

FAR EAST ORCHARD LIMITED GROUP

Request to Access Personal Data

I am making a request to access my personal data which is in the possession of or under the control of the Far East Orchard Limited group (including Far East Hospitality) (collectively, "FEOrchard").

(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 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

Please state specific details of the information you require and any relevant dates:

Details and scope of information requested (e.g. the categories of personal data concerned, the purposes of the processing, and the recipients to whom the personal data have been disclosed)	
Date/time period of records	
Where, how and by whom the data was collected	

FAR EAST ORCHARD LIMITED GROUP
Personal Data Request Access Form

Notice:

1. Depending on the circumstance, you may be required to pay a reasonable fee before your request will be processed. We will inform you of the quantum of the fee at the time the request is made. Non-payment of the administrative fee and/or non-receipt of your payment of the administrative fee may result in our inability to process your request.
2. Please ensure that you have provided us with all the details requested for 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.
3. 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 our response within one month of receipt of your request (subject to such extensions as we may inform you of).
4. 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 and the alternative steps you may take.
5. Any information provided to you is on a confidential basis and for your personal reference only, and you will seek our written consent for any other use.

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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: