Request to Correct Personal Data

Please note that you may only request to correct your personal data that is held by
_____[*name of Company*] (the "**Company**").
If you are submitting this request on behalf of another person, you must provide proof of such authorisation.

We will try to respond to your request within 30 calendar days from the date of receipt of your request. We may however, depending on the nature of the request, need up to 30 calendar days to provide you an estimate of when we will be able to respond to you. Please note that pursuant to the Personal Data Protection Act 2012 (No. 26 of 2012 of Singapore), we may refuse to correct such data under certain limited circumstances.

Please provide the following information and return the completed form by mail or email to:
30 Cecil Street #21-08 Prudential Tower Singapore 049712 or DPO@Incorp.asia

Name: _____

Email: _____   **Contact number**: _____

Address: _____

Details of personal data to be corrected (e.g. type of personal data, the date on which and circumstances under which the Company may have collected such data, and the correction to be made):

We may ask you further questions, and/or request that you provide evidence, to verify your identity (and if you are submitting this request on behalf of another person, the identity of that person). If you are submitting this request on behalf of another person, please also provide written authorisation.

Confirmation

I confirm that this request relates to my own personal data and warrant that where I am submitting this request on behalf of another person, I am authorised by such person to submit such request and to provide his/her information for such purposes. I will indemnify the Company and its subsidiaries, related corporations, associated companies and affiliates in respect of any penalties, liabilities, claims, demands, losses and damages as a result of breach of this warranty.

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 the Company and its subsidiaries, related corporations, associated companies and 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: