

CRADLE FUND SDN BHD (“Cradle”)

DATA ACCESS & CORRECTION REQUEST FORM

(1) Details of person requesting the information (“Requestor”)

Full Name :

Correspondence Address :

Telephone No. :

Facsimile No. (if any) :

Email Address :

Reference/ Account No. :

(2) Please indicate if you are the Data Subject, (i.e. service provider / customer / shareholder / director / employee / board member)* **YES / NO**

YES : If you are the data subject, please provide evidence of your identity, i.e. a copy of your driving licence, passport or national registration identity card together with a recent letter or bill from a utility company as evidence of address.
(Please go to question 5)

NO : Are you a person acting on behalf of the data subject with their written authority? If yes, please provide the letter of authorisation or such other relevant documentation e.g. copy of birth certificate, court order and etc.
(Please complete questions 3 and 4)

(3) Details of the Data Subject (*if different from no. 1*)

Full Name :

Correspondence Address :

Telephone No. :

Facsimile No. (if any) :

Email Address :

(4) As this data access request is made in your capacity as a relevant person on behalf of the Data Subject, please describe your relationship with the Data Subject that leads you to make this request for information on their behalf.

* Please delete whichever is not applicable

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- (5) Please describe the data you request together with all relevant information e.g. date around which or period within which the data was collected, the name of the staff member of Cradle who collected the data and etc. This will help us to identify and locate the information you require. Kindly continue on extra sheets if required.

- (6) Please describe the data to which you would like to be corrected and updated. Kindly continue on extra sheets if required.
(This column is optional if no correction is required)

- (7) Please indicate how you would like to receive your personal data.

Method	Please tick one box (✓)
By Email	
By ordinary mail	
Collection	
Others (please specify)	

DECLARATION

(To be completed by all requestors)

I certify that the information given on this application form is true. I understand that before complying with this request, you may require me to provide:

- (i) proof of my identity to confirm my identity;
- (ii) proof of the Data Subject's identity if I am making this request as a relevant person and further proof of my status as a relevant person; and
- (iii) such further information as may be reasonably required for you to locate the data requested.

I understand that:

- (i) Cradle may impose an administrative fee for processing this request to access personal data; and

* Please delete whichever is not applicable

- (ii) the period of 21 days in which Cradle must respond to the request will not begin until all the above matters are satisfied in full.

Requestor's Signature:

Date:

USE OF PERSONAL DATA

Except with the prescribed consent of the individual concerned, the personal data provided in this application form will be used for the purpose of processing this data access request and other directly related purposes.

Please return the completed form to the following:

Alamat: Cradle Fund Sdn Bhd
Suite 4.8.1, Level 4,
PNB Darby Park,
10, Jalan Binjai,
50450 Kuala Lumpur
Faks: 03-2166 4737
E-mel:

FOR OFFICE USE ONLY

Date Received :

Request Reference No. :