your request, we will notify you in advance.
6. Upon approval, you will receive an email to arrange a specific date and time for collection of your personal data. You are required to bring your proof of identification and collect the requested personal data personally at the following address:

ACR Capital Holdings Pte Ltd
6 Temasek Boulevard
#08-01 Suntec Tower 4
Singapore 038986

PLEASE COMPLETE IN BLOCK LETTERS

A. Details of Requestor for Verification Purposes

Full Name

NRIC No. / Passport No. / FIN No.

Contact No.

Note: We may contact you regarding your request

Employee No. (in ACR) - *if applicable*

B. Details of Data Subject

Full Name

NRIC No. / Passport No. / FIN No.

Employee No. (in ACR) - *if applicable*

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| C. Details of Request |
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Please provide a description of the personal data you are requesting access to, and any relevant additional information which can assist us in providing you with a copy of the personal data you are requesting for.

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| D. Declaration of Requestor |
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I hereby declare and confirm that all information and supporting documents provided by me in connection with this Access Request are true, accurate and complete. I understand that it will be necessary for ACR to verify my identity and that ACR may contact me for more detailed information in order to locate the personal data requested and I consent to the collection, use and disclosure of the personal data that I have provided in this form for the purpose of this Request.

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| Signature / Date | |
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| E. For Internal Use |
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| Application Reference Number | |
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For Approval

** Refer to fifth schedule of the personal Data Protection Act 2012 for assessing purpose*

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| Received by / Date | |
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| Referred to / Date | |
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| Fees to be charged | |
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| Date of Completion of Request | |
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| Request Outcome | |
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| Remarks |
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