



Alpina Holdings Limited and Its Group of Subsidiaries

DATA ACCESS REQUEST FORM

Please provide us with your particulars so that we can verify your identity in order to process this request.

1.	Your Name (in full)	
2.	Your residential/ mailing address	
3.	Your contact details	Contact No.: Fax No.: Email Address:
4.	Your NRIC No./Passport No.	(Please attach a copy of your NRIC or Passport for verification)
5.	Please state the nature of your relationship with Alpina Holdings Ltd	<input type="checkbox"/> A current/former customer <input type="checkbox"/> A current/former employee <input type="checkbox"/> A current/former vendor/supplier/distributor/business partner/service provider <input type="checkbox"/> Others (please specify) _____ <i>*tick and/or delete where applicable</i>
6.	Please provide a description of the personal data you are requesting access to, and any relevant additional information which can assist us in providing you with a copy of the personal data you are requesting for.	
7.	Please specify if you would like to simply view the personal data or to receive a copy of the personal data.	<input type="checkbox"/> View <input type="checkbox"/> Receive a copy
8.	Please sign this form, check the information you have provided is accurate. Kindly send this form together with any relevant and the cheque/postal order to the DPO. Please refer to points 2, 3 and 4 under Important Notes below.	By clicking this box, I hereby declare and confirm that all information and supporting documents provided by me in connection with this Correction Request are true, accurate and complete. I understand that it will be necessary for Alpina Holdings Ltd to verify my identity and that Alpina Holdings Ltd may contact me for more detailed information in order to correct or update the personal data requested and I consent to the collection, use and disclosure of the personal data that I have provided in this form for the purpose of complying with my Correction Request. Date: _____



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Important Notes:

- (1) Please note that Alpina Holdings Ltd reserves the right to restrict access to certain personal data or refuse to comply with your Data Access Request as it is permitted under the Personal Data Protection Act 2012. We can only provide you with the personal data that is in our possession or under our control. To process this request, the information in this form may need to be given to third party service providers to Alpina Holdings Ltd.
- (2) Depending on the nature and scope of the work required to process your access request, Alpina Holdings Ltd may be required to impose a fee to recover its administrative costs. This will be assessed on a case-by-case basis by our Data Protection Officer. Where such a fee is to be imposed, a written estimate of the fee will be provided to you for your consideration. In such case, please communicate your agreement to the payment of the fee in writing. If you do not agree to the payment of the fee, Alpina Holdings Ltd will not be able to process your Data Access Request.
- (3) Please also note that in certain instances where a fee is to be collected, Alpina Holdings Ltd may require a deposit to process your Data Access Request. You will be notified if such a deposit is required when Alpina Holdings Ltd provides you with a written estimate of the fee. In such an event, Alpina Holdings Ltd will not be able to process your Data Access Request until such a deposit is collected.
- (4) Kindly note that (2) and (3) above do not apply if Alpina Holdings Ltd does not charge a fee for your Data Access Request.
- (5) Personal data collected on this form is required to enable your Consent Withdrawal / Cancellation Request to be processed, and will only be used in connection with such request.
- (6) Once you have filled up the form, please email to us at: pdpa@alpinaholdings.com.sg.

For official use only:

Received by: _____ Date: _____

Follow up by: _____ Date: _____

Remarks: _____