

SUNWAY GROUP PERSONAL DATA ACCESS REQUEST FORM

[1] ABOUT YOU

Full name: _____

NRIC/Passport Number: _____

Address: _____

Telephone number: _____

Fax number: _____

E-mail address: _____

[2] ARE YOU REQUESTING FOR YOUR OWN PERSONAL DATA? IF YES, PLEASE PROCEED TO ANSWER PART (A) BELOW.

ARE YOU A THIRD PARTY REQUESTING FOR ACCESS TO SOMEONE ELSE'S PERSONAL DATA? IF YES, PLEASE PROCEED TO ANSWER PART (B) BELOW. ¹

PART A

[a] Please state the nature of your relationship with Sunway Group:

**Please delete if it is not applicable*

- ☐ A current* / former customer* / client* of Sunway Group
 - ☐ A current* / former employee* of Sunway Group
 - ☐ A current* / former* business associate, vendor, service provider or supplier of Sunway Group
- (* delete where applicable)

[b] Please tick and/or state the relevant Sunway Group Business Units whom you are requesting the personal data:

☐ Property Development

☐ Quarry

☐ Shopping Mall

☐ Building Materials

Please state the name of the Shopping Mall:

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☐ Hotel:

☐ Medical Centre

Please state the name of the Hotel:

☐ Construction

☐ Sunway Pals Loyalty Programme

☐ Travel

☐ Theme Park

Please state the name of Theme Park:

☐ Others:

Please state:

¹ i.e. Are you requesting access to your own information OR are you a third party requesting access to someone else's information?

- [c] Please also provide a photocopy of your National Registration Identification Card (NRIC) or the first page your passport containing your personal details for us to verify your identity. Please mark the photocopy of your NRIC or passport with "FOR PERSONAL DATA ACCESS REQUEST ONLY"

PART B

- [a] Please provide a signed photocopy of your National Registration Identification Card (NRIC) or your passport for us to verify your request.

- [b] Please state the nature of the Data Subject's² relationship with Sunway Group

**Please delete if it is not applicable*

- ☐ A current* / former customer* / client* of Sunway Group
☐ A current* / former* employee of Sunway Group
☐ A current* / former* business associate, vendor, service provider or supplier of Sunway Group
(* delete where applicable)

- [c] Please describe the nature of your relationship with the Data Subject:

- [d] Please state the basis of your requiring the personal data of the Data Subject:

- [e] Please enclose with this Form an authorisation letter from the Data Subject as proof of your authority to act on behalf of the Data Subject.

² "Data Subject" means the individual who is the subject of the personal data.

[3] THE PERSONAL DATA SOUGHT

Please provide a description of the personal data requested for, and any relevant additional information which can assist us in providing you with a copy of your personal data.

Please specify if you would like to simply view the personal data or to receive a copy of the personal data

() View () Copy required

[4] Declaration

I, _____ hereby confirm that the information given in this Form and any documents enclosed are true and accurate. I understand that it will be necessary for Sunway Group to verify my / the Data Subject's identity and that Sunway Group may contact me or the Data Subject for more detailed information in order to locate the information required.

Signed: _____

Date: _____

Important Notes

- (1) Please note that Sunway Group reserves the right to restrict access to certain information as may be permitted under the Personal Data Protection Act 2010.
- (2) Please enclose payment stipulated in the table below with your Access Request. Failing receipt of payment, Sunway Group will not be able to process your Access Request.

Type of Personal Data Requested	To View Personal Data Without A Copy	Copy of Personal Data Required
Personal Data	RM 2	RM 10
Sensitive Personal Data*	RM 5	RM 30
(*Sensitive Personal Data means health information, political opinions, religious beliefs, the commission or alleged commission of an offence or biometric data)		

- (3) Personal information collected on this Form is required to enable your Access Request to be processed, and will only be used in connection with this request.