

FAR EAST ORCHARD LIMITED GROUP

Personal Data Correction Form

(A) Your Particulars

Please provide your information in the space provided below.

We will only use the information you provide on this form to identify you and the personal data you are requesting access to, and to respond to your request.

Full Name:	
NRIC/FIN/Passport Number:	
Telephone Number:	
Email address:	
If you are a current or former employee of the Far East Orchard Limited group (including Far East Hospitality) (collectively, "FEOrchard"), please provide your approximate dates of employment:	

(B) Proof of your identity

We require proof of your identity before we can respond to your access request. To help us establish your identity, you must provide identification. We accept a photocopy or a scanned image of one of the following as proof of identity: passport or photo identification such as a driver's license, NRIC, or birth certificate.

We may request additional information from you to help confirm your identity and your right to access, and to provide you with the personal data we hold about you. We reserve the right to refuse to act on your request if we are unable to identify you.

(C) Your Request

I am requesting to correct the following personal data that I have previously submitted to FEOrchard:

<u>New Update</u>	<u>Previously used</u>
Name:	Name:
Singapore Telephone Number(s):	Singapore Telephone Number(s):
Address:	Address:
Email Address:	Email Address:
Any Other Information:	Any Other Information:

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Notice:

1. Please ensure accuracy when providing us with the information requested in this form. The personal data submitted by you to us in this form is necessary for processing your request, and any inaccuracies, errors or omissions in the personal data submitted may result in delays in processing the request and/or our inability to process your request.
2. Your Personal Data Correction request will be subject to approval following our receipt and approval of this completed form. Once you have provided us all the requisite information needed to consider your request, your request will be subject to approval. We will endeavour to provide the requested information within one month of receipt of your request (subject to such extensions as we may inform you of). We will endeavour to provide our response within the statutory period (subject to such extensions as may be permitted).
3. Should we for any reason be unable to grant your request, we will inform you within one month of the receipt of the request of the reasons for not taking action.
4. We may have disclosed the personal data to be corrected herein to other organizations and we will disseminate your corrections herein to these other organizations. If you wish to restrict the organizations to which we may make such disclosures, please identify the organizations to whom we may share these corrections:

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Confirmation

I confirm that this request relates to my own personal data. I declare that the information provided in and with this request are true in every respect, and agree that such information may be collected, used and disclosed by FEOrchard and its affiliates for the purpose of processing this request and/or in accordance with its data protection policy.

Signature: _____

Date: _____

For official use	
Received by:	Date:
Processed by:	Date: