

APPLICATION FORM FOR CLIENT'S REQUEST TO ACCESS OR AMEND PERSONAL DATA

1) Particulars of Requestor: (please see details in footnote)

Name of requestor:	Type of services received under Fei Yue: eGen/eC2
Contact number: NA	Email address:
Please check the applicable box(es): <input type="checkbox"/> I am making an <u>access</u> request(s) for my own personal data. <input type="checkbox"/> I am making an <u>amendment</u> request(s) for my own personal data. <input type="checkbox"/> I am making an <u>access</u> request(s) on behalf of other individual(s). <input type="checkbox"/> I am making an <u>amendment</u> request(s) on behalf of other individual(s).	
Documentation for verification: If you are making the access / amendment request(s) for your own personal data, please attach the scanned copy of your NRIC (front and back) or driving license to this form. If you are making the access / amendment request(s) on behalf of other individual, (i) please attach the scanned copy of the individual's NRIC (front and back) or passport or driving license or birth certificate to this form. (ii) please state your relationship to the individual whose personal data you wish to access: _____	

2) Description of the personal data:

To enable us to process your access / amendment request quickly and efficiently, please provide us with as much information as possible about the personal data that you are requesting to access / amend (e.g. your contact number, address, etc).

3) Declaration:

By submitting this form to Fei Yue, you confirm that the information stated above is true, complete and accurate to the best of your knowledge and belief.

_____ Name & Signature of Requestor	_____ Date of Request (DD/MM/YYYY)
---	--

Footnote: If the requestor is submitting this application form on behalf of another individual, Fei Yue will only process the application form submitted by the person who has registered the client (e.g. the mother of an EIPIIC student). The Data Protection Officer from Fei Yue is to check that the requestor's name is the same name shown on the client consent form submitted by the client when the client applied for Fei Yue's service(s).