

## PERSONAL DATA ACCESS REQUEST FORM

To help us provide a quick and accurate response to your request, the following information is needed.

An Administration Fee may be charged for the handling and processing of your request to access your personal data. If so, we will inform you of the fee beforehand. Please note that we are not required to respond to or deal with your access request unless you have agreed to pay the fee and the fee is so paid.

Please note that we can only provide you with personal data that is in our possession or under our control. The access to personal data may be refused in a number of circumstances such as requests which would impose an unreasonable burden in terms of expense; personal data that relates to anticipated legal proceedings; or the request for access is frivolous or vexatious. If we deny or restrict your access, we will do so in writing including the reasons for the denial. However, the administration fee received will not be refunded.

Please complete the information below and return it to:

**The Data Protection Officer**

**Lloyd McGill Pte Ltd**

**10 Ubi Crescent #03-66 Ubi TechPark Singapore 408564**

**Email: [enquiry@lloydmcgill.com](mailto:enquiry@lloydmcgill.com)**

Upon receipt of the completed Personal Data Access Request Form, our Data Protection Officer will contact you via email, to advise on the Administration Fee and if more information is required to process your request.

Payment by cheque should be crossed and made payable to "Lloyd McGill Pte Ltd". We will process the request only upon receipt of cleared funds.

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PART 1: PARTICULARS		
Name (as in NRIC / Passport):	NRIC / Passport No. <i>(Only the last 3 numbers and checksum e.g. 567A)</i>	
Address:		
Mobile:	Office:	Email address:
Please provide brief description of your request to enable us locate your personal data:		
PART 2: DECLARATION		
I am the Individual named in Part 1 of this form. I hereby request, under the Personal Data Protection Act 2012, that Lloyd McGill Pte Ltd provides me with copies of my personal data, as described in Part 1.		
Client Signature		
_____		
Date:		
PART 3: ACCESS TO PERSONAL DATA		
Your request to provide you with copies of your personal data, as described in Part 1, will be made available to you within 30 days, from the date of this duly completed and signed form. Where we are unable to respond to you within the said 30 days, we will notify you of the soonest possible time within which we can provide you with the information requested.		
For administration use only:		
Access Request Form received by/on: .....	.....	.....
	Name of Staff	Signature/Date
Request Completed by/on: .....	.....	.....
	Name of Staff	Signature/Date